

Engineering Services Security Requirements for Work within Right-of-Way

Please be advised that effective May 2007, there will be securities requirements for excavation permits.

Securities are required to be in the form of a Certified Cheque or Letter of Credit (issued by a recognized financial institution) naming the City of Grande Prairie.

As with permit applications, securities must be provided by the owner of the property/facility or a contractor that is “acting as an agent” for the registered owner; a [verification letter](#) is required.

The following chart shows the required permit and security fees.

Issuing an Excavation Permit	Details	Security Required
Within the travel surface (or areas of hard landscaping)	Spot excavations	\$5,000 for each excavation
	Crossings (trenches – max. 1.5m wide)	\$500 per l/m of trench
	Direction drilling (lengths <=13m)*	No charge for drilling; charge will be applied to auger pits.
	Direction drilling (lengths >13m)*	As determined through and Alignment Permit
Within the boulevard (grassed areas)	Spot excavations	\$1,500 for each excavation
	Crossings (trenches)	\$150 per l/m of trench
	Direction drilling (lengths <=13m)*	No charge for drilling; charge will be applied to auger pits.
	Direction drilling (lengths >13m)*	As determined through and Alignment Permit
Storm Sewer Connections	Roadway/curb and gutter (hard surfaces)	\$5,000 for each connection
	Boulevard (grassed or other areas)	\$2,500 for each Connection
Commercial Driveway Crossings	3.5m to 7.3m wide (multi-family residential)	\$1,400 for each crossing
	4.5m to 12.0m wide (commercial/industrial)	\$2,000 for each crossing
	12.0m to 15.0m wide (industrial – special cases only)	\$2,500 for each crossing
	Rural Approach	\$7500

Comprehensive General Liability Insurance of \$2,000,000 per occurrence is required. The City of Grande Prairie shall be named as being additionally insured.

The following timeframes will also be *strictly* enforced for Excavation Permits.

- Excavation permits are valid for **30 days** following the date of issuance. Renewal of the permit or timeframe extension will be provided at no charge if requested prior to the original permit expiring. Expired permits will be subject to additional permit fee charges.
- Inspection Request Form must be submitted by the permit holder following excavation and restoration activities - An inspection and deficiency list will be completed by the City within **5 business days** of the City receiving the form at eng_permits@cityofgp.com.
- *If deficiencies are noted:* Deficiencies will be re-inspected **15 days** following written identification by the City. If deficiencies have not been rectified by the re-inspection date, the City will draw upon the permit holder's security in order to complete the work.
- Permits will not be issued/approved until a security has been received.
- Upon Construction completion, a preliminary inspection will be initiated, once an [Inspection Request Form](#) has been received. Upon a Successful Inspection, 50% of Security requirements will be returned. Two years after the Preliminary Inspection and Completion of a Second Inspection Request Form. A final Inspection will be initiated, after a successful Inspection, the remaining Security requirements will be returned.
- Securities may be waived if work is being completed on projects that are currently covered under an active Engineering Agreement with the appropriate security requirements. Proof of agreement is required to be provided by the applicant.