

**ENGINEERING SERVICES
Permit Request**

Ver. 19.4

Permit Request is required three (3) business days prior to commencement

Application Date: _____ **Proposed Duration:** _____ **Date:** _____ **to** _____
mm/dd/yyyy (Time i.e. 1 day, 7:00 a.m. to 7:00 p.m.) mm/dd/yyyy mm/dd/yyyy

- Excavation Barricade Alignment: # _____ Driveway Crossing: Dev. # _____
 Storm Connections: Lot Grading # _____ Approved Drawings Attached

Applicant's Information (Please Print):

Name: _____ **Phone (Daytime):** _____ **Phone (Cell):** _____

Fax: _____ **Business Licence #:** _____

Mailing Address: _____ **City:** _____ **Prov.:** _____

Postal Code: _____ **Contact Person:** _____ **Email Address:** _____

Subcontractors: _____

WCB Clearance Letters for each subcontractor must accompany application if no current copy is on file.

The work being done is on behalf of, and will be owned and operated by, one of the following utilities:

- ATCO Gas ATCO Electric Aquatera TELUS Eastlink City of Grande Prairie

Other: _____ **Project Name:** _____

Description of Property:

Owner(s): _____ **Contact Information:** _____

Address/Location/Legal Description/Type of Work (Details):

Structures Disrupted: Pavement Concrete Gravel Seeded Area Buried Utility Undeveloped

Barricade Details: Lane Closure Intersection Sidewalk/Trail Boulevard Adjacent to Roadway

Direction of Traffic Disrupted: NB SB WB EB Detour

Permit Request Requirements:

- If a drawing has not been provided with another permit, please attach drawing:** Include roadway location and names with approximate street address and location of the work. If possible, show approximate dimensions to curb or other identifiable features.
- A **Traffic Accommodation Strategy (TAS)** is required when work obstructs, or in any way encroaches upon, a sidewalk or roadway. Please ensure the TAS shows the work zone, locations of signs, types of signs and roadway names. The work zone is the area required to do the work. Locations of signs must be in detail showing spacing and specific locations. Types of signs can be described using full name or sign code.
Traffic Accommodation Strategies must comply with the Province of Alberta "Traffic Accommodation in Work Zones 2018" manual. The manual and resource drawings for construction signage are located at: www.transportation.alberta.ca/597.htm
- Driveway Crossing** must be pre-approved before construction can begin. Residential driveway request applicants must first complete a **Residential Driveway Request Application**. The completed application can be emailed to devpermits@cityofgp.com. All commercial, industrial and multi-family driveway request applicants must complete a **Commercial/Industrial/Multi-Family Driveway Request application**. The completed application can be emailed to eng_permits@cityofgp.com. For more information, please contact Engineering Services.
- Storm Connections** must be pre-approved before construction can begin.

No work is to begin without the appropriate approved Engineering Services permit.

Disclaimer: Previous versions of this form will no longer be accepted.

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For Office Use Only:

PERMIT NO. _____

Prior to work commencing, the applicant will check with all utility companies to ensure that the work will not interfere with, or damage any, utility lines or other structures. **The applicant is aware of relevant provisions of the City's bylaws and requirements that are associated with the requested permit(s). The applicant is also aware of the applicable construction and design standards and specifications for their work, available on the City of Grande Prairie's website.** The City may inspect the applicant's work at any time and designate corrections. If the applicant fails to comply with any of the City's requirements or construction and design standards, the City may do necessary corrective work and charge the cost to the applicant. The applicant indemnifies the City against any claims, actions, damages, losses and expenses of any kind that may be made or brought against the City or that the City may suffer or incur in the course, or as a result, of the applicant, its sub-contractors or agents carrying out the applicant's work.

A two year warranty will apply to the restoration work. A letter of credit or cheque for the value of the work may be required in advance and will be reduced by 50% upon satisfactory completion of the work. The remaining 50% will be held until the end of the warranty period. An inspection request form must be submitted to Engineering Services upon completion of the work.

Certificate of Insurance confirming a minimum of \$2 million liability insurance coverage must accompany application if no current copy is on file. This permit request will not be processed without the applicant's signature.

By approving this permit request, the City grants permission to work at the requested location(s). Additional approvals may be required by third parties, i.e. OH&S and/or AEP. These approvals are the applicant's responsibility and no onus shall be placed upon the City by the applicant by failing to have the proper third party permission or permits to complete this work.

I, the applicant, acknowledge that I represent the owner of the above mentioned property, and do hereby agree to adhere to the conditions for approval as stipulated above and agree to pay the actual construction and engineering costs and 5% GST expenses for the construction on the City of Grande Prairie property described above.

Applicant Signature: _____

Note: - No fee for barricade permits only.

- Please refer to the [Fees, Rates and Charges Bylaw C-1395, Clause #10.](#)

- Refer to [Security Requirements For Work Within the Right-of-Way](#) on City of Grande Prairie Website.

Return this form via email to: eng_permits@cityofgp.com

This permit request may be transmitted by email in PDF format and reproduction of signatures by email will be treated as binding as if originals.

Contact us at: Engineering Services, 9505 – 112 Street Grande Prairie, AB T8V 6V3 Phone: 780-538-0417 Email: eng_permits@cityofgp.com Updated: Nov. 28, 2019

The personal information requested on this form is collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, and will be used in regards to the operation of the program or service you have applied for. If you have any questions about the collections of this information please contact the City of Grande Prairie FOIP Coordinator at 780-538-0300.

CONDITIONS FOR APPROVAL

FOR CITY USE ONLY:

- | | | |
|--|--|---|
| <input type="checkbox"/> Contact Affected Businesses | <input type="checkbox"/> Work in Daylight Hours | <input type="checkbox"/> Signing as per Worksite Traffic Accommodation Guidelines |
| <input type="checkbox"/> Use Flag Persons | <input type="checkbox"/> Time Restriction | <input type="checkbox"/> Advertise in Media (in advance) |
| <input type="checkbox"/> Use Flashing Lights on Barricades | <input type="checkbox"/> Backfill Testing Required as per the City's Construction Manual Section 31 23 33.01 | |

Additional Notes:

Permit Paid: Cheque Credit Card: Type: A M V Invoice **Date Received:** _____
mm/dd/yyyy

Security Paid: Cheque Line of Credit N/A **Date Received:** _____
mm/dd/yyyy

APPLICATION APPROVED

Approval under all conditions specified:

City Representative: _____ Date: _____ Permit #: _____
mm/dd/yyyy