

Permit Number _____

Applicant/Contractor Information (Print)

Company Name: _____ Application Date: _____
 Billing Address: _____ Phone: _____
 City & Postal Code: _____ Contact Person: _____
 Job/Work Order: _____ E-mail Address: _____

The excavation work is being done on behalf of the following utility company:
 Atco Gas Telus Rogers EL&P Bell Other: _____ (Please Specify)
 Utility Company Contact (name, phone & email): _____

Location (one permit per project): _____

Type of work being done: New Utility Alignment Repair Replacement Service Drop Borehole

Method of installation and nature of work: _____

Proposed start date: _____ Proposed completion date: _____

Material being disturbed: Asphalt Concrete Turf Gravel Other _____

Surface restoration completed by: City* Contractor**

* For **Turf** repairs to be completed by the City: Should the site be left in a state not appropriate for the placement of topsoil, the contractor acknowledges that additional fees will apply for the necessary site preparation.

** Surface restoration work completed by the contractor will require a 2-yr warranty and maintenance period.

Road Closure Information (if required): _____

Note: If the work is being completed for a new utility alignment, a copy of the alignment approval letter is to be attached to this form.

- **A detailed plan/drawing must be provided with the permit request:** Include roadway names, street addresses, and location of the excavation(s) relative to adjacent City infrastructure. Indicate proposed and existing underground alignment. Show dimensions from the excavation(s) to property line, curb, or other identifiable features. For directional drilling, show the location of all pits.
- If a road or sidewalk closure is required, the applicant is to acquire a Use of Streets permit through engineering@reddeer.ca. Regarding traffic signage, the applicant must either: prepare a Traffic Accommodation Strategy (and obtain the City's approval); or make a road/sidewalk closure request through Parks and Public Works at 403.342.2838 at least 48 hours prior to work commencement.
- The Applicant must contact the Engineering Dept. at **403.342.8234** or ULApermits@reddeer.ca to arrange for post-construction inspection.
- Should the Applicant hire the City to restore the asphalt or concrete, the Applicant is responsible for contacting the Public Works Dept. at **403-342-8238** or publicworks@reddeer.ca to provide notification of road backfill completion and coordinate paving and concrete repairs. If the excavation is taking place in the winter months, the Applicant is responsible for maintaining temporary asphalt repairs until final paving can be completed in the spring.
- The Applicant is responsible for contacting the landowner for any disruption or alteration to private land as a result of the scope of work. Prior to work commencing, the Applicant/Contractor is responsible for checking with all utility companies to ensure that the work will not interfere with or damage any utility lines or other structures. **The Applicant/Contractor is aware of relevant provisions of the City's Traffic Bylaw 3707/2025 and the City's requirements for backfilling and restoration of excavations.** The city may inspect the work at any time and designate corrections. If the Applicant fails to comply with any of the City's requirements, 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 which may be made or brought against the City or which 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. The contractor is required to maintain adequate insurance coverage and safety certification throughout the course of the work.
- The personal information collected through this form is for administering and processing excavation permits. This collection is authorized by section 4(c) of the Protection of Privacy Act and section 3 of the Municipal Government Act. For questions about the collection of personal information, contact the Engineering Department at 403.342.8128 or engineering@reddeer.ca.

Payment terms are net thirty (30) days from the date of the invoice, subject to a 1.5% late service fee on all unpaid balances.

Authorization – I, the Applicant, acknowledge that I represent the owner, and do hereby agree to adhere to the conditions for approval as stipulated above.

Applicant Signature: _____