

Procedure to Obtain an Excavation Permit from the University of Alberta (U of A)

1. An Excavation Permit must be obtained before work proceeds that results in the disturbance of the soil on any property of the University of Alberta, including the University's North Campus, South Campus, Campus St. Jean, Augustana Campus, UA Botanic Garden, etc.
Excavation Permits can be obtained using the Utilities Department Excavation Permit Request web-form, located here:
[Excavation Permit Request Web-Form](#)
2. The U of A requires 120-hours (5 working days) for preparation of the Excavation Permit. The following describes the information specified on the permit request web-form:
 - a. **Project Name:** Name of project.
 - b. **Project Ownership:** The organization taking ownership of the project (i.e., University of Alberta, Alberta Health Services, EPCOR, ATCO Gas, City of Edmonton, etc.).
 - c. **Campus:** Where the work is taking place.
 - d. **Permit Type:** Regular, Project, Major Project
 - e. **Type of Work:** General type of work that best describes the work being performed.
 - f. **Excavation Method:** Primary excavation method being performed.
 - g. **Expected Depth:** Depth of excavation (<0.3m, 0.3m to 1m, 1m to 3m, >3m).
 - h. **Underground Utility and/or Civil Infrastructure Changes Expected:** Yes or No answer to identify if changes to the utility drawings will be required following the work.
 - i. **Starting Date:** Estimated Start date for the excavation.
 - j. **Expected Completion Date:** Estimated or expected completion date for the excavation work being performed.
 - k. **U of A or Other Project Manager Contact Name, Email & Phone:** The main representative for the Project.
 - l. **Excavation Contractor Company, Contact Name, Email & Phone:** The company that is performing the actual excavation. An excavation permit must be issued for each contractor performing excavation for a particular scope of work. A new scope of work, not identified on the existing permit, will require a new Excavation Permit for each contractor performing the work.
NOTE: A prime contractor requesting a blanket excavation permit for a project or site will be accepted on a case by case basis.
 - m. **Excavation Contractor after hours Emergency Phone:** Contractor after hours emergency contact number.
 - n. **Excavation Contractor Site Supervisor:** Contractor's representative performing supervision over the work.
 - o. **Work Description and Location:** Brief description of the work to be performed and the excavation location(s).
 - p. **Sketch Attachment:** The Location of the excavation is vital to obtaining the utilities that may be affected therefore submitting a drawing (PDF/CAD/JPEG/Paper Scan) is required.
 - q. **IFC Documents:** IFC drawings should be included if available.
3. The Project Manager (PM) and Contractor will be notified by email, that the excavation permit is ready. A pdf copy of the excavation permit will be attached in the email.
NOTE: Receipt of the permit email and the pdf permit is not an authorization to start digging. All utility locates must be completed first, as required.
4. The permit consists of a cover page, a procedure page (this document), a utility legend page identifying blocks and linetypes, and the utility drawing pages for the following services; gas, sewer, water, steam, street lighting, electrical power, data/communications, service corridor location and in some areas irrigation.
5. For North Campus, South Campus and Campus Saint-Jean, the contractor shall arrange utility locates with the applicable University Department identified on the permit cover page, and Alberta One Call. Contractors should expect no less than 5 working days for locating to be completed by the University. On all other campus properties, the contractor shall arrange utility locates with a private locating firm and Alberta One Call.
NOTE 1: The Permit identifies known University utility services in the area. Information may not be complete, and the contractor shall take every precaution to ensure all services are located and identified. The permit does not relieve the contractor of responsibility for ensuring the safety of persons and property.
NOTE 2: The contractor performing the excavation must have a copy of the permit on the work site and have reviewed the Excavation Permit before work commences.
Note 3: The contractors must follow all aspects of the Occupational Health and Safety Act in the execution of its work. The contractor must pay particular attention to Part 32, Excavating and Tunneling, of the Occupational Health and Safety Code when performing excavation work.
Note 4: The contractor must coordinate with Utilities when any ground disturbance work is within 3 meters of existing utility infrastructure.
6. **Excavation permits will expire four weeks after the excavation start date.** A permit renewal email will be sent to the PM one week prior to the expiry date. The PM or Contractor can request an extension provided that
 - a. the extension request is received before the expiration date of the permit **and**
 - b. redlines and photos for completed work are submitted to Utilities (Excavation.Permits@ualberta.ca) **or**
 - c. where no changes for completed work exists, an email response confirming that all details of the permit remain the same.
7. **Excavation permits will be closed** once the Project Manager or Contractor has
 - a) submitted redlines or as-built record drawings **including** photos confirming the as-built information for buried infrastructure to Utilities (Excavation.Permits@ualberta.ca) **and**
 - b) approved the changes to the utility drawings.New permits will not be issued to Project Managers until existing permits have been closed (for permits/work beyond their completion date).