Procedure to obtain an Excavation Permit from the University of Alberta (UofA)

1. An Excavation Permit must be obtained before work proceeds that results in the disturbance of the soil on property in the Greater Campus area. You can obtain a permit from the office of Design & Technical Services in Facilities and Operations. Please email a completed Permit Request Form to Excavation.Permits@ualberta.ca (see attached sample). The permit request form is located online at:


   Note: The following definitions apply to this procedure:

   a. the word excavation means a operation resulting in the disturbance of the soil;
   b. the Greater Campus area is defined in the attached map.

2. The U of A requires 72 hours (3 working days) notification to allow preparation of the Excavation Permit. The form must be completely filled out before being submitted. The following provides a description of the required information:

   a. Project Ownership: Owner of the land / facility where the project is being executed (i.e. UofA / Alberta Health Services/Government of Alberta)
   b. Project Name: Name of project
   c. Starting Date: Estimated Start date for the excavation.
   d. Completion Date: Estimated completion date for the excavation.
   e. UofA or Other Project Manger Contact Name, email & Phone: The single representative for the Project Owner (Project Manager).
   f. Excavation Contractor Company, Contact, email & Phone: This is the company that is doing 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 BLANKET EXCAVATION PERMIT, FOR A WORK SITE OR PROJECT, WILL NOT BE ISSUED UNDER ANY CIRCUMSTANCE.**
   g. Excavation Contractor after hours Emergency Phone: Contractor after hours emergency contact number.
   h. Excavation Contractor Site Supervisor: Contractor’s representative performing supervision over the work.
   i. Work Description and Location: A brief description of the work to be performed. The Location of the excavation is vital to obtaining the utilities that may be affected so submitting a drawing (PDF/CAD/TIFF/PAPER) would be helpful.

3. The Project Manager or Contractor will be notified when the excavation permit is ready. Two hard (paper) copies of the permit, in an addressed envelope, will be left for pickup at the front reception of Facilities & Operations on the 4th Floor of the General Services Building (GSB). The receipt of the permit must be signed for.

4. The permit consists of a cover page and utility information for the following services: gas, sewer, water, steam, street lights, electrical power and service corridor location. Contractors are responsible to contact the applicable UofA Utilities Department, noted on the permit cover page, to co-ordinate the onsite locate(s) before proceeding with an excavation.

5. The contractor performing the excavation must be in receipt and have reviewed the Excavation Permit before work commences.

6. The cover page and associated utility services pages are sent to:
   - Tom van der Helm and Clifford Klassen, Mechanical Utilities
   - Brent Kirk and Thel Dvernichuk, Electrical Utilities
   - Murray Brice, Building & Grounds Services
   - Ed McLaughlin, Life Safety Systems
   - Emily Ellis, Ancillary Services, Parking
   - Communication & Control Centre, Operations (4th Floor GSB).

   In addition, the cover page of the Excavation Permit shall be distributed to the following UofA departments:
   - Mike Kohlenberg, Utilities
   - Facilities & Operations, Maintenance Desk
   - Al Belanger, University Protective Services
   - Rob Munro, Environmental Health & Safety
   - Facilities & Operations, Safety

**NOTE:** The Permit indentifies known University utility services in area. Information may not be complete and the contractors shall take every precaution to ensure all services are located and identified. The permit does not relieve the contractor of responsibility for ensuring safety of persons and property.

7. 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 Tunnelling, of the Occupational Health and Safety Code when performing excavation work.