

Utility Installation/Street Occupation Permit

All construction projects that will occupy or block access to municipal lands are required to apply for and receive an approved Utility Installation and Street Occupation Permit at least 5 working days prior to starting any construction. The exception to this is an emergency dig up (i.e., water main break).

For any work to take place within a municipal right-of-way (i.e., roadway, Lane, etc.), the Developer and/or the Franchise Utilities Companies, the Contractors, and RMWB Project Managers must apply and obtain Utility Installation and Street Occupation Permit (per bylaw 02/079) at least 5 working days minimum for partial and full road closures prior to the commencement of work.

STEP 1

SUBMIT AN APPLICATION

- Apply online on the RMWB website through E-permitting portal
 - Create an account or sign in at <https://acaprod.rmwb.ca/citizenaccessprod/Default.aspx>
- Apply in person at 9909 Franklin Avenue, Fort McMurray, AB T9H 2K4.
 - You can contact by phone at 780-743-7000 or by email at permit.inquiries@rmwb.ca
 - After hours: contact the Pulse at 780-743-7000 or toll-free at 1-800-973-9663
 - Conversely download permit application forms under Engineering and Infrastructure Development at <https://www.rmwb.ca/en/permits-and-development/applications-licences-and-permits.aspx>
- Fill out all the applicable information and payment is due and payable at the time of application
 - Attach all required documentation
 - Have a map showing the location of work, approved project drawings, specifications and if requires a Traffic Accommodation Plan following the RMWB's Procedure Manual for Installation of Utilities, Traffic Control & Utilities Manual or designed by a trained individual.

STEP 2

REVIEW

- The Utility Installation & Street Occupation permit is reviewed internally within 5 working days.
- All information and attachments provided by the applicant will be carefully reviewed for compliance.
- The applicant will be contacted if additional information is required.

STEP 3

DECISION

- **APPROVED**
 - The applicant will receive an auto generated email, confirming permit has been approved. To access the permit, login to download the permit.
- **NOT APPROVED**
 - The applicant will receive an auto generated email or phone call with recommendations/comments.
 - If the applicant addresses recommendations/comments, so back to review stage.

STEP 4

CARRY OUT WORK

- Applicant is approved to carry out work as per the endorsed permit.
- When works is complete, an engineering technician may conduct a site inspection during or when work is done for compliance.

STEP 5

PERMIT EXTENSION (OPTIONAL)

- Permit extension can be requested by email to Engineering.Requests@rmwb.ca
- Sign in, upload supporting documents and contact us by email to schedule proposed extension date

Utility Installation/Street Occupation Permit

Utility Installation Street Occupation Both (Utility Installation & Street Occupation) **Date (M/D/Y):** _____

Applicant: _____	Mailing Address: _____
City: _____	Prov: _____ Postal Code: _____ Phone: _____
Alt Phone: _____	Email Address: _____

Contractor: _____	RMWB Project Manager: _____
Address: _____	City: _____ Postal Code: _____ Phone: _____
Email Address: _____	Alt Phone: _____

Detailed description of work: _____

Street Address: _____ Unit #: _____ Lot: _____ Block: _____ Plan: _____

Roadway Boulevard/Parkland Median Sidewalk/Walkway Curb & Gutter Trees & Shrubs Other: _____

Purpose: Install Utility Repair Utility

Atco Gas Atco Electric Telus/Shaw-Rogers/Bell RMWB Developer Other: _____

Date of Commencement (M/D/Y): _____ Require Road/Sidewalk Closure: Yes No

Date of Completion (M/D/Y): _____ If yes, will it be: Full Partial

Starting & End Location: _____ (If yes, then apply for Traffic Accommodation Plan)

Will the Work Involve Hydrovac? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, show location(s) of hole on construction drawings)	Will the Work Involve Road Cut/Excavation? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, show location(s) of hole on construction drawings)
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I hereby agree that the work stipulated in this Permit shall be performed in accordance with the Regional Municipality of Wood Buffalo's **Engineering Standards, Procedure Manual for Installation of Utilities, Traffic Control & Utilities Manual, and approved project drawings and specifications.** In case of default, I acknowledge and confirm that the Regional Municipality of Wood Buffalo has the right to complete the work shown in this permit and charge me for the costs of the same. I shall indemnify and save harmless the Regional Municipality of Wood Buffalo from any and all losses, costs, damages, actions, causes of action, suits, claims & demands resulting from anything done or omitted to be done by the development owner in pursuance or purported pursuance of this permit. This permit is valid from the date issued up to completion date specified in this application. After that time period a new permit will be required, and appropriate fees will be charged.

Applicant (please print): _____	Signature: _____
Reviewed by: _____ (Engineer/Technician)	Date: _____
Approved by: _____ (Manager, Development Engineering)	Date Approved: _____

Comments: _____

Permit Fee: \$ _____ *(Payment in the amount of \$125.00 required)* *Bylaw 24.026 (Schedule A)*

Payment Method: Visa M/C Debit Cash Cheque Authorization / Cheque Number _____

Application Form Traffic Accommodation Plan Construction Drawings Others: _____