



# Utility Installation & Street Occupation Permit Application

Permit Number: \_\_\_\_\_

Application Date (M/D/Y): \_\_\_\_\_

Development Owner: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Alt Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

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 Street Occupation: \_\_\_\_\_

Date of Commencement (M/D/Y): \_\_\_\_\_

Require Road Closure/Detour:  Yes  No

Date of Completion (M/D/Y): \_\_\_\_\_

If yes, will it be:  Full  Partial

Starting Location: \_\_\_\_\_

End Location: \_\_\_\_\_

Will the Work Involve Hydrovac?  Yes  No  
(If yes, show location(s) of hole on construction drawings)

Will the Work Involve Road Cut/Excavation?  Yes  No  
(If yes, show location(s) of hole on construction drawings)

Traffic Accommodations Plan Approval:

\_\_\_\_\_  
(Road Maintenance Branch)

Date: \_\_\_\_\_

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 for up to 30 days** from the date issued unless otherwise stated. After that time period a new permit will be required and appropriate fees will be charged.

Applicant (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Approval: \_\_\_\_\_

Date approved: \_\_\_\_\_

(Manager, Development Services Branch)

Engineering Comments: \_\_\_\_\_

**Standard Procedure for Locates: Applicant to contact Alberta One Call, for Shaw contact Dig Shaw & UGS-RMWB (780) 598-3997**

Permit Fee: \$ \_\_\_\_\_ (**Payment must be paid at the time of application and permit fees are non-refundable**)

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

Application Form  Traffic Accommodation Plan  Construction Drawing  Others: \_\_\_\_\_

**Office Use Only**

Authority: (please check one)  Developer (payment in the amount of \$125.00 required)

Bylaw(s) 02/079 (section 13.19), 85/51 (section 307)

Atco Gas  Atco Electric  Telus/Shaw/Bell  RMWB

Bylaw(s) 06/003, 12/038 (payment not required, exempt authority)

# UTILITY INSTALLATION AND STREET OCCUPATION PERMIT PROCESS

How do I get permission to work on Municipal Land? Whether it is in Parks, Roads, and Trails or on Boulevards?

## STEP 1:

Download a Utility Installation and Street Occupation Permit form from [www.rmwb.ca](http://www.rmwb.ca) under the Permits and Resources or directly link to <https://www.rmwb.ca/en/permits-and-development/applications-licences-and-permits.aspx#Applications-forms-and-permits> or pick one up at the Planning and Development front counter.

## STEP 2:

Fill out all the applicable information on your permit.

## STEP 3:

Have a map showing the location of work and if required, provide a Traffic Accommodation Plan designed by a trained individual and attach it to your Utility Installation Permit.

## STEP 4:

Submit the permit to the Planning and Development front counter or send a PDF copy of the permit to [current.planning@rmwb.ca](mailto:current.planning@rmwb.ca). Payment is due and payable at the time of application, payments for permits are accepted at the following two locations: *(please bring proof of payment with application)*

## STEP 5:

The Permit is reviewed internally.

## STEP 6:

(APPROVED) The applicant will receive a phone call or email from the Development Engineering with comments. Applicant must then pick up the approved permit from the Planning and Development located at 9909 Franklin Ave on the 1<sup>st</sup> Floor, between the hours of 8:30am to 4:30pm, Monday to Friday, please note the Department is closed all Statutory Holidays.

## STEP 6:

(REJECTED) The applicant will receive a phone call or email from the Development Engineering with recommendations/comments. If applicant addresses the recommendations/comments they may repeat Step 5.

## STEP 7:

Applicant is approved to carry out work as per the approved permit. Construction must start within 30 days of the permit being issued or the permit will expire and a new permit will need to be obtained.

## STEP 8:

(OPTIONAL) Extending a permit can be requested by repeating step 4.

## NOTES:

1. A permit is required anytime you occupy or block access to municipal land.
2. You can get help understanding municipal forms by downloading the corresponding manual from the website.
3. If you leave spaces blank your permit may be rejected right away.
4. Even if your work is completely off the street you may require a Traffic Accommodation Plan. If no disturbance is anticipated a statement that "at no time will pedestrian or vehicular traffic be impacted" attached to the permit will suffice.
5. Payment locations:
  - (1) Jubilee Center  
9909 Franklin Avenue  
Fort McMurray, AB T9H 2K4
  - (2) Planning & Development  
9909 Franklin Avenue  
Fort McMurray, AB T9H 2K4
6. Please note that up to 10 business days are required to process permit from the application date with completed package.
7. If more information or clarification is needed please contact the RMWB representative listed on the permit. Resolving minor issues over the phone or email may prevent a permit from being rejected.
8. If the scope or area of a permit changes a new permit must be applied for.