

DIG PERMIT GUIDELINES

1. INTRODUCTION :

In order to maintain control over leased land and space, excavations (i.e dig, hydro vac, trenching or any form of disturbing the ground), the installation of underground equipment, facilities, devices or alterations that are to be made to any airport property must receive Regina Airport Authority Inc. (RAA) approval. Approval for such work will be given through a **Dig Permit**.

A **Dig Permit Application** **MUST** be completed and **APPROVED PRIOR** to disturbing the ground or the commencement of any work.

2. DIG PERMIT ON AIRPORT PROPERTY - CONDITIONS

- 2.1 All applications will be given prompt consideration and are subject to the following conditions:
- 2.1.1 All terms and conditions as outlined on the application and any attachments must be followed.
 - 2.1.2 It is a condition of issue that all work authorized by this Dig Permit is done at the risk of the lessee/contractor and that it complies with all relevant building and utility codes, and all interruption of, or connections to RAA utilities must be co-ordinated with the RAA representative.
 - 2.1.3 Environmental and building codes must be strictly adhered to by the lessee/contractor.
 - 2.1.4 It will be the responsibility of the lessee/contractor to ensure that all utility companies listed on the application form are contacted, have reviewed the application and drawings, have marked and identified any/all utilities in the vicinity of the construction site.
 - 2.1.5 It will be the responsibility of the lessee/contractor to ensure that all identified utilities are kept up to date and that all utilities are re-identified should the markers be damaged or dislodged.

- 2.1.6 When operating in a restricted area, it is the responsibility of the lessee/contractor to ensure that all personnel employed on the work site are cleared through the Airport Security Office.
- 2.1.7 When work is performed in a restricted area requiring an escort, the lessee/contractor is responsible for making appropriate arrangements and is responsible for all costs. This can be co-ordinated through the RAA Security Office.
- 2.1.8 RAA reserves the right to order an immediate halt to any work being carried out under this Dig Permit should any deviation from safe practices or approved plans be observed, or should some unforeseen exceptional circumstances dictate that it would not be in the best interest of RAA to permit the project to proceed to completion.
- 2.1.9 Under such circumstances, RAA will not be responsible for costs involved should halting of work or cancellation of the Dig Permit be warranted.
- 2.1.10 The Authorized Dig Permit must be located at the job site and be presented to RAA staff during an inspection.
- 2.1.11 The Dig Permit is valid for 30 working days, unless written authorization is provided by the RAA representative. The lessee/contractor must ensure that the utilities are kept up to date during construction and re-identified as required.
- 2.1.12 The lessee/contractor must water wash and expose all existing underground services within the construction area prior to commencement of work and is responsible for all costs.
- 2.1.13 When Utility services are disconnected in order to perform work (i.e. tie in of water lines, electrical services, natural gas, etc.) the Tenant/Contractor must notify affected tenants and provide temporary services as deemed necessary by the RAA Representative.
- 2.1.14 At the completion of the project, the prime applicant or lessee/contractor must report or inform RAA representative that the project has been completed in order that an inspection can be carried out. Following this inspection, AS-BUILT drawings must be submitted by the lessee/contractor to facilitate updating of record drawings.

3. DIG PERMIT APPLICATION FORM

An explanation of some items on the applicant form as follows:

- 3.1 Identification – Requested By: Name of applicant, group or company name requesting the Dig Permit.
- 3.2 Type/Purpose of Work Involved: Provide detailed description of work planned, what is involved, why, is there a planned disruption to existing services, and is there a planned closure to roadways. Provide depth of excavation. Provide drawings or maps of the construction area showing the extent of the excavation.
- 3.3 Clearance Review: Contact all companies listed to identify any/all utilities. Have responding companies or local utility confirm the application or provide documentation of utilities identified.
- 3.4 Submission: Applicant must sign the application permit including phone contact and date prior for processing.
- 3.5 On completion of the application form, provide the RAA with a copy of the application ensuring all companies are accounted for. **The RAA will then provide the Applicant with a Dig Permit to proceed.**

Please read the guidelines prior for completing the form:

DIG PERMIT GUIDELINES

PART I: To be completed by the Applicant.

Requested by (Name): _____

RAA Tenant Company/Contractor (Name): _____

Details of work: _____

Location: _____ MAP: MAP Depth of Excavation: _____

LOCAL UTILITY LOCATE (required)	NAME (Requested Locate)	SASK 1 ST LOCATE #	COMPANY/ NAME (completed locate)	DATE Received M/D/Y	COMMENT
SASKPOWER, SASKENERGY, SASKTEL, ZAYO & BH TELECOM CALL 1-866-828-4888					
ACCESS COMM 1-877-511-1601					

Applicant's or Proponent Signature: _____ Phone Contact: _____ Date (M/D/Y): _____

Note: Please attach any document, plan drawing or photos in the email.

SUBMIT

PART II: To be completed by the Regina Airport Representative.

PROJECT TITLE: _____ PROJECT #: _____
 DIG PERMIT #: _____ PROJECT IN-CHARGE: _____
 FAP PERMIT #: _____

ATTACHMENT : PLAN DRAWINGS & PHOTOS ENVIRONMENTAL SCREENING JOBSITE FORM UTILITY LOCATES

DEPARTMENT	DATE M/D/Y	NAME	SIGN OR INITIAL	CONCERN YES	NO	COMMENTS
Dir. AIRSIDE OPERATION & SAFETY 306 761-7494, E-mail address		James Ne <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
AIRSIDE STORM DRAIN, LANDSCAPE & IRRIGATION 306 761-7595, E-mail address		Select nar <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MANAGER AIRPORT FACILITIES 306 761-7563, E-mail address		Kevin Bel <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ELECTRICAL(underground utility) 306 761-7496, E-mail address		Select nar <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GROUNDSIDE WATER & SANITARY SEWER 306 761-7496, E-mail address		Select nar <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ENVIRONMENTAL OFFICER 306 761-7590, E-mail address		Andy Whi <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MANAGER, Projects & Planning 306 761-5916, E-mail address		Richard T <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NAV CANADA 1-866-577-0247 landuse@navcanada.ca		Select Na <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The Above Application is: Approved Subject to the following conditions
 Environmental Screening Local utility locate
 Obstacle Limitation

Environmental Screening Decision Complete? Yes No By: Select your name _____

APPROVED BY : JOHN ASTON, VP Commercial, Projects & Planning	SIGNATURE : <input checked="" type="checkbox"/>	DATE :	REMARK:
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4. DIG PERMIT – HOW TO APPLY

Fill out this [DIG application form](#) and submit either [online](#) or mail it to:

c/o Planning & Development Department
1-5201 Regina Avenue
Regina, Sk S4W 1B3

Make sure you provide all the required documents so it won't delay the processing of your application. Most permits take approximately ten (10) working days to process, but complex projects or applications without proper supporting documentation will take longer.

5. ONLINE REFERENCES:

- [Saskpower- Locate underground power lines.](#)
- [Saskenergy – Locate underground gas lines.](#)
- [Sasktel – Locate underground cable lines.](#)
- [Access – Locate underground cable lines.](#)
- [Nav Can Land use form.](#)
- [Transport Canada - AERONAUTICAL OBSTRUCTION CLEARANCE FORM](#)

6. OTHER APPLICATION FORMS.

- [Environmental Application form](#)