

In order to obtain a Hoarding Permit the documentation of project information, engineered drawings and other required items must be submitted to the Traffic Division.

Project information requirements

The following project information is required as part of the application for a hoarding permit:

1. Description of project and proposed street use.
2. Justification of the need for use of the street.
3. Off-street alternatives that were considered and reasons for rejection.
4. Complete schedule of planned hoarding including start and end dates, hours of operation by day of week and extent of street use at all times.

Engineered drawing requirements

Scaled drawings must be signed and stamped by an Engineer. They are to include:


1. Detailed notes.
2. Requirements for engineered drawings.

1. Detailed notes for engineered drawings:

- Extent of proposed hoarding area, including length, width and number of lanes, relative to existing curb, back of walk, property line, and road markings.
- Proposed temporary traffic controls to be employed.
- Site fencing, screening, overhead hoarding and access control to protect public safety.
- Removal and/or relocation of any existing traffic control devices including signage, signals, and parking meters (complete with associated numbers).
- Impact on adjacent businesses/residents considering; any loss of parking, reduction of business, interruptions to solid waste services and delivery disruptions to adjacent properties.
- Corner visibility (The triangular area formed on a corner site by the two curb lines and a straight line which intersects them at 7.5 m from the corner where they meet) on the plan. This area(s) is to remain free of all material.
 - Location of stockpiling and temporary storage of excavation materials.
 - Location of stockpiling and lay down areas for construction materials.
 - Location of storage of supplies and building materials.
- Parking for contractor and employee vehicles.
- Provisions shall be made at all times for the safe passage of pedestrians past the site (considering cyclists, children and people with special needs). Operations involving hoisting that constitute a hazard to pedestrians that cannot be protected by any means shall not be carried out until the sidewalk/boulevard is closed.
 - Closure of a pedestrian sidewalk, roadway or both, other than momentary interruptions in public use will only be permitted by the Traffic Engineer where it is established that no reasonable alternative exists.
- Construction information signage to be posted on the hoarding fence.

- Screening to be employed, for example; solid white fencing (minimum requirement). decorative/artistic screening (recommended).

Provide:

- Access for emergency vehicles.
- Access to fire hydrants and water valves.
- Access to all traffic signal infrastructure.
- Access to all utility manholes.
- Construction vehicle access to the site.
- Staging area (where required based on frequency of deliveries).
- Haul routes to minimize impact on adjacent streets (refer to the  [Truck Route Bylaw 60M90](#)).

2. Requirements for engineered drawings:


- Identify the street/sidewalk/boulevard space that is used for the purpose of calculating permit costs. Certify all dimensions on the plans as accurate (surveyed).
- Identify the property line for the building/private property. Certify all dimensions on the plans as accurate (surveyed).
- Traffic control (temporary and permanent) employed including vehicle and pedestrian control meets City, TAC and MUTDC specifications and standards. This includes, but is not limited to the end treatment for concrete barriers.
- Design of structures such as GM barriers, covered walkways (with trailers overhead), driveway ramps and shoring meets City of Calgary and Canadian standards and specifications.

The City's Standard General Conditions section G.C.4.1 specifies that:

"4.1.2. . . . the contractor shall engage and pay for registered professional engineers or personnel skilled in the appropriate discipline to perform those functions where required by law or by the Contract Documents and in all cases where such temporary facilities and their method of construction are of such a nature that professional engineering skill is required to produce safe and satisfactory results."

Other required items

These other requirements should be included in your permit request:

- An alternative plan to open the roadway in the event of unexpected circumstances.
- Transit approval/accommodation.
- Traffic impact study.
- Tree Protection Plan  [Bylaw 23M2002](#).
- Public Communication Plan.
- Indemnification Agreement (for Shoring and for Crane).
- Additional items as required.