Permission to Permit Guidelines

The Permission to Permit service allows the pre-payment of two fees that would otherwise be calculated and charged after the return of an Excavation Permit:

- **Pavement Degradation:** charged on every permit to offset the increased repair and maintenance costs caused by excavating asphalt, and

- **Top Lift Paving fees:** charged on roads classified in good condition, to restore the road surface so it lasts the projected lifetime.

A Permission to Permit allows homeowners, general contractors and developers the option to pre-pay the Pavement Degradation and Top Lift Paving fees at a flat-rate on a project basis, rather than calculated on a per-permit and per-cut basis. The advantage is the applicant has more cost-certainty around the excavation costs for the project.

Projects that quality for pre-payment through Permission to Permit:

- Planned work to install underground services to a property, which is being developed or re-developed under the conditions of a valid City of Calgary Development Permit and Building Permit;
- Applies to residential and commercial properties; and

Application Process

To apply for a Permission to Permit, email a completed Permission to Permit Application to Epo@calgary.ca. You will be contacted for payment within two business days. **Please note**, payment is completed online through your Calgary myID account. To set-up a myID account go to calgary.ca/myID or contact 3-1-1.

Please note: We require that a Permission to Permit Application has been approved and paid for prior to any excavation into the road right-of way. The Permission to Permit number must be provided when applying for the excavation permit, in order to have the pre-paid rates apply.

Documents/Information required for the Permission to Permit Application:

- City of Calgary Development Permit number (#)
- City of Calgary Building Permit number (#) – if available at time of the application
- Project drawing showing the estimated locations of the utility tie-ins and planned excavation areas marked clearly on all Road right-of-way bordering the project address

- Digital drawing of site plan preferred (Example: use DSSP or Grade Slip plan for mark-up)
- By providing clear and understandable plans, you can ensure an easy review of your application and help us grant the Permission to Permit in a timely manner

Permission to Permit Fees

Pavement Degradation fees will apply to every Permission to Permit application. The fee structure has been expanded to include four (4) ranges of sizes to choose from, providing more flexibility for the Applicant.

2026 Pavement Degradation – Pre-paid Rates

Total Excavated Area	Pavement Degradation Fee
1 - 100m^2	$2371.00
101 - 150m^2	$3598.80
151 - 200m^2	$4790.70
201 – 250m^2	$5982.70

Excavated area calculations must include a 1.0m extension on the outer edges of the excavated area.

- Length x Width = Total Area

When you are estimating the total size of the excavation(s) for a Permission to Permit application, and if the total size approaches a range maximum, we suggest that you select the next higher range on the application – it will likely be more cost-effective than paying the per cut rates for the whole area, as below.

For projects where the total excavated area exceeds the range maximum (m^2) that was applied and purchased for (e.g. 151-200 m^2), the P2P prepaid rates **will not be applicable**. Instead, the City's fees for the excavation permit will be determined based on the actual cut measurements and the current Excavation Permit Rates schedule. The adjusted excavation permit fees will be charged to the applicable excavation permit applicant(s).

Top Lift Paving is **required** for excavations on any road classified in Good Condition (VCI 7 or greater) to restore the road surface so it lasts the projected lifetime. The City provides Top Lift Paving services for Permission-to-Permit holders that can be pre-purchased at flat rates.

However, Permit holders may choose to use private paving contractors to fulfil the Top Lift Paving requirements, to the specifications set by The City. Private contractors must be listed as a Roads Master Indemnified Contractor. Private contractors may have different rates.

2026 City Paving Service – Pre-paid Rates

Maximum restoration area	Local Roads	Collector Roads	Arterial Roads
100m^2	$4,742.00	$5,989.90	$7,237.80
150m^2	$7117.30	$8,991.20	$10,859.30
200m^2	$9,375.10	$11,873.60	$14,372.15
250 m^2	$11,736.10	$14,859.25	$17,976.65

Top Lift Paving rates for Permission to Permit projects are for the restoration of the excavated pavement areas, of up to two **driving lanes** in width. A **driving lane** is measured from curb to closest lane line, curb to curb, or lane to lane. The driving lane closest to the curb also includes any portion set aside for parking or for a designated bike lane. Where lane markings are not defined, a driving lane will be defined as being 3.7m in width OR to the nearest longitudinal pavement joint between two lanes, whichever is greater.

For projects where the total restoration area exceeds the range maximum (e.g. 151-200 m^2) that was applied for, OR if the total restoration area extends beyond two pavement lanes, the Permission to Permit pre-paid rates will not be applicable. Instead, The City's fees for the Top Lift Paving service will be determined based on the area measurements and costed using the current Top Lift Paving Guide. These adjusted fees will be charged to the applicable excavation permit applicant(s).

For excavation projects on Good Condition roads that you know will extend beyond the area of two pavement lanes due to the location of services, you can contact the Excavation Permit Office for an estimate.

As a reminder, as per The City's *Excavation Permit Terms and Conditions,* there is a minimum dimension of 3.7 metres x 10.0 meters to accommodate the planing and paving equipment, and multiple cuts with less than 20 metres between them must be grouped together into one restoration area for Top Lift Paving.

Road Classification and Visual Condition Index

The Calgary Roadway Activities Map allows you to search your location to see the Road Classification and Visual Condition Index (VCI) of every road in Calgary. To search for road classification, search your location using the Road Classification layer. To see if your location has a VCI ≥ 7, search your location using the Reference layer. Please note that the VCI on roadways in developing communities may not be reflected on this map. To receive the most up to date information or if you have additional questions please contact our office at Epo@calgary.ca.

Expiry and Renewal

Every Permission to Permit expires on December 31st of the year it was issued. To renew your Permission to Permit, submit an e-mail request to the Epo@calgary.ca prior to the expiry date. There is no charge for renewal.

Frequently Asked Questions

1. Is a Permission to Permit a requirement to obtain an Excavation Permit from The City? No, the Permission to Permit service is optional and is not a pre-requisite for obtaining an Excavation Permit to conduct work. Permission to Permit is only a service allowing for the pre-payment of Pavement Degradation and Top Lift Paving fees at a flat rate, based on the size of the planned project.

2. When do I need to get my Permission to Permit? We require that a Permission to Permit application has been approved and paid for prior to any excavation into the road right-of way begins. The Permission to Permit number must be provided when applying for the excavation permit, in order to have the pre-paid rates apply.

3. I want to know how much a Permission to Permit for my project will cost before I apply, can I get an estimate? The various rates and ranges for a Permission to Permit are published for your use in calculating costs. If you require additional help in estimating costs for a Permission to Permit, please e-mail a completed Permission to Permit Application to the Excavation Permit Office, EPO@calgary.ca. Please note, this will be an estimate only; fees may vary at the time of application. The Excavation Permit Office will contact you within two business days.

4. What do I do with my Permission to Permit once I receive it? Provide your Permission to Permit number to all contractors and utilities who are excavating on your behalf before they start their excavation work for your project. Your contractor and utilities need to provide a valid Permission to Permit number as part of their Excavation Permit application to ensure that they are not charged Pavement Degradation Fees and/or Surface Restoration (Top Lift) fees on a per cut basis.

5. What happens if a valid Permission to Permit number isn't included in an Excavation Permit application? It is the responsibility of the Excavation Permit holder to provide this information. If your contractor or utility does not submit a valid Permission to Permit number as part of their Excavation Permit, the Pavement Degradation and Top Life Paving fees (if applicable) will be calculated and billed to the permit holder on a per-permit and per-excavation basis..

6. What happens if the total area of asphalt that is excavated exceeds the size I pre-purchased? For projects where the total excavated area exceeds the range maximum (m^2) that was applied and purchased for (e.g. 151-200 m^2), the Permission to Permit prepaid rates will not be applicable. Instead, The City's fees for the excavation permit will be determined based on the actual cut measurements and the current Excavation Permit Rates schedule. The adjusted excavation permit fees will be charged to the applicable excavation permit applicant(s).