



STREET LIGHTING CONSTRUCTION PERMIT APPLICATION REQUIREMENTS

INSTRUCTIONS

Consultants wishing to apply for a City of Calgary Street Lighting Construction Permit to become eligible to perform City of Calgary Street Lighting Construction shall submit the following information and documentation to streetlighting@calgary.ca.

PERMIT HOLDER APPLICANT DETAILS

COMPANY NAME	
ADDRESS	
CITY	
POSTAL CODE	
COMPANY WEBSITE (IF APPLICABLE)	
TELEPHONE NUMBER	
GENERAL EMAIL (we request a generic email address to alleviate issues with staff changes)	
PRIME CONTACT EMAIL	
NAME OF PRIME CONTACT	
GST REGISTRATION NUMBER	

APPLICATION REQUIREMENTS

1. LEGAL STRUCTURE

- Year Established
- Partnership*, corporations, etc.
- Names and titles of officers, partners, etc.

*Note that Limited Partnerships are not eligible for permit.

2. FINANCIAL

- Bank
- Address
- Contact
- Phone Number
- Email Address

3. BONDING

- Bonding Company Name
- Address
- Contact
- Phone Number
- Email Address
- Bonding Limit Amount (\$)
- Have any Bonds been called in the last five (5) years? (YES / NO)

4. LOCATION

Applicant must retain team members capable of performing field reviews and attending regular in-person meeting including, but not limited to, monthly project check-ins.

5. REQUIRED DOCUMENTATION

Attach copies of the following:



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- a. City of Calgary Business License
- b. Current Certificate of Insurance (which must comply with Clause GC 13.1 of [The City of Calgary Standard General Conditions](#))
- c. Current Corporate Registry Search (completed within last 30 days)
- d. Current copy of Letter of Good Standing from the WCB

6. SAFETY REQUIREMENTS

Applicant must be capable of performing and adhering to Occupational Health and Safety requirements in accordance with [The City of Calgary Standard General Conditions](#).

7. ENVIRONMENTAL REQUIREMENTS

Applicant must be aware of The City of Calgary's [Contractor's Environmental Responsibilities Package \(CERP\)](#) and are capable of following all the environmental process required for the specific work being done.

8. WORK HISTORY

- a. Reference at least three (3) street lighting related projects from within the past five (5) years including:
 - i. Project Title
 - ii. Location
 - iii. Start Date
 - iv. Date of Completion
 - v. Project Value
 - vi. Name of Project Superintendent
 - vii. Name of Project Manager
 - viii. Description
 - ix. Owner (Reference)
 - x. Consultant (Reference)

Experience should be directly related to street lighting construction, and best show the scope and scale of work that your company has successfully completed.

9. DISCLOSURE

In accordance with approved policy of City Council, each permit applicant shall, as a condition of supplying goods and services to The City, make full disclosure of any of the following existing business relationships with any member of Council or City General Managers:

- If a private company details of ownership of shares by any of the above.
- If a public company details of any ownership of shares, in excess of 1% of total shares issued by any of the above.
- If a partnership details of any partnership arrangement of any of the above.
- Details of any directorship of any of the above, unless the directorship is only by reason of the individual being a member of Council, and who has Council's authorization to vote.
- Details of any direct or indirect pecuniary interest of any of the above in the supply of such goods and services.
- Disclosure, if any, shall be made in writing with your response.



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10. STAFF EXPERIENCE, PROFESSIONAL QUALIFICATIONS, AND TRAINING

Permit holder applicants shall retain a team of qualified personnel that demonstrate a range of competencies analogous to The City of Calgary Standard Specifications for Street Lighting Construction [Street light resources for developers and consultants \(calgary.ca\)](http://calgary.ca).

In general, a qualified licensed electrician or technologist with appropriate experience and training may work on street lighting construction projects. However, in special cases where work is performed in close proximity (as defined by minimum clearances dictated in the Canadian Electrical Code) to transformers or transmission lines, this work must be performed by a qualified Powerline Technician (PLT) as per Alberta Electrical Utility Code and Alberta Occupational Health and Safety rules. Permit holder applicants must retain a Master Electrician to obtain electrical permits in accordance with Alberta rules and regulations. Permit holder applicant must retain access to a Hydro Vac and Directional drill equipment.

It is not necessary to include support staff such as administrative personnel on these schedules. The people that need to be included are those that would be working directly with the City on assignments.

Proposed Resource (include professional designations)	Number of years of Experience in an Engineering / Construction Environment	Office Location (City)	Formal Education	Continuing Education/Experience (past three years)
<i>Boss Bob, Ph.D., P.Eng. (example)</i>			<i>B.Sc. Civil Engineering University of British Columbia, 1973</i>	<i>Emergency Response Training, SAIT, 2003 (instructor)</i>



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11. PREVIOUSLY INCURRED COSTS

Permit holder applicants shall have no outstanding invoices or accounts payable for incurred costs from prior Street Lighting Design Permits including but not limited to, design and permit fees for terminated permits.

12. APPLICATION REJECTION

Rejected permit holder applicants will be given no more than two (2) opportunities to revise their application before final rejection. Permit holder applicants that receive final rejection may not apply again for one (1) year from notice of final rejection.



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SIGNATURE SHEET

(Return with your response*)

I DECLARE THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT

Legal Company Name: (please print)	Signature and Position of Principle
Date:	Telephone: E-mail:
Company Address:	Contact Name for Prime Contact Name: Telephone: E-mail:

The applicant hereby acknowledges they have thoroughly reviewed and have complied with the documents making up this response, which include [the Street Lighting Technical and Design Specifications](#) and [Standard General Conditions Construction](#).



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APPENDIX A:

SUBMISSION CHECKLIST

Submission Checklist		Completed by Applicant [X]	Verified by Reviewer [X]
1.	Reviewed the Street Lighting Technical and Design Specifications	<input type="checkbox"/>	N/A
2.	Reviewed Standard General Conditions	<input type="checkbox"/>	N/A
3.	Alberta Occupational Health & Safety Act, Regulation, and Code and Alberta Occupational Health & Safety Bulletin for the Prime Contractor	<input type="checkbox"/>	N/A
4.	Provided all requested applicant details.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Provided requested Work History	<input type="checkbox"/>	<input type="checkbox"/>
6.	Provided disclosure in writing, if necessary	<input type="checkbox"/>	<input type="checkbox"/>
7.	Provided City of Calgary Business License	<input type="checkbox"/>	<input type="checkbox"/>
8.	Provided current WCB Clearance Letter of good standing/clearance letter	<input type="checkbox"/>	<input type="checkbox"/>
9.	Provided proof of registration with Alberta Registries under the Business Corporations Act (Alberta) in the form of a current corporate registry search (within the last 30 days)	<input type="checkbox"/>	<input type="checkbox"/>
10.	Provided current certificate of insurance	<input type="checkbox"/>	<input type="checkbox"/>