



## OBTAINING DEWATERING AND DRAINAGE PERMITS AND NOTIFICATIONS

Calgary's storm drainage system flows directly into either the Bow or Elbow Rivers. We must all work together to ensure that we are keeping our river water clean. In accordance with Drainage Bylaw 37M2005, approval from The City of Calgary is required prior to release of water into the storm drainage system.

In 2017, The City of Calgary implemented a process to obtain permission for approved release into the storm drainage system. There are two possible application scenarios: Drainage Notification or Drainage Permit. [Click here for more information](#). While a significant amount of industry partners have already been following this process, some have not been required to.

Effective **May 1, 2021**, all dewatering and drainage Notifications and Permits will be issued through the Stormwater Pollution Prevention team. The City of Calgary Utility Inspectors will no longer issue paper permits for dewatering/pumping activities. This does not apply for Flushing Permits; which will continue to be issued and managed by The City Utility Inspectors.

To initiate the approval process, contact 311 to submit a service request (SR) for a **Drainage Notification/Drainage Permit**. Record your SR number as this is required on the [Site Drainage Application](#), which will be emailed to you. *Please note:* The City is working to develop a 311 online process which will be ready prior to implementation in May. This will then give you two options to initiate the process. More information will be provided prior to May 2021.

Upon review of the information provided within your application, a Drainage Notification or Drainage Permit will be issued.

The City will work to issue the Notifications/Permits as quickly as possible. To ensure there are no delays to your construction schedule, or if requesting a complex permit, we recommend submitting requests up to 5 days in advance of the anticipated pumping date.

Pumping without a Drainage Notification or Permit is a reportable release and a contravention of the Drainage Bylaw 37M2005. Paper or digital copies of approved Notification/Permit's will be required at the pumping location upon request from City Inspectors.

If you have any questions regarding this bulletin email [ESC@calgary.ca](mailto:ESC@calgary.ca) or contact Bobby Chong at 403-852-3722.



# How to apply for a Drainage Notification or Permit

You are required to obtain approval from The City of Calgary to release water into the storm drainage system. Please note: all drainage activities must adhere to the Code of Practice for Drainage Activities which can be found by searching calgary.ca

**Contact 311** to submit a service request for a Drainage Notification /Drainage Permit. Record your SR number for your application. You will be emailed a **Site Drainage Application**.



Complete the **Site Drainage Application** and submit to The City. Your application will be reviewed by a Stormwater Pollution Prevention (StmPP) City inspector who will request more information if required.



Once the application is complete, you will receive either a **Drainage Notification** or a **Drainage Permit**, depending on the **information you provided in Section E**.



If you answered **NO** to **ALL** questions in Section E you will receive a **Drainage Notification**

## Drainage Notification

### Suitable for discharge that:

- ✓ Has a volume less than 1250 m<sup>3</sup>
- ✓ Is free of prohibited materials as per Drainage Bylaw 37M2005
- ✓ Takes less than 30 days to be drained

**You will receive confirmation your application is approved and pumping can commence immediately.**

If drainage activity exceeds 30 days, or conditions change, you must apply for a drainage permit with a new Site Drainage Application.



If you answered **YES** to any question in Section E you will receive a **Drainage Permit**

## Drainage Permit

### Suitable for discharge that:

- ✓ Has a volume greater than 1250 m<sup>3</sup>
- ✓ Is free of prohibited materials as per Drainage Bylaw 37M2005
- ✓ Takes longer than 30 days to be drained

**Drainage activity can begin when you receive a signed and dated Drainage Permit Letter.** This contains the date the permit is valid for, and any conditions that must be met.

If drainage activity exceeds the date stated in the letter, or conditions change, you must submit a new Site Drainage Application.

Completed documents can be submitted by:

**Email:**  
ESC@calgary.ca  
Ensure your SR number is in the email subject line

**Mail:**  
PO Box 2100, Stn M, #413  
Calgary, AB T2P 2M5

**Fax:**  
403-268-4557

**In person:**  
Monitoring and Compliance  
Manchester Building U 677 - 25  
Avenue S.E., Lower level



# SCHEDULE A

## Site Drainage Application

(to discharge to the Storm Drainage System)

Revision: March 2021

**General Information – Please read before you complete this form**

Thank you for completing a Site Drainage Application. Use this Application to obtain approval to discharge water from your site into The City of Calgary Storm Drainage System. As there is little or no treatment of storm drainage before it enters the environment, The City of Calgary operates this drainage approval program to ensure the quality and quantity of water discharged from your site is acceptable.

- Before completing this form, call 311 to obtain an SR number and ensure this form is fully completed.
- If you are an Indemnified Contractor, please provide the Addendum Number.
- DO NOT PUMP until an approval email is sent by a Stormwater Prevention Pollution (StmPP) City Inspector.

**A. 311 Service Request (provide a SR#)**

SR#:		Addendum Number:	N/A
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**B. Contact information for the owner of the Site**

Company:	Primary Contact Name:	Telephone:
Address:		Emergency Phone Number/Email Address:

**C. Contact information for Person Responsible (if different from the owner of the Site)**

Company:	Primary Contact Name:	Telephone:
Address:		Emergency Phone Number/Email Address:

**D. Site information**

Municipal Address:		Project Name:							
Start Date: YYYY/MM/DD	End Date: YYYY/MM/DD	Estimated Length of Drainage Activity:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Months</td> <td style="width: 33%;">Weeks</td> <td style="width: 33%;">Days</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Months	Weeks	Days			
Months	Weeks	Days							

<p>Type of Drainage Activity (select one or more):</p> <p><input type="checkbox"/> Remove water from trench/excavation</p> <p><input type="checkbox"/> Hydrant flushing/flow testing for fire prevention</p> <p><input type="checkbox"/> Commercial snow melting machine</p> <p><input type="checkbox"/> Hydrostatic test water disposal</p> <p><input type="checkbox"/> Poned surface water disposal</p> <p><input type="checkbox"/> Stormwater detention/retention pond</p> <p><input type="checkbox"/> Other (describe):</p>	<p>Description of water (select one or more):</p> <p><input type="checkbox"/> Surface water (from rain/snowmelt)</p> <p><input type="checkbox"/> Groundwater seepage</p> <p><input type="checkbox"/> Surface water mixed with groundwater</p> <p><input type="checkbox"/> Potable (drinking) water: <b>Must be de-chlorinated</b></p> <p><input type="checkbox"/> Process water</p> <p><input type="checkbox"/> Other (describe):</p>
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<p>How will water be discharged to the Storm Drainage System (select one or more)?</p> <p><input type="checkbox"/> Pump(s)</p> <p><input type="checkbox"/> Gravity</p> <p><input type="checkbox"/> Other (describe):</p>	<p>What is the proposed discharge location to the Storm Drainage System (select one more):</p> <p><input type="checkbox"/> Storm catch basin (at curb/gutter)</p> <p><input type="checkbox"/> Storm manhole</p> <p><input type="checkbox"/> Storm pond</p> <p><input type="checkbox"/> Overland storm drainage channel</p> <p><input type="checkbox"/> Environmental Reserve or Municipal Reserve</p> <p><input type="checkbox"/> Other (describe):</p>
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Attach a **location map** and **CIRCLE** the **source of pumping and discharge location(s)**. Ensure the location is easily identifiable from the map provided (e.g. include cross streets).

**E. Discharge Questions**

When completing this section, carefully read and answer the questions. You may need to find additional site/subject matter expertise (consultant, project manager) if you are unsure.

Ensure you provide the supplemental information required for any questions you answer **YES**.

1. Provide an estimated discharge volume in m <sup>3</sup> for this pumping activity: _____m <sup>3</sup>		
2. Is a treatment system required?	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b> → Attach the following supplemental information: A treatment system schematic and operating and monitoring procedure.
3. Will you need to discharge at multiple locations?	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b> → Attach the following supplemental information: Provide all the addresses of all the discharge locations or a location map with all the sites clearly label.
4. Do <u>any</u> of the following apply? <ul style="list-style-type: none"> <li>• The site is contaminated, or is within a 100-m radius of a contaminated site;</li> <li>• There is an obvious chemical or hydrocarbon odor associated with the water to be pumped;</li> <li>• There is a sheen, foam or discoloration associated with the water to be pumped.</li> </ul>	<input type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Yes</b> → Attach the following supplemental information: Laboratory Water Quality Results Table and original laboratory results as required. <b>(Water Quality Results Table is at <a href="http://www.calgary.ca/esc">www.calgary.ca/esc</a> - under Permits)</b>

5. Will your discharge rate exceed 20L/s (316 Gal/min)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes → Attach the following supplemental information Provide the proposed discharge rate: _____ <b>Note:</b> StmPP inspector will request an internal review of the Storm Drainage System capacity. <b><i>This process can take 2–3 weeks.</i></b>
6. Will your discharge need to continue during or within one hour of Runoff Event?	<input type="checkbox"/> No	<input type="checkbox"/> Yes → Attach the following supplemental information Provide reason(s): _____ _____ <u>Runoff Event</u> means runoff caused by precipitation, snowmelt or overland drainage entering the Storm Drainage System (Drainage Code of Practice, Part 1 – Definitions). There may be insufficient capacity in the Storm Drainage System to discharge during a Runoff Event, so ensure you provide a detailed rationale.
7. Will your site be left unattended during the Drainage Activity?	<input type="checkbox"/> No	<input type="checkbox"/> Yes → Attach the following supplemental information Provide reason(s): _____ _____ Unattended site - (e.g. Activity running overnight), StmPP inspector may request that you provide additional supplemental information such as a monitoring plan and contingency plan.

**F. Site Photos** (photos must be in COLOUR and clearly identifiable. They can be sent as a separate attachment)

Source of Discharge	Pump(s) and Hose(s) – if applicable

Discharge Hose(s) Placement – if applicable	Discharge Location - Downstream

**G. Acknowledgement** *(this form must be completed by an Owner or Person Responsible in its entirety to be considered valid)*

**Drainage Notification** – valid for 30 days:

- You must NOT commence the Drainage Activity until your application is reviewed and an approval email is sent.
- You must submit this document as Written Notice to the Director. You must ensure a fully completed application is submitted for your Drainage Notification to be valid.
- You must comply with all conditions set out in Schedule B of Code of Practice for Drainage Activities.
- You must complete Schedule C (Inspection Documentation Table).

**Drainage Permit** – a written approval with additional conditions:

- You must NOT commence the Drainage Activity until your application is reviewed and a written Drainage Permit has been issued.
- Supplemental information from Section E: Discharge Questions must be included with this application and will be required in full prior to your application being reviewed.
- Further information or ongoing information such as water quality analytical results may be required (water quality sampling, analysis and review may take up to 3 weeks).
- You must comply with all conditions set out in Schedule B of Code of Practice for Drainage Activities and any conditions specified in your written Drainage Permit.
- You may commence the Drainage Activity once you receive a Drainage Permit and it is only valid for the dates specified.

**Please read carefully, then print your name, sign and date the document:** The Owner or Person Responsible authorized by the Owner hereby warrants that all information provided to The City of Calgary in this application is true and accurate, agrees to all Conditions set out by the [Code of Practice for Drainage Activities](#), and agrees to abide by The City of Calgary [Drainage Bylaw 37M2005](#), the Code of Practice and any Drainage Permit or Notification issued thereunder.

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**Name**

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**Signature**

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**Date (YYYY/MM/DD)**

**Submission of results:**

Any submission, application, notification or other communication given by delivery, courier or mail shall be deemed to have been received on the date it is received by the City Inspector or The City of Calgary. Any submission, application, notification or other communication to a City Inspector or The City of Calgary under this Code of Practice must be in writing, complete and in the approved form to be effective, and is effective when provided electronically through The City of Calgary's 3-1-1 System or when provided by delivery in person or by courier, mail, email, or fax transmission.

**By delivery:** Monitoring and Compliance, lower floor, Manchester - Building U, 677 - 25th Ave SE

**Mail:** P.O. Box 2100, Station M, #413 Calgary, AB T2P 2M5

**Email:** [EESC@calgary.ca](mailto:EESC@calgary.ca)

**Fax:** 403-268-4557

The personal information on this form is being collected under the authority of The City of Calgary Drainage Bylaw Section 4(3)(e) and amendments thereto. It will be used for Drainage Notification and Drainage Permit review and inspection processes and may be communicated to relevant City Business Units. The name of the applicant and nature of the Drainage Notification or Drainage Permit will be available to the public. Please send inquiries by mail to the FOIP Program Administrator, Water Resources #413, PO Box 2100, Station M, Calgary, Alberta, T2P 2M5 or contact us by phone at 311.

ISC: Protected