



5 St. Anne Street  
St. Albert, Alberta  
T8N 3Z9

**The following information is a guide to completing the On Street Construction Permit (OSCP).**

1. Fill out the top portion of the OSCP up to and including '**Depth of Construction**'. Provide a description of the work to be completed and include sketches, drawings or location maps (as attachments) if necessary to clarify the work being done.
2. If your work requires a lane closure, detour or closure of a sidewalk or asphalt trail you must provide the proper road closure details (i.e. traffic control plan).
3. Please ensure that you have included the field contact (supervisor) and their cell number.
4. The 'Start Date' should allow for the **(5) Business Days** notice required to review and approve the OSCP.
5. The applicant must sign the permit at the lower left (i.e. Signature of Applicant).
6. Submit the completed application by one of the following:
  - Email the completed OSCP application to [OSCPadmin@stalbert.ca](mailto:OSCPadmin@stalbert.ca)
  - Fill out the OSCP form in person at the City of St. Albert, Planning & Engineering office, 2nd Floor, St. Albert Place, 5 St. Anne Street.
7. The City of St. Albert will fill out the bottom portion complete with any conditions and return the approved permit back to the applicant.
8. Keep of a copy of the approved OSCP at the job site.

**How to fill out the electronic OSCP form.**

1. Save the electronic OSCP form to a new filename.
2. Fill in the information as detailed above.
3. Print a hard copy of the completed OSCP form.
4. Sign the OSCP at the lower left as "Signature of Applicant".
5. Submit the signed OSCP application and traffic accommodation plan by e-mail to [OSCPadmin@stalbert.ca](mailto:OSCPadmin@stalbert.ca)

Please be advised it is the responsibility of the **Applicant** to arrange and/or coordinate the timing of all utility locates required for the project.

**First Call** and the **City of St Albert Utility** locates wait times may vary.