## City requirements for a Site Servicing Permit (SSP) submission

- A completed Site Servicing Permit (SSP) application and SSP Fees Schedule.

- If there is no existing On Street Construction Permit (OSCP); the applicant shall complete and submit an OSCP application with supporting Traffic Accommodation Plan (TAP).

- Approval of the SSP and OSCP by Engineering Services.

- Payment of SSP fees to the City of St. Albert, Planning & Engineering office, 2nd Floor, St. Albert Place, 5 St. Anne Street. (780-459-1654) See SSP - Fees Part 2 of 2. *NOTE: for amounts larger than $10,000.00 the applicant shall provide a certified cheque. For amounts less than $10,000.00 payments can be made by credit card, debit or certified cheque.*

## Steps to complete the SSP application:

1) Fill out the SSP form(s) including field contact information and scope of work.

2) Provide a detailed Work Plan for each service connection and an emergency Contingency Plan for the water service connection. Include sketches, drawing(s) or location maps to clarify the proposed work and the location of all water isolation valves. The Work Plan and Contingency Plan must be based on the 'accepted' IFC engineering drawings.

3) The 'Start Date' should allow for seven (7) business days notice required to review and approve a complete SSP application with supporting documentation.

4) The applicant must sign and date the permit at the bottom (i.e. Signature of Contractor).

5) If there is no existing OSCP for the project; complete an OSCP request complete TAP and use the same 'Start Date' as the SSP.

- Submit the completed SSP package by email and all related documents to jfenton@stalbert.ca

6) The applicant/contractor will be provided with the approved SSP package and/or OSCP upon receipt of payment of site servicing permit fees.

*IMPORTANT***:** **No site construction is allowed without an approved SSP and/or OSCP.**
**A copy of the approved SSP, Work Plan, Contingency Plan and OSCP must be available at the job site at all times.**