



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

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

- A completed Site Servicing Permit (SSP) application. See SSP – Application Part 1 of 2.
- A completed On Street Construction Permit (OSCP) application.
- Approval of the SSP and OSCP by Engineering Services.
- Payment of SSP fees to the City of St. Albert, Planning & Engineering office, 2<sup>nd</sup> Floor, St. Albert Place, 5 St. Anne Street. See SSP - Fees Part 2 of 2.

## Steps to complete the SSP application:

- 1) Fill out the SSP form 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, drawings 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 the (7) business days notice required to review and approve the SSP.
- 4) The applicant must sign and date the permit at the bottom (i.e. Signature of Contractor).
- 5) Complete an OSCP request complete with a traffic accommodation plan and use the same 'Start Date' as the SSP.
  - Submit the completed SSP package by email and all related documents to [jfenton@stalbert.ca](mailto:jfenton@stalbert.ca)
- 6) The City of St. Albert will review, approve and notify the applicant when the approved SSP package is ready for pickup.
- 7) The applicant/contractor will be provided with the approved SSP package and OSCP upon receipt of payment of site servicing permit fees.

**IMPORTANT: No site construction is allowed without an approved SSP and OSCP.**

**A copy of the approved SSP, Work Plan, Contingency Plan and OSCP must be available at the job site at all times.**