Permit to Release Application for Festival and Events
EPCOR Water Services Inc.
City of Edmonton Bylaw 18100, as amended
EPCOR Drainage Services Bylaw
GENERAL INSTRUCTION:

This application is not completed until all the required information has been received by Drainage Operations.

Please refer to Schedule 2, Article 1 of Drainage Services Bylaw 18100 for definitions.

If you do not have an answer for the requested information, indicate so and explain why.

**It may take one week or longer before a permit can be issued. Submit the application in a timely manner to prevent a possible delay for your event.**

Submission of an application doesn't guarantee a permit. Where a permit is required as per Drainage Services Bylaw 18100, no wastewater shall be released before a permit is issued.

Should you require assistance in completing this application, please contact Drainage Services at 780-509-8067.

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For Office Use Only:

Application No.: ___________________________

Date Received: ___________________________

Application Completed: ___________________________

Reviewed by: ___________________________

Draft Permit Completed: ___________________________

Feedback Received: ___________________________

Final Permit Completed: ___________________________
Section A: Administration Information

Company/Organization Name:

Address:

City/Province/Postal Code:

Owner/Representative:

Telephone: Email Address:

Billing Information

Method of invoice delivery:

☐ Mail ☐ Email

P.O. Number or Cost Centre to be invoiced if applicable:

Company/Organization/Person Name: ☐ Same as above

Address:

City/Province/Postal Code:

Telephone: Email Address:
Section B: Festival/Event and Site Information

Festival/Event Name:

Site Address:

Onsite Contact Person Name and Title:

Telephone: Email Address:

Alternative Contact and Information:

Description of Festival/Event being held:

Inclusive Dates of Festival/Event:

Estimate of Attendance:

Approx. Number of Staff/Volunteers:

Number of Food Vendors/Trucks:

Setup and Teardown dates:

Other Pertinent Information:

(use additional pages as necessary)
Site Plan Attachment (Mandatory)

Attachment diagram must identify:

- Festival/event layout; including roads, north orientation
- Location and types of buildings;
- Location of wash up and bathroom areas;
- Wastewater sources (portable toilets, wastewater collection tanks, vendors);
- Wastewater piping and pre-treatment systems (interceptors, grease or sediment/solids traps, settling tanks, dechlorination location);
- Requested discharge sites of wastewater (manholes, catch basins, drains)
- Chemical/oil/waste containment areas

Section C: Wastewater Sources and Pretreatment Information

Wastewater Sources:
☐ Food Vendors  │ ☐ Sinks  │ ☐ Portable Toilets  │ ☐ Potable water  │ ☐ Other

Explain:

Maximum flow rate in m3/hr:

Plumbing Contractor – name and phone:

Pretreatment Facilities
(explain setup, include equipment sizing, capacity, direction of flow etc):

☐ Interceptors  │ ☐ Tanks  │ ☐ Pumps  │ ☐ Dechlorination Equipment  │ ☐ Other

Explain:

(use additional pages as necessary)
Section D: Disposal, Best Management Practices, and Other

Required Permit Period:

As indicated on the attached Site Plan, the requested disposal for acceptable wastewater is:

Choose: □ Sanitary | □ Combined | □ Storm
Choose: □ Manhole | □ Catch Basin | □ Drain | □ Ditch | □ Pond or SWMF | □ Other - specify

Indicate a 3-hr window to allow for inspection of setup prior to commencing any activities:

Related Best Management Practices (BMPs) Procedures:
Attach a copy of all BMPs related to wastewater pre-treatment (screening, separation, dry wiping, dechlorination etc.) and list the procedures here.

Spill Prevention and Containment:
Summarize the measures taken to prevent spills from entering the sewer system and watercourse

(use additional pages as necessary)
Hazardous Wastes/Materials On-site Storage Information:
List locations and storage methods of all hazardous materials and wastes stored on site.

(use additional pages as necessary)

Disposal of Wastes Generated at Event
Grease Trap Wastes:
List disposal method and/or company contracted.

Deep Fryer Wastes:
List disposal method and/or company contracted.

Portable Toilet Wastes:
List disposal method and company contracted.
Section E: Declaration

The top section must be signed by the owner/his representative or a duly authorized agent. If you elect to appoint an agent, the bottom section must be filled out by the owner.

I declare that the information given on this form is correct and accurate to the best of my knowledge.

Name (please print)

Title

Company

Signature

Date

I hereby authorize the above representative to deal with all respects of the subject application.

Name (please print)

Title

Company

Signature

Date