



PROVIDING MORE

Permit to Release Application for Festival and Events

EPCOR Water Services Inc.

City of Edmonton Bylaw 18100, as amended

EPCOR Drainage Services Bylaw

RETURN TO:

Drainage Operations

9504 - 49 Street NW

Edmonton, AB T6B 2M9

Tel: (780) 509-8067

drainagepermits@epcor.com

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.

For Office Use Only:

Application No.: _____

Date Received: _____

Application Completed: _____

Reviewed by: _____

Draft Permit Completed: _____

Feedback Received: _____

Final Permit Completed: _____



PROVIDING MORE

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.

(use additional pages as necessary)

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
