## **Approval Process Flowchart** Contact 311 to submit a request for a Drainage Notification / Drainage Permit. Be sure to take note of your 3-1-1 representative Service Request (SR) number to takes the call, enters include on the application customer contact info and starts a Service Request (SR) Customer completes the Site Drainage Self Assessment and No Special Conditions identified at self-One or more Special Conditions are **Application** identified at self-assessment. Customer they are submitting a Drainage determines they are applying for a **Drainage Permit** Customer submits completed Site Drainage Self Assessment and Application, including all required supplemental information (options for submission below) Customer may commence Drainage City of Calgary ESC staff will review that application and request further **Code of Practice for Drainage Activities** information if required The City of Calgary may conduct an audit or City of Calgary ESC staff will complete, sign and issue a Drainage Permit letter A Drainage Notification is valid for 30 with any optional additional conditions days. Any Drainage Activity exceeding 30 days requires a Drainage Permit, otherwise no further follow-up is Customer may commence Drainage Activity while following conditions in the Code of Practice for Drainage Activities and any conditions specified **Notes** by the ESC inspector. The City of Calgary may conduct audit Completed documents can be submitted or inspection All Sites Must follow by: standard conditions, 1. email (to ESC@calgary.ca). Ensure the which include monitoring Service Request (SR) number is included water quality and keeping in the e-mail subject line records. For more 2. Mail (P.O. Box 2100, Stn M, #413 A Drainage Permit is valid for the dates **Detailed information** Calgary, AB T2P 2M5) specified on the Permit. Customers please see the Code of 3. Fax (to 403-268-4557) must obtain a new Service Request and Practice for Drainage 4. In person at (Monitoring and submit a new Site Drainage Self **Activities** Compliance, lower level Manchester -Assessment and Application if the Building U, 677 - 25th Ave SE) Drainage Activity will exceed the expiry

on the Drainage Permit, otherwise no further follow-up is required