



STREET LIGHTING DESIGN PERMIT APPLICATION REQUIREMENTS

INSTRUCTIONS

Consultants wishing to apply for a City of Calgary Street Lighting Design Permit to become eligible to preform City of Calgary Street Lighting Design shall submit the following information and documentation to streetlighting@calgary.ca.

PERMIT HOLDER APPLICANT DETAILS

COMPANY NAME	
ADDRESS	
CITY	
POSTAL CODE	
TELEPHONE NUMBER	
GENERAL EMAIL (we request a generic email address to alleviate issues with staff changes)	
PRIME CONTACT EMAIL	
NAME OF PRIME CONTACT	
APEGA PERMIT TO PRACTICE NUMBER	
PROOF OF REGISTRATION with Alberta registries under the Business Corporations Act (Alberta)	IN THE FORM OF A CURRENT CORPORATE REGISTRY SEARCH (completed within the last 30 days)

APPLICATION REQUIRMENTS

1. LEGAL STRUCTURE
 - a. Year Established
 - b. Partnership, corporations, etc.
 - c. Names and titles of officers, partners, etc.
2. FINANCIAL
 - a. Bank
 - b. Location
 - c. Contact
 - d. Phone Number
 - e. Email Address

3. INSURANCE

The permit holder shall during the term of this Permit and at his own expense maintain or have maintained with insurers allowed by the laws of the Province of Alberta to issue insurance policies in Alberta \$5 million commercial general liability insurance in accordance with the [Consulting General Conditions](#) and \$2 million professional liability insurance (errors and omissions).

- a. Insurance Broker (Agent)
- b. Address
- c. Phone Number
- d. Email Address



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4. LOCATION

- a. Applicant must retain team members capable of performing field reviews and attending regular in-person meeting including, but not limited to, monthly project check-ins.

5. MANAGEMENT QUALIFICATIONS

- a. Reference any company independent quality management systems (e.g., ISO registration or independent QA/QC programs)
- b. Confirm presence or absence of corporate policy and procedure manual (YES or NO, do not attach copy)
- c. Provide organizational chart for Street Lighting Design team including role and applicable professional designations.
- d. Reference project manager training certifications (indicate whether internal or external)

6. WORK HISTORY

- a. Reference at least three (3) street lighting related projects from within the past three (3) years including the team members involved, and indicate either:
 - i. Public Municipal/Government
 - ii. Private

7. DISCLOSURE

In accordance with approved policy of City Council, each permit applicant shall, as a condition of supplying goods and services to The City, make full disclosure of any of the following existing business relationships with any member of Council or City General Managers:

- If a private company details ownership of shares by any of the above.
- If a public company details of any ownership of shares, in excess of 1% of total shares issued by any of the above.
- If a partnership details of any partnership arrangement of any of the above.
- Details of any directorship of any of the above, unless the directorship is only by reason of the individual being a member of Council, and who has Council's authorization to vote.
- Details of any direct or indirect pecuniary interest of any of the above in the supply of such goods and services.
- Disclosure, if any, shall be made in writing with your response.



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8. STAFF EXPERIENCE, PROFESSIONAL QUALIFICATIONS, AND TRAINING

Permit holder applicants shall retain a team of qualified personnel that demonstrate a range of competencies analogous to The City of Calgary Standard Specifications for Street Lighting Construction [Street light resources for developers and consultants \(calgary.ca\)](http://www.calgary.ca). Minimum qualifications include electrical design, lighting design with AGI32, and drawing production with AutoCAD and MicroStation. It is not necessary to include support staff such as administrative personnel on these schedules. The people that need to be included are those that would be working directly with the City on assignments.

Proposed Resource <small>(include professional designations)</small>	Number of years of Experience in an Engineering / Construction Environment	Office Location <small>(City)</small>	Formal Education	Continuing Education/Experience <small>(past three years)</small>
<i>Boss Bob, Ph.D., P.Eng. (example)</i>			<i>B.Sc. Civil Engineering University of British Columbia, 1973</i>	<i>Emergency Response Training, SAIT, 2003 (instructor)</i>

9. WORKERS COMPENSATION BOARD (WCB)

Workers' Compensation Board (WCB)

Provide a current copy of Letter of Good Standing from the WCB. If you do not have an account with the WCB, check this box.



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10. PREVIOUSLY INCURRED COSTS

Permit holder applicants shall have no outstanding invoices or accounts payable for incurred costs from prior Street Lighting Construction Permits including but not limited to, design and permit fees for terminated permits.

11. APPLICATION REJECTION

Rejected permit holder applicants will be given no more than two (2) opportunities to revise their application before final rejection. Permit holder applicants that receive final rejection may not apply again for one (1) year from notice of final rejection.



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SIGNATURE SHEET

(Return with your response*)

I DECLARE THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT

Legal Company Name: (please print)	Signature and Position of Principle
Date:	Telephone: E-mail:

Company Address:	Contact Name for Prime Contact Name: Telephone: E-mail:
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The applicant hereby acknowledges they have thoroughly reviewed and have complied with the documents making up this response, which includes [the Street Lighting Technical and Design Specifications](#), the Consulting General Conditions, and the Additional Terms and Conditions for Engineering and Architectural Engagements ([Supply Management terms and conditions \(calgary.ca\)](#)).



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APPENDIX A:

SUBMISSION CHECKLIST

Submission Checklist	Completed by Applicant [X]	Verified by Reviewer [X]
1. Reviewed the Street Lighting Technical and Design Specifications	<input type="checkbox"/>	N/A
2. Reviewed Consulting General Conditions	<input type="checkbox"/>	N/A
3. Reviewed Additional Terms and Conditions for Engineering and Architectural Engagements	<input type="checkbox"/>	N/A
4. Provided all requested applicant details.	<input type="checkbox"/>	<input type="checkbox"/>
5. Included discipline specific project work history examples clearly demonstrating employee capabilities and firm capabilities to support the review of selected disciplines. Detail if your firm was the prime or a sub consultant, and the role the listed discipline-specific personnel played.	<input type="checkbox"/>	<input type="checkbox"/>
6. Provided disclosure in writing, if necessary	<input type="checkbox"/>	<input type="checkbox"/>
7. Provided CGL and PL insurance certificates	<input type="checkbox"/>	<input type="checkbox"/>
8. Provided current WCB Clearance Letter of good standing	<input type="checkbox"/>	<input type="checkbox"/>
9. Provided proof of registration with Alberta Registries under the Business Corporations Act (Alberta) in the form of a current corporate registry search (within the last 30 days)	<input type="checkbox"/>	<input type="checkbox"/>