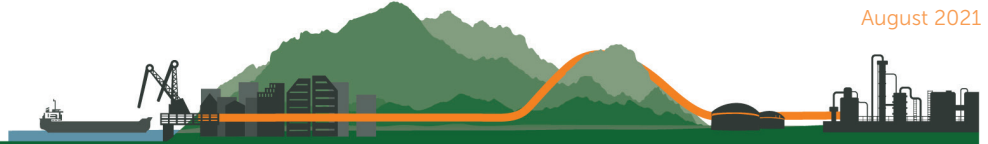




**TRANSMOUNTAIN**

# Permit Application Guidelines

August 2021



Trans Mountain is federally regulated in Canada by the Canada Energy Regulator and the Trans Mountain Puget Sound Pipeline is regulated by the US Department of Transportation Pipeline and Hazardous Materials Safety Administration. Any individual or organization working near our pipelines or facilities must adhere to all applicable regulations.

## You can find more information on the regulator websites

- Canada Energy Regulator: [cer-rec.gc.ca](http://cer-rec.gc.ca)
- US Department of Transportation Pipeline and Hazardous Materials Safety Administration: [phmsa.dot.gov](http://phmsa.dot.gov)

This booklet is supplemental to the Working Near Pipelines brochure and will guide you through our permit application process.

## Written Consent and Types of Permits

Trans Mountain issues approvals for ground disturbance, installations and related activities under two types of permits:

- Trans Mountain 30 Metre (100 Foot) Ground Disturbance Permit
- Trans Mountain Pipeline Proximity (Crossing) Installation Permit or "Proximity Permit"

### A 30 Metre (100 Foot) Ground Disturbance Permit

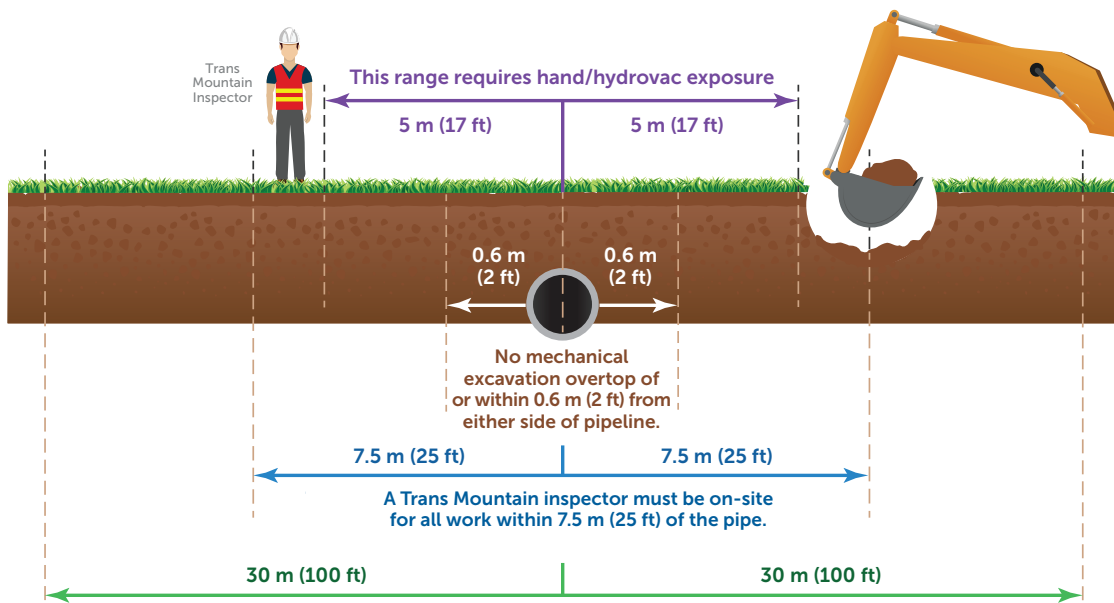
is required prior to any ground disturbance activity within 30 metres (100 feet) from the centre of the pipe.

### A Proximity Permit

is an additional requirement prior to a facility installation or crossing activity within the pipeline right-of-way. An additional risk assessment will be completed for all works within 7.5 metres (25 feet) of the pipeline. Examples of activities that require a Proximity Permit include but are not limited to:

- New roads, driveways, trails or ditches
- Underground utility installations, abandonments and removals
- Fences, posts, bollards and permanent signage
- Vehicle/mobile equipment crossings outside of established roadways

## Pipeline Protection Zones



# Permit Application Guidelines

## Proximity Permit

### Drawing and Design Requirements

For the Proximity Permit application, both a plan view and a profile or elevation view drawing are required.

The Plan View Drawing should have at a minimum:

- Unverified location of the pipeline and right-of-way boundary (the location will be verified on-site by a Trans Mountain representative)
- Complete legal land description and the street address of the property (you can obtain the legal land description from your local city hall, municipal office, regional district or county office)
- Location of proposed works, including dimensions to a reference point such as a legal property line, the pipeline or the right-of-way boundary
- Location of all applicable property boundaries as well as road and utility right-of-way boundaries
- A north arrow

The Profile or Elevation View Drawing should have at minimum:

- For surface crossings, the profile should be taken along the pipeline
- For underground and aerial crossings, the profile should be taken along the proposed new crossing facility
- Location of any pipeline and associated depth of cover
- All horizontal and vertical clearances from the pipeline

## Special Project Considerations

For certain projects, additional information must be included in your application:

### Roads and Parking Lots

For the Plan View Drawing:

- All existing buildings within 30 metres (100 feet) of the pipeline
- Parking stall layout (no parking or storing of materials is permitted within three metres (10 feet) of the pipeline)
- Location of all access roads

For the Profile or Elevation View Drawing:

- Detail and describe the proposed backfill structure around the pipeline
- Ensure all roads and parking lots that cross the right-of-way are completed in accordance with our Engineering Standard MP3120D. Please contact us for the latest copy, if required.

Depth of Cover:

- Minimum depth of cover is 1.2 metres (four feet) from the top of the pipeline to the final road grade. Do not exceed 1.8 metres (six feet)
- A Trans Mountain representative must be on-site for any backfill



Inspection Cut-Outs for Parking Lots:

- Inspection cut-outs shall be installed in the pavement directly over the pipeline every 10 metres (33 feet)
- The inspection cut-outs should consist of a 150-millimetre (six-inch) diameter cast iron grate in a concrete or rigid PVC collar filled with free draining gravel
- The layout of the inspection cut-outs may be determined at the time of construction with the Trans Mountain representative

## Railways

Specific requirements for new railway crossings will be established on a case-by-case basis. Please contact us to discuss your project.

## Trails

The minimum depth of cover shall be one metre (three feet) from the top of the pipeline to the final grade and 1.2 metres (four feet) if the trail is used for vehicle access.

## Ditches

For the Profile or Elevation View Drawing:

- Include the dimensions of the width at the top of the ditch, the width of the invert and the depth of the ditch

Depth of Cover:

- The minimum depth of cover required is one metre (three feet) from the top of the pipeline to the invert ditch

Liners

- A description of any ditch liners, including the material type, must be included in your application

# Permit Application Guidelines

## Aerial Cable Utilities

### For the Plan View Drawing:

- Include the location of all proposed poles, towers, guys, anchors or any other supporting structure in all plan view drawings
- None of the above are permitted on the right-of-way

### For the Profile or Elevation View Drawing:

- Provide a dimension of the proposed minimum height of the overhead cable(s) across the right-of-way

### Cable Information Requirements:

- Provide a description of the type, size and voltage of the proposed cable(s)

## Underground Utilities

### Clearances:

- For fibre optic cables not in conduit and concrete encasement, the minimum vertical clearance is two metres (6.5 feet)
- For fibre optic cables in conduit and encased in concrete with warning tape placed above, the minimum vertical clearance is 0.3 metres (one foot)
- For most other utilities, the minimum vertical clearance is 0.3 metres (one foot)
- For trenchless construction such as directional drilling or boring, the minimum vertical clearance for all utilities shall be two metres (6.6 feet)
- For parallel works within a road allowance, the minimum horizontal clearance is 1.5 metres (five feet) from the edge of the pipeline

We reserve the right to increase the minimum clearances listed in the application if deemed necessary.

### Constant Elevation:

- All underground facilities shall maintain a constant elevation across the entire width of the right-of-way and extend a minimum of 0.6 metres (two feet) beyond the right-of-way boundaries

### Cable Information Requirements:

- Provide the voltage, conduit size and method of installation in your application
- Using trenching methods, install the cable within rigid PVC type conduit
- Encase in concrete
- Place applicable warning tape across the width of the right-of-way

## Pipeline Information Requirements

- Pipe material
- Outside diameter
- Wall thickness
- Pipe grade
- Type of cathodic protection
- Substance pipeline will be transporting
- Method of installation



For steel pipelines, the installation of a test tap may be required at the crossing to monitor cathodic protection. During the permit application process, we will determine if one is necessary. All costs associated with the test tap installation will be the responsibility of the applicant.

## Limitations

**For perpendicular works across the pipeline, the following are not permitted within the right-of-way:**

- Junction boxes
- Manholes
- Kiosks
- Catch basins
- Valves
- Meters
- Other similar facilities

Where there is no right-of-way, please contact the Pipeline Protection Department.

## Landscaping

**When submitting your landscaping plans for approval, please include the following:**

- Property lines and length
- Position and dimensions of your house or building
- Right-of-way of pipeline location (the location will be verified on-site by a Trans Mountain representative)
- Driveways, sheds, fences and any other structures
- Trees, hedges, lawn areas and garden beds

We require clear access to the pipeline and right-of-way for monitoring and maintenance. Refer to our Landscaping Guidelines at [transmountain.com/landscaping-guidelines](https://transmountain.com/landscaping-guidelines).

## Fences, Posts and Bollards

**The minimum clearance from the pipeline centreline to the centreline of a post or bollard is two metres (6.5 feet).**

For applications regarding installing a fence, please include the fence height and construction material with your application.

# Permit Application Guidelines

## Storing Materials

Storing materials of any kind is not permitted within three metres (10 feet) on either side of the pipeline. You can store materials outside this area as long as they are easily moved in the event that we need access to the right-of-way. A Proximity Permit is required.

## Application Process and Approvals

1. Contact your local One Call centre and provide details of your planned activity
2. Obtain a copy of our Pipeline/Right-of-Way Proximity Permit Application from our website at [transmountain.com/pipeline-safety](http://transmountain.com/pipeline-safety)
3. Prepare your application and provide all the required details for us to access your application
4. Submit your application to a Trans Mountain permit representative by emailing [permits\\_bc@transmountain.com](mailto:permits_bc@transmountain.com) for permits in British Columbia and Washington state and [permits\\_ab@transmountain.com](mailto:permits_ab@transmountain.com) for permits in Alberta
5. We will process the application and send a copy to the applicant for signature
6. Applicant signs and returns applications to the Trans Mountain permit representative
7. Before beginning construction, call to arrange an on-site safety meeting with a Trans Mountain permit representative. At the meeting the representative will:
  - o Locate and mark the pipe
  - o Issue a Trans Mountain 30 Metre (100 Foot) Ground Disturbance Permit
  - o Stay on-site for any work within 7.5 metres (25 feet) of the pipe

With all required documentation, a Proximity Permit can take up to 10 business days to process. Once we have reviewed and approved your plan, a Proximity Permit will be issued for the work detailed in the application (subsequent to any changes in the process). If your scope of work changes, you will need to notify us to approve any changes.

Copies of all permits must be kept at the job site and available when requested by a Trans Mountain representative.

## Vehicle and Equipment Crossings

Crossing the pipeline right-of-way with a vehicle or heavy equipment outside a designated roadway can pose a threat to our pipelines. To ensure the integrity of our pipelines, a safety assessment by the pipeline operator is required.

Trans Mountain must provide written consent prior to any crossing to reduce transmission pipeline risk and enhance safety. Before considering a crossing, call your One Call centre or [clickbeforeyoudig.com](http://clickbeforeyoudig.com) to initiate a pipe locate by Trans Mountain. Farmers operating agricultural vehicles or mobile equipment across pipelines may do so in low-risk areas only if certain conditions are met. Contact your local One Call centre or Trans Mountain to begin the process for a safety assessment.

To ensure pipeline safety, we require anyone operating a vehicle or equipment across our pipelines outside an established roadway to obtain written consent from us. All requests for vehicles and equipment crossing the pipeline, outside the travelled portion of a roadway, shall pass a loading analysis to ensure the integrity of the pipeline is not compromised as a result of the activity.

Examples of vehicles and equipment that require written consent to cross our pipeline include but are not limited to:

- Excavators
- Compactors
- Dozers
- Graders
- Loaders
- Trucks and trailers
- Wheeled or tracked construction vehicles and equipment

Anyone looking to cross our pipelines with a vehicle or equipment must submit a Vehicle Crossing Information Requirements Form to our Pipeline Protection Department a minimum of three business days before any proposed crossing.

Damage Prevention is a Shared Responsibility



BC 1 Call  
1.800.474.6886

Alberta  
One-Call  
1.800.242.3447

WA state  
Call 811

For more information about permits, please contact a Trans Mountain permit representative in your area:

**Alberta**  
Phone: 1.888.767.0304  
Email: [permits\\_ab@transmountain.com](mailto:permits_ab@transmountain.com)

**British Columbia and Washington state**  
Phone: 1.888.767.0304  
Email: [permits\\_bc@transmountain.com](mailto:permits_bc@transmountain.com)

Contact our Pipeline Protection Department at [pipelinesafety@transmountain.com](mailto:pipelinesafety@transmountain.com) or call 1.888.767.0304 to request a copy of the form. It can also be found on our website at [transmountain.com/permits](http://transmountain.com/permits).



✉ [info@transmountain.com](mailto:info@transmountain.com)  
☎ 1.866.268.3001  
💻 [transmountain.com](http://transmountain.com)

In case of a pipeline emergency or to report odours, call 24 hours: 1.888.876.6711