



Calgary Approvals Coordination Bulletin February 7, 2022

Subject: CCC FAC Review Request Submission update

Effective immediately, Public Infrastructure (PI) has introduced a centralized email address for the submission of Construction Completion Certificate / Final Acceptance Certificate (CCC/FAC) review requests.

The email address is: cccfac@calgary.ca

The email link can also be found on the CCC-FAC tab in UDO above the CCC-FAC table:

SAVE CANCEL

Details Infrastructure Areas Assessments Special Clauses Security **CCC-FAC** Financial Attachments Summary Request Change

CCC-FAC Information

To submit a request for review of a CCC or FAC, please click this email link and provide the required details and attachments. Email: cccfac@calgary.ca

1 CCC-FAC Details [View Notes](#) [PRINT SUMMARY](#)

Public Infrastructure will ensure the emails are reviewed and processed by the appropriate Infrastructure Strategist.

All required documents *must* be included in the emailed packages for both Completed Construction Certificates (CCC) and Final Acceptance Certificates (FAC). These documents can be found in the Submission Checklist forms in the Consulting Engineer's Field Services guidelines webpage. Please use the pdf forms from the list on the webpage, as they contain the most current information:

[Consulting Engineer's Field Services guidelines \(calgary.ca\)](#)

All required documents *must* be included in the request email as individual PDF attachments. All documents must be clear, legible and precise. Incomplete requests will be returned. Links to external drives are not acceptable. The request can be submitted in two emails if the files are too big to be sent as attachments to one email.

There are two acceptable ways of authentication of Professional Work Products for the City of Calgary – using ConsignO, or a signature and stamp on paper in ink. All submitted CCCs and FACs *must* be authenticated using one of the two options. Below is a description of the CCC/FAC review and approval process for both authentication processes.

For Engineering Consulting Companies Using ConsignO:

1. The Consulting Engineer prepares the certificate and the map and places the signatures and the stamps on the appropriate locations using ConsignO. As a result, the authenticated document should have a clear indication of the placed signatures and stamps and the Signature Certificate should be visible. The Signature Certificates *must* be issued either by Notarius Certificate Authority or Centre De Certification Du Quebec.
2. The Consulting Engineer prepares a separate pdf containing all required supporting documents.
3. Both pdfs (from points 1 and 2) are sent via email to the email address listed above and copying the Developer to the email. The subject line of the email *must* contain the Development Agreement (DA) number, the Subdivision name and Phase as shown in Urban Development Online (UDO) and the name of the Infrastructure Component as shown on the CCC/FAC tab in UDO. For example: DA2022-1234 WILLOW PARK, PHASE 155, CCC, SANITARY SEWERS.
4. Only one Infrastructure Component CCC/FAC request per email is required. Emails containing multiple CCC/FAC requests will be returned for proper submission.

5. The request will be reviewed and processed all electronically and UDO will be updated.
6. An approval letter with the signed certificate and the supporting documents combined in 1 pdf will be sent to the Developer of Record, the Consultant of Record and a list of internal to the City of Calgary Stakeholders.

For Engineering Consulting Companies NOT Using ConsignO:

1. The Consulting Engineer prepares one paper copy of the certificate and the map and places the signatures and the stamps on the appropriate locations in ink. A photocopy of the signed and stamped certificate is not acceptable. When the certificate and the map are signed and stamped the Consulting Engineer will scan them and prepare a pdf file.
2. The Consulting Engineer prepares a separate pdf containing all required supporting documents.
3. Both pdfs (from points 1 and 2) are sent via email to the email address listed above and copying the Developer to the email. The subject line of the email *must* contain the DA number, the Subdivision name and Phase as shown in UDO and the name of the Infrastructure Component as shown on the CCC/FAC tab in UDO. For example: DA2022-1234 WILLOW PARK, PHASE 155, CCC, SANITARY SEWERS.
4. The originally signed certificate and the map are send via Canada Post or courier to Public Infrastructure at the address below:

Sent by Canada Post	Sent via courier (COURIER DELIVERIES MUST SENT TO THE MAIL ROOM IN THE MUNICIPAL BUILDING BASEMENT)
Attn: Public Infrastructure (mail Code #8032) The City of Calgary P.O. Box 2100, Postal Station "M" Calgary AB T2P 2M5	Attn: Public Infrastructure (mail Code #8032) The City of Calgary 800 Macleod Trail S.E. Calgary AB T2P 2M5

5. Only one Infrastructure Component CCC/FAC request per email is required. Emails containing multiple CCC/FAC requests will be returned for proper submission.
6. The email request will be put on hold until the original signed and stamped in ink certificate is delivered to the office and the proper signing is confirmed.
7. The request will then be reviewed and processed all electronically, UDO will be updated.
8. An approval letter with the signed certificate and the supporting documents combined in 1 pdf will be sent to the Developer of Record, the Consultant of Record and a list of internal to the City of Calgary Stakeholders.

Notes: As noted in point 6 of the **Engineering Consulting Companies NOT Using ConsignO**, the review and processing of the certificates will be delayed.
Parks CCC/FACs don't need digital authentication.