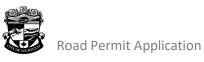


All Submissions Must be Provided a Minimum of 10 Working Days in Advance

Applicant Checklist

For the attached Road Permit Application the following information is required:			
	Application Fee (\$100)		
	 Preferred payment is by cash or cheque at 1000 Piercy Avenue at the Public Works Office. However, debit payment may be made at 830 Cliffe Avenue at City Hall if required. 		
	Road Permit Application and Prime Contractor attachment completed and signed		
	Sketch Plan showing Works & Work Zone – please indicate location of subsurface works		
_	Copy of B.C. One Call notification – dated within 5 days of application Ticket No		
	Workers Compensation Clearance Letter – dated within 5 days of application Registration No		
	Insurance in the amount of \$5,000,000 per occurance that lists the City of Courtenay as an additional insured and includes a 30 day Notice of Cancellation clause.		
	Copy of Business License (Inter-Community or City of Courtenay)		
	Traffic Control Plan		

Incomplete Applications will be returned to the Applicant



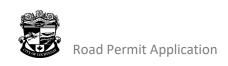
SCHEDULE "C" APPENDIX II

BL.1926 5400-04 4520-20-01

DATE	CITY OF COURTENAY PUBLIC WORKS SERVICES PERMIT NO.				
1. Applicant's Name	2. Business Name				
3. Phone Number 4. Email Address	5. Business Address (including postal code)				
6. Start Date 7. Completion Da	ate 8. Address Where Work Occurring				
Width Depth Lengt	th				
12. Purpose of Works Please note whether or not works are required as part of a Development Permit issued by Development Services					
Please fully describe what road permit application is for, ie. Construct scaffolding for building envelope work, placement of construction waste bin, offsite works such as construction of sidewalks, curb & gutter, driveway letdown, paving, water, sewer, storm & electrical works, service connections, service locates, test drilling, water quality monitoring etc.					
I/We hereby agree to be bound by the provisions of the City of Courtenay Traffic Regulation Bylaw and amendments, if any, specifications, and regulations of the City governing works in or under Municipal streets and to such special conditions, restriction, and regulations as may be imposed by the Director or Engineering Services designate.					
See conditions and regulations attached hereto.					

Applicant's Signature

PERMIT FEE: \$100.00



Confirmation of "Prime Contractor"					
By way of this permit, No. 4520-2	20-01-	, the following party			
	Applicant Name (p	please print)			
has been identified by the project Act.	owner as "Prime Contra	actor" as defined by the Workers Compensation			
Authorized Person:					
		Please Print			
Signature:					
Date:					