



THE CORPORATION OF THE CITY OF COURTENAY

## Road Permit Application

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

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### *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 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*



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 Date

8. Address Where Work Occurring

Width  Depth  Length

10. Size of Works Area

11. Distance of Works from Curb or Pavement Edge

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. **4520-20-01-** \_\_\_\_\_, the following party

\_\_\_\_\_  
*Applicant Name (please print)*

has been identified by the project owner as "Prime Contractor" as defined by the Workers Compensation Act.

**Authorized Person:** \_\_\_\_\_

*Please Print*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_