



**City of
Courtenay**

Road Permit Application

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 the Operations Centre, 1000 Piercy Avenue.*
 - *However, debit payment may be made at City Hall, 830 Cliffe Avenue.*
- ☐ Road Permit Application and Prime Contractor attachment completed and signed
- ☐ Sketch Plan showing Works & Work Zone – please indicate location of subsurface works
- ☐ Workers Compensation Clearance Letter – dated within 5 days of application
Registration No. _____
- ☐ Insurance in the amount of \$5,000,000 per occurrence 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
 - Consideration to Solid Waste Collection days and how to mitigate if an impact occurs
 - The Prime Contactor is responsible for project notification to all effected residents/business
 - Consideration to Emergency Services and plans to allow access if required

Incomplete Applications will be returned to the Applicant

Contractor responsible to keep all record current for the entire project period.



Road Permit Application

SCHEDULE "C"
APPENDIX II

BL.1926
5400-04
4520-20-01

DATE

CITY OF COURTENAY
OPERATIONAL 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



**City of
Courtenay**

**DESIGNATION OF PRIME CONTRACTOR
For City Road and
Right-of-Way Use Permits**

Site Location: _____ **Permit Number:** _____

Owner Information

Owner: _____

Address: _____

Prime Contractor Information – To be filled out by the Contractor completing the work

Company Name of Prime Contractor: _____

Address: _____

24 hr Phone: _____ **Email:** _____

WorksafeBC Account Number: _____

Site Superintendent, Name and Phone #: _____

Traffic Control Manager, Name and Phone #: _____

Traffic Control Figure (Local Roads Only): _____

Prime Contractor's Declaration as per Workers' Compensation Act

I/we acknowledge, in accordance with the Workers Compensation Act, R.S.B.C., 2019 Chapter 492, Part 3, Division 3, Section 118 and 119, as amended, that I/we are the "Prime Contractor" and are qualified to act as the "Prime Contractor". I/we accept the duties and responsibilities for coordination of health and safety in accordance with the Workers Compensation Act, and further, that I/we will do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the Workers Compensation Act and the Occupational Health and Safety Regulations. The Prime Contractor shall appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the workplace. Prior to commencement of Construction, the Contractor shall complete and file a "Construction Notice of Project" with the Workers Compensation Board and shall provide a copy of the same to the City confirming that the Contractor shall be the Prime Contractor responsible for coordination of safety and health under Part 3 of the Workers Compensation Act and Part 20 of the WCB Occupational Health & Safety Regulations.

Prime Contractor's Representative

Owner/Applicant's Signature

Print Name

Print Name

Date: _____

Date: _____