

All submissions must be received at least 10 working days in before the proposed start date.

Applicant checklist

Include the following with your road permit application:

- ☐ Application fee (\$100)
*Preferred payment is by cash or cheque at the Operations Centre (1000 Piercy Avenue, Courtenay).
If needed, debit payments can be made at City Hall (830 Cliffe Avenue, Courtenay).*
- ☐ Completed and signed road permit application and Prime Contractor attachment.
- ☐ Sketch plan showing the proposed work and work zone, including the location of any subsurface works.
- ☐ B.C. One Call notification dated within five days of the application.
Ticket number _____
- ☐ WorkSafeBC clearance letter dated within five days of the application.
Registration number _____
- ☐ Insurance for a minimum of \$5,000,000 per occurrence, listing the City of Courtenay as an additional insured and including a 30-day notice of cancellation clause.
- ☐ Business license (Inter-Community business licence or City of Courtenay licence).
- ☐ Traffic Control Plan, including:
 - How solid waste collection days will be accommodated or mitigate if affected.
 - Confirmation that the Prime Contractor will notify all affected residents and businesses.
 - How emergency vehicles will be accommodated and how access will be maintained if needed.

Incomplete applications will be returned to the applicant.

The contractor is responsible for keeping all records current for the entire project period.



Date

Operational Services,
City of Courtenay

Permit number

1. Applicant's name

2. Business name

3. Phone number

4. Email address

5. Business address (with postal code)

6. Start date / time

7. End date / time

8. Address where work is occurring

Width

Depth

Length

10. Size of works area

11. Distance of works from curb or pavement edge

12. Is the work zone within K'ómoks First Nation's designated areas of high archaeological potential (AOP)?

Yes ☐ No ☐

For more information on AOP requirements, visit K'ómoks First Nation's website:

<https://komoks.ca/komoks-first-nation-cultural-heritage-investigation-permits-chip/>

13. Purpose of works

Note whether the works are required as part of a development permit issued by Development Services. Describe what the road permit application is for, such as constructing scaffolding for building envelope work; placing a construction waste bin; completing offsite works such as sidewalks, curb and gutter, driveway letdowns, paving, water, sewer, storm or electrical works; service connections; service locates; test drilling, water quality monitoring.



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



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 number: _____

Traffic control manager, name and phone number: _____

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 and Safety Regulations.

Prime Contractor's representative

Owner/applicant's signature

Print name

Print name

Date: _____

Date: _____