

Road permit application

Operational Services Department 1000 Piercy Avenue Courtenay, BC V9N 3E6 Tel: 250-338-1525 Fax: 250-338-1526

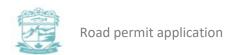
Tel: 250-338-1525 Fax: 250-338-1526 Email: operations@courtenay.ca

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

 cant checklist le 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 Contactor 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.

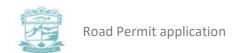


	Operational Services,				
Date	City of Courtenay	Permit number			
1. Applicant's name	2. Business nam	ne			
3. Phone number 4. Email address	5. Business	address (with postal code)			
6. Start date / time 7. End date / time	ne 8. Address whe	re work is occurring			
Width Depth Leng	yth				
10. Size of works area	11. Dist	ance 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 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.

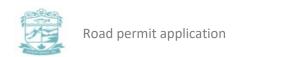




BL.1926 5400-04 4520-20-01

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:	
	il:
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 C	ompensation Act
119, as amended, that I/we are the "Prime Contractor" and responsibilities for coordination of health and safety in accordination of health and safety in accordination and the Compensation Act and the Occupational Health and Safety Responsible to the purpose of ensuring the coordination of health and safethe Contractor shall complete and file a "Construction Notice copy of the same to the City confirming that the Contractor	Issation Act, R.S.B.C., 2019 Chapter 492, Part 3, Division 3, Section 118 and are qualified to act as the "Prime Contractor." I/we accept the duties and rdance with the Workers Compensation Act, and further, that I/we will do aintain a system or process that will ensure compliance with the Workers Regulations. The Prime Contractor shall appoint a qualified coordinator for ety activities for the workplace. Prior to commencement of Construction, ace of Project" with the Workers Compensation Board and shall provide a shall be the Prime Contractor responsible for coordination of safety 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: