

Highway Use Permit Application Form



Note: Fees and documents required are shown on page 2.

APPLICANT INFORMATION

Application Date: _____

Company/Application Name: _____

Address: _____ Postal Code: _____

Telephone Number: _____ Cell Number: _____ Email: _____

PROJECT INFORMATION

Address/Location of Project: _____

Dates Permit Required – From: _____ To: _____

Site Supervisor: _____ Email: _____ Phone: _____

Client: Fortis BC Hydro Telus/Shaw/Rogers/Eastlink Other (Development name): _____ N/A

Are you in the process of or have you been issued a Delta Building Permit or Demolition Permit? Yes No Building/Demolition Permit number: _____

Have you received a Tree Removal Permit for City-owned tree removal(s)? Yes No Tree Removal Permit number: _____

PURPOSE OF PERMIT

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Driveway Construction | <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Oversize Load | <input type="checkbox"/> Filming |
| <input type="checkbox"/> Bin/Pod | <input type="checkbox"/> Groundwater Sampling | <input type="checkbox"/> House Move | <input type="checkbox"/> Special Event |
| <input type="checkbox"/> Sidewalk/Road Construction | <input type="checkbox"/> Dike/Gate Key | <input type="checkbox"/> Building Demolition | <input type="checkbox"/> Other _____ |
| Streetlight/Pole Installation | Ditch Infill | City-Owned Tree Removal/Installation | |
| Landscaping on City Boulevard with machinery | Service Connection(s) | Crane Over-swing | |

DESCRIPTION OF WORK



City of Delta
Engineering
4500 Clarence Taylor Crescent
Delta, BC V4K 3E2
T 604-946-3260 www.delta.ca

Highway Use Permit Application Form



| Purpose of Highway Use Permit | Fees & Documents Required | | | | | | |
|---|--------------------------------|------------------------|---------------------------------|---|---|---|--|
| | Fees | Security Deposit | Construction Details Drawing(s) | Pre-construction Inspection Checklist & Photographs | Traffic Management Plan | Prime Contr. Designation Form | Site Map, WCB Certification, Delta Business License & Certificate of Insurance |
| Construction | | | | | | | |
| Building Demolition / Service Connection Decommission | \$101 + GST | \$1,000/patch | ✓ for trench cuts | As required | As required | ✓ | ✓ |
| City Boulevard Landscaping (w/ machinery) | \$251 + GST | \$3,750 | | ✓ | As required | ✓ | ✓ |
| City-owned Tree Removal / Installation | \$251 + GST | \$1,000 | ✓ | ✓ | As required | ✓ | ✓ |
| Crane Over-Swing | \$560 + GST | | ✓ | | | ✓ | ✓ |
| Ditch Infill | \$251 + GST | Cost estimate required | ✓ | ✓ | As required | ✓ | ✓ |
| Driveway Construction | \$251 + GST | \$3,750 | ✓ | ✓ | As required | ✓ | ✓ |
| Sidewalk / Road Construction | \$251 + GST | \$3,750 | ✓ | ✓ | ✓ | ✓ | ✓ |
| Streetlight / Pole Installation | \$251 + GST | \$1,000 ea | ✓ | ✓ | ✓ | ✓ | ✓ |
| Temporary Use | | | | | | | |
| Bin / Pod Placement | \$251 + GST | \$500 | | ✓ | | | ✓ |
| Sidewalk Patio Permit | \$251 + GST | | | ✓ | As required | | ✓ |
| Sidewalk Hoarding | \$251 + \$315 per lin.m. + GST | | ✓ | ✓ | As required | ✓ | ✓ |
| Traffic & Safety | | | | | | | |
| Traffic Control / Lane Closure | \$101 + GST | | | | ✓ | ✓ | ✓ |
| Oversize / Overweight Load (e.g. House Move) | \$201 + GST | \$5,000 for House Move | | | ✓ (Route Map) | | ✓ |
| Other | | | | | | | |
| Dike / Gate Key Access | \$101 + GST | \$100 | | | | | ✓ |
| Groundwater Sampling / Bore Holes | \$101 + GST | \$500/hole | ✓ | ✓ | ✓ | ✓ | ✓ |
| Special Event (e.g. Block Party/Fundraisers) | As required | | | | As required | As required | ✓ |

Please ensure that your Highway Use Permit Application includes all required documents identified above. Failure to include all required documents may lead to a delay or denial of your application.

SUPPORTING DOCUMENTS - Please submit if indicated in the table above

- Site map shall show location and pertinent details
- Drawing(s) shall show construction details (or approved building permit drawings as applicable)
- [Pre-Construction Inspection Photo Checklist](#) and Photographs; Ensure all photographs are included
- [Prime Contractor Designation Form](#)
- [Safety and placement requirements](#) for bins and pods must be followed
- Certificate of Insurance shall be in the amount of \$5 Million, naming City of Delta as additional Insured
- [Insurance requirements for Crane Over-Swing](#) over road dedication must be followed
- Traffic Management Plan shall adhere to [Ministry of Transportation and Infrastructure Manual for Work on Roadways](#)

I confirm that all required documents are included in my application: _____
Type your name here