

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

Driveway Construction	Traffic Control	Oversize Load	Special Event
Bin/Pod	Groundwater Sampling	House Move	Other _____
Sidewalk/Road Construction	Dike/Gate Key	Building Demolition	
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

Personal information is collected by the City of Delta under the authority of Section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used to administer the Highway Use Permit application with the City of Delta, Engineering Department. Should you have any questions or about the collection of this personal information please contact one of the following options:

Engineering Department City of Delta Email address: Engineering@delta.ca Phone: 604-946-3260 Mail or in-person: City of Delta 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2	or contact the City Clerk at:	Michelle Jansson, City Clerk/FOI Head City of Delta, Office of the City Clerk Email address: CityClerk@delta.ca Phone: 604-946-3220 Mail or in-person: City of Delta 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2
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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