

# 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         | Groundwater Sampling   | Oversize Load                        | Special Event                                |
| Bin/Pod                       | Dike/Gate Key          | House Move                           | Landscaping on City Boulevard with machinery |
| Sidewalk/Road Construction    | Ditch Infill           | Building Demolition                  | Traffic Control                              |
| Streetlight/Pole Installation | Service Connection(s)  | City-Owned Tree Removal/Installation | Other _____                                  |
|                               | Temporary Soil Anchors | 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 (FOIPPA)** and will be used to administer Highway Use Permit application with the City of Delta, Engineering Department.

Personal information may be disclosed only as permitted by **Section 33 of the Freedom of Information and Protection of Privacy Act (FOIPPA)**. Should you have any questions about the collection and disclosure of this personal information, please contact the **City of Delta/Engineering Department** at 604-946-3260 and [engineering@delta.ca](mailto:engineering@delta.ca) or the Corporate Officer/ FOIPPA Head at 604-946-3220 and [cityclerk@delta.ca](mailto:cityclerk@delta.ca).

# Highway Use Permit Application Form



Purpose of Highway Use Permit	Fees & Documents Required						
	Fees	Security Deposit	Construction Details Drawing(s)	<a href="#">Pre-construction Inspection Checklist &amp; Photographs</a>	<a href="#">Traffic Management Plan</a>	<a href="#">Prime Contr. Designation Form</a>	Site Map, WCB Certification, Delta Business License & Certificate of Insurance
<b>Construction</b>							
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	✓	✓
<a href="#">Crane Over-Swing</a>	\$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	✓	✓	✓	✓	✓
<b>Temporary Use</b>							
<a href="#">Bin / Pod Placement</a>	\$251 + GST	\$500		✓			✓
Sidewalk Patio Permit	\$251 + GST			✓	As required		✓
Sidewalk Hoarding	\$251 + \$315 per lin.m. + GST		✓	✓	As required	✓	✓
<b>Traffic &amp; Safety</b>							
Traffic Control / Lane Closure	\$101 + GST				✓	✓	✓
Oversize / Overweight Load (e.g. House Move)	\$201 + GST	\$5,000 for House Move			✓ (Route Map)		✓
<b>Other</b>							
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