



Street Occupancy permits are required for any use of a street right of way that is prohibited by the Street Traffic Bylaw or posted regulations. The street right of way includes travel lanes, curbside (ie parking) lanes, sidewalks and boulevards. Permits are also required for laneways.

Impacts on traffic (vehicles, pedestrians and cyclists) and surrounding properties must be kept to a minimum and may require consultation. Depending on the nature of the street use, approval for Street Occupancy Permits may require a Traffic Management Plan (TMP), a damage deposit, proof of insurance and/or copies of consultation correspondence. Once your application has been submitted, you will be contacted by Transportation staff if any further information is required. If you know that you need to submit any of the above, please attach with the application.

Please complete the information below and submit it to the Engineering Department at City Hall. All applications require 5 business days for processing. If any required information is missing, it may take longer to process the request.

*** Mandatory fields**

*Applicant Name (Company or Individual): _____

Prime Contractor (if different from applicant): _____

*Applicant Address: _____

*Contact Person: _____ *Email: _____

*Phone: _____ Cell: _____

*Purpose of street occupancy: _____

*Proposed date(s) for the street occupancy: _____

*Detailed description, including the nature of the work to be completed and a description of all parts of the street that needs to be occupied: _____

All approvals are subject to review. The City reserves the right to cancel, adjust, modify or further restrict the hours of operation or traffic control details associated with the request if required.

Should you have any questions regarding your application, please contact the Engineering Department at 604-527-4592.

Office Use Only	Date Received: _____	Folder #: _____
Deposit (if required): _____	Proof of insurance (if required): _____	Prime Contractor Form (if required): _____