

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) | | |

DESCRIPTION OF WORK



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

HUP@delta.ca

Highway Use Permit Application Form



Fees & Documents Required	Purpose of Highway Use Permit													
	Driveway Construction	Traffic Control/ Lane Closure	Oversize/ Overweight Load	Bin/Pod	Groundwater Sampling / Bore Holes	House Move	Special Event (Block Party/ Fundraisers)	Sidewalk or road construction	Dike/Gate Key	Building Demolition / Decommission on Service Connections	City-owned Tree Removal or Installation	Ditch Infill	Street Light / Pole Install	Landscaping on City Boulevard (with machinery)
Application Fee	\$101 + GST	\$101 + GST	\$201 + GST	\$101 + GST	\$101 + GST	\$201 + GST	As required	\$101 + GST	\$101 + GST	\$101 + GST	\$101 + GST	\$101 + GST	\$101 + GST	\$101 + GST
Inspection Fee	\$100 + GST			\$100 + GST				\$100 + GST		As required	\$100 + GST	\$100 + GST	\$100 + GST	\$100 + GST
Security Deposit	\$3,750			\$500	\$500/hole	\$5,000		\$3,750	\$100	\$1,000/patch	\$1,000	Cost estimate required	\$1,000 ea	\$3,750
Site Map	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						
Route Plan			<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>								
Drawing(s) showing construction details	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> (for any trench cuts)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Pre-construction photographs	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		As required	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WCB Certification	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Delta Business License	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Certificate of Insurance	<input checked="" type="checkbox"/>	As required	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Traffic Management Plan	As required	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	As required	<input checked="" type="checkbox"/>		As required	As required	As required	<input checked="" type="checkbox"/>	As required
Prime Contractor Designation Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		As required	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

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

ADDITIONAL INFORMATION

- 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](#) must be submitted if indicated in the table above
- [Prime Contractor Designation Form](#) must be submitted if indicated in the table above
- [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
- Traffic Management Plan shall adhere to [Ministry of Transportation and Infrastructure Manual for Work on Roadways](#)



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