

# 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

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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 Service Connections	City-owned Tree Removal or Installation	Ditch Infill	Street Light / Pole Install	Landscaping on City Boulevard (w/ machinery)	Crane Over-Swing
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	\$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	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
Route Plan			✓			✓									
Drawing(s) showing construction details	✓				✓			✓		✓ (for any trench cuts)	✓	✓	✓		✓
Pre-construction Inspection Checklist & Photographs	✓			✓	✓			✓		As required	✓	✓	✓	✓	
WCB Certification	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓
Delta Business License	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓
Certificate of Insurance	✓	✓	✓	✓	✓	✓	As required	✓		✓	✓	✓	✓	✓	✓
Traffic Management Plan	As required	✓			✓	✓	As required	✓		As required	As required	As required	✓	As required	
Prime Contractor Designation Form	✓	✓			✓		As required	✓		✓	✓	✓	✓	✓	✓

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

**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; Please 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](#)



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