



# IMPORTANT PERMIT INFORMATION

An approved **Road & Right-of-Way Usage Permit** is required prior to starting construction within any City Right-of-Way.

The City of West Kelowna requires the following documents/items to be submitted:

- **Completed Road & Right-of-Way Usage Permit application** including all contact information
- **Certificate of Insurance (COI)** naming the City of West Kelowna as additionally insured for a minimum of \$5 million Comprehensive General Liability Insurance coverage
- **Detailed Drawings** showing all works
- **Traffic Control Plan** if required
- **Application and Permit Fee**

Type of Fee	Fee	
Permits	Application Fee	Permit Fee
Traffic & Public Impedance	\$75.00 per application	\$50 per week
Road Work & Closures	\$75.00 per application	\$25 per day
Hoarding	\$75.00 per application	\$8 per Sqm per month
NOTE: Includes permits for construction access and works on municipal right-of-ways.		

- **Traffic & Public Impedance permit fee:** For non-excavation disruptions within the City right-of-way that impede regular traffic or pedestrian movement.
- **Road Work & Closures permit fee:** For all excavation activities whether that is manual, mechanical or full road closures (e.g., utility installations, repairs, or major construction within the City right of way).
- **Hoarding permit fee:** For any occupation of the City right-of-way (temporary fencing, barriers, or structures for safety or construction material storage).

The fees are payable at the City Hall Cashier at 3731 Old Okanagan Hwy with payment by Cash, Debit or Cheque only. Please note that these fees are non-refundable regardless of the application outcome.

Please submit all information to [eng.services@westkelownacity.ca](mailto:eng.services@westkelownacity.ca) for processing. Once received we will proceed with our departmental due diligence review to receive approval from Engineering and Public Works.

Barring any delays or problems, **your permit could be issued in 7 - 10 business days.**

**Please Note:**

The traffic control plan must be submitted prior to issuance of the permit. Failure to comply will void the permit. Traffic control plans must comply with the BC Ministry of Transportation’s [Traffic Management Manual for Work on Roadways \(2020 Office Edition\)](#).



**Call or Click** before you dig.

If you require a utility locate, please submit a free ticket request to BC-One-Call at:

**Call:** 1-800-474-6886 **Click:** <https://www.bc1c.ca/>



**Municipal Office:**  
3731 Old Okanagan Hwy,  
West Kelowna, B.C. V4T 0G7

**Tel (778) 797-8840**  
**Fax (778) 797-1001**

## ROAD & RIGHT-OF-WAY USAGE PERMIT APPLICATION

The personal information on this form is collected under the authority of the Community Charter. The information collected will be used to process your application. If you have any questions about the collection, use and disclosure of this information, contact the Director of Corporate Services at the City of West Kelowna.

I (We) hereby propose the following use or occupation requiring authorization under the *Community Charter*, in accordance with the attached plans and specifications submitted. It is understood that this application is not complete until a covering permit has been issued.

Please check the category below which best describes your proposal:

- Type of Offsite Works**    Access    Bus Stops, Shelters & Benches
- Container (storage/shipping)    Culvert    Drilling    Fencing
- Filming    Hoarding    Luminaires & Signals    Retaining Wall
- Shallow Utilities    Sidewalks & Landscaping    Signs
- Special Events (Parades, Runs, Walks)    Trees (Trimming or Removal)
- Utilities (Water, Sanitary, Storm)

**Miscellaneous (Describe)**

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**Type of ROW Work**

- Non-Excavation    Excavation

**Type of Closure (Select all that apply)**

- Boulevard    Sidewalk    Partial Road Closure    Full Road Closure

More information on back....

Dates (Proposed)

Times: From \_\_\_\_\_ To \_\_\_\_\_

Right-of-Way Impact Duration: \_\_\_ days (if ANY red box checked)  
\_\_\_\_\_ weeks (if ONLY blue boxes checked)  
\_\_\_\_\_ months (if hoarding, container or fencing)

NOTE: Daily fees apply for each calendar day ROW is occupied/restricted

Location - street address

Description

Highway Name(s)

Between \_\_\_\_\_ and \_\_\_\_\_

Attached Drawing or Sketch  Drawing Number \_\_\_\_\_

Have the necessary applications been filed with the proper authorities? (i.e. R.C.M.P., road and bridge maintenance contractor or as documented in the notes below)

Other Authorities

Submitted/Approved

\_\_\_\_\_

\_\_\_\_\_

I (We) wish to have the permit issued in the name of:

Name / Organization (include affiliated agency, if applicable)

Is this company registered with the Registrar of Companies of British Columbia?

Yes \_\_\_\_\_ No \_\_\_\_\_

Mailing Address

Phone Number: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

Email: \_\_\_\_\_

**Contacts** (if not as above)

**Project / Location Manager Name** \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: Home (    ) \_\_\_\_\_ Work (    ) \_\_\_\_\_

Email: \_\_\_\_\_

**Director Name:** \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: Home (    ) \_\_\_\_\_ Work (    ) \_\_\_\_\_

Email: \_\_\_\_\_

**Site Contact Person** \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: Home (    ) \_\_\_\_\_ Work (    ) \_\_\_\_\_

Email: \_\_\_\_\_

**Traffic Control Company Name:** \_\_\_\_\_

Company: \_\_\_\_\_

Phone Number: Home (    ) \_\_\_\_\_ Work (    ) \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature (Applicant)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

### **Notes for Structures Permits:**

- 1) Permits shall be metric, scalable, and shall show:
  - The exact offsets of the foundation and overhang of proposed or existing structure from the right-of-way boundary and the nearest internal property line.
  - Any feature or structure which limits the placement of the subject structure from being constructed at the required setback distance.
  - Any other structure on the subject property within the required setback area.
  - An inset or additional plan showing the profile of the structure and terrain to the travelled road edge.
  - The nearest edge of shoulder of the physical road.
  - The road name, legal description, any property pins evident and a north arrow
- 2) In cases where setback is to legalize and/or add to an existing structure, the plans are to be prepared by a registered legal surveyor.
- 3) It is the responsibility of the applicant to assure that design and construction of the structure conforms to all applicable legislation, bylaws and codes and that all necessary permits are applied for.
- 4) A certificate of title and a letter of authorization from the registered owner[s] are to be provided where the applicant is not the owner.
- 5) In addition, you may be required to have the property lines and extremities of the footings of the proposed structure clearly flagged on site prior to municipal inspection.

### **Notes for Highway Access Permits:**

- 1) Property described must have highway frontage.
- 2) Insert number of accesses requested.
- 3) Insert specific land use proposed (for example, single family dwelling, car sales, office, industrial, etc.)
- 4) Indicate the permitted uses for the existing zoning on the property.
- 5) Insert figures indicating number of dwelling units, square metres of floor area of buildings, sleeping units, employees, seats in restaurant, etc.
  - Insert the word “indefinitely” if required for long-term use; or
  - Insert the specific number of days or months, if required for temporary period.
- 6)
  - Insert “myself” or “ourselves” if required by owner or lessee; or
  - Insert name and address of person or company who will actually develop and construct, use and maintain the access works, if required by other party (for example, property is under option and owner proposes to sell or lease same); or
  - If access is required for land beyond, give name of owner[s] and legal description of parcel involved.

### **Notes for Filming Permits**

- 1) For location, please specify the highway name and landmarks that indicate the outer boundaries of where you are filming.
- 2) Your description should include:
  - The dates and times of filming
  - The nature of what you are filming
  - Whether you will be using special effects and/or stunts.
- 3) Specify the production company name and phone number and its Certificate of Incorporation number, if applicable.
- 4) Authorities you will need to notify include:
  - R.C.M.P.
  - Fire Department
  - Ambulance Services
- 5) Provide appropriate Certificate of Insurance

## Notes for Works Permits:

The Plans submitted may be blueprints and shall consist of key-map, general plan, profile and, where necessary, detail plan on the following scales: **key-map**, according to the size of the undertaking; **general plan**, 1:5,000; **profile**, horizontal 1:5,000, vertical 1:250; **details**, on suitable scales. For minor undertakings, such as small water-pipes or culverts, etc. under a road, sketches will be accepted and sections and details as to dimensions, depth of cover, etc.

The plans shall supply at least the following information:

- a) The boundaries of highway right-of-way affected;
- b) The position of all existing public works within such boundaries and relative thereto and the name of the authority in control of same;
- c) The position of all private works (with the name of the owners) within such boundaries and relative thereto. (Note: Where the proposed works are upon or above the ground, only such private works as are upon or above the ground, or as may be interfered with under the ground, need be shown.);
- d) The proposed position within such boundaries and relative thereto which would be occupied by the works;
- e) The details of all tanks, manholes, lamp-poles, surface boxes, bridges, culverts, retaining walls, or other structures to be constructed and used for the support of traffic, and details showing the method to be employed in supporting any proposed work, where any public works are affected;
- f) Full information showing exactly in what manner and to what extent it is proposed to use any land or works under the control of the City of West Kelowna.

Specifications for the carrying-out of the work within the boundaries of all highway rights-of-way shall also be submitted.

When application is made in respect of the following works, the requisite particulars, plans and specifications must be submitted to the proper authorities before the approval of the application by the City of West Kelowna.

<b>Works</b>	<b>Authority to Whom Particular's, Etc. Must be Submitted</b>
<b>1. Electrical Undertakings</b>	
a) Telegraph and Telephone Lines	▪ Inspector of Electrical Energy
b) Energy Generated Otherwise Than by Water-Power	▪ Inspector of Electrical Energy
c) Energy Generated by Water-Power	▪ Inspector of Electrical Energy ▪ Comptroller of Water Rights
d) Electrical Railways	▪ Inspector of Electrical Energy ▪ Deputy Minister of Transportation
<b>2. Sewerage and Sewerage-Disposal</b>	
a) Large Systems	▪ Municipal Office
b) Small Systems	▪ Interior Health Authority
<b>3. Water</b>	
a) Supply for Domestic Purposes	▪ Municipal Office