



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 the City's rights-of-way.		

- **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 (e.g., temporary fencing, barriers, or structures for safety or construction material storage).

The fees are payable at the City Hall cashier at 3731 Old Okanagan Highway with payment by cash, debit or cheque. **Please note that these fees are non-refundable regardless of the application outcome.**

Please submit all information to eng.services@westkelownacity.ca for processing. Once received we will proceed with our departmental due diligence review to receive approval from Engineering and Infrastructure.

Barring any delays or problems, **your permit could be issued in seven to 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 B.C. Ministry of Transportation and Transit'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/>



ROAD & RIGHT-OF-WAY USAGE PERMIT APPLICATION

City Hall
3731 Old Okanagan Highway
West Kelowna, B.C. V4T 0G7

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

The personal information on this form is collected under the authority of the Community Charter and the Freedom of Information and Protection of Privacy Act and will be used to process your application. If you have any questions about the collection, use and disclosure of this information, contact the City of West Kelowna's corporate officer at 778-797-1000.

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)

Type of ROW Work

- Non-Excavation Excavation

Type of Closure (Select all that apply)

- Boulevard Sidewalk Partial Road Closure Full Road Closure

Proceed to next page.

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: _____

Proceed to next page.

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