

APPLICATION FOR PERMIT TO CONSTRUCT WORKS ON THE PUBLIC ROAD ALLOWANCE OR MUNICIPAL RIGHT OF WAY

Permits issued will satisfy the requirements of The [Streets and Traffic Regulation Bylaw, 2002, No. 8382](#)

Please submit this completed application to: engineering@saanich.ca
The Municipality requires five (5) business days to process the permit application

***This Application for Permit to Work in the Road Allowance must be obtained by the Contractor**

NOTE: All data fields must be filled out for the application to be processed. Please put N/A in any field that does not apply to the permit.

Date of Application		Saanich File No.	
Proposed Dates of Work		Saanich Design Drawing No.	

FEE CALCULATION			
Base Application Fee		=	\$
Number of Working Days _____ X _____ /day		=	\$
Total amount due at time of application			\$

1. a) In case of **Work on the Public Road Allowance**, please include all roads on which work will occur:

OR

b) In case of **Work on Municipal Right-of-Way**, please provide the address of the property

2. Type of Works to be done by Contractor, please list all (i.e., drain installation, road widening, etc.)

Contractor Information		
Name (s)	Company Name	
Address	City	Postal Code
Email	Phone	Cell

Proof of Current Insurance (with conditions as shown below) on file with Saanich?

Yes OR No OR Unknown (*complete the [Certificate of Insurance Form](#)*)

Before any works or activities on municipal property, road allowance or rights of way can be approved, the Contractor must provide proof of valid Commercial General Liability Insurance with a minimum limit of \$5,000,000 inclusive per occurrence for bodily injury, death, and property damage. It must name the Corporation of the District of Saanich as an Additional Insured and, if it expires during the term of the permit or works, the Contractor must immediately provide proof of renewal.

General Contractors Statement (please check one):

We declare that we are the project general contractors and that all project work on the District owned Rights-of-Way will be conducted under the permit for which this application is submitted.

Signature: _____

We declare that the permit for which this application is submitted will cover only a portion of the project work on District owned Rights-of-Way, such works being further described in "types of works" above.

Signature: _____