

## **HIGHWAY USE PERMIT**

### **OUTLINE OF REQUIREMENTS**

When submitting a Highway Use Permit application, you must provide the following:

1. Provide all Owner / Developer / Prime Contractor information, complete with a 24/7 emergency contact name and cell phone number.
2. \$200 + GST permit fee
3. Plans or a detailed outline of the works proposed including the dates and times the work will take place for approval.
4. A certificate of insurance with proof of comprehensive liability insurance valid for the duration of the permit and naming the City of Langley as additional insured. The amount of insurance is determined under Section 4 of the Highway Use Permit application.
5. A completed Designation of Prime Contractor form complete with WorkSafeBC registration number.
6. A copy of the Prime Contractor's City of Langley Business Licence or Intermunicipal Business Licence to include City of Langley, prior to approval of the Highway Use Permit.
7. A damage deposit: amount to be determined at application review and to be paid for by cheque, debit or cash only. Refer to the bottom of page one (1) of the Highway Use Permit application form.
8. A detailed, certified traffic control plan (TMP) if the work involves a complete or partial road closure.
9. Contractor to contact the City Engineering Department at 604-514-2997, a minimum 48 hours prior to commencing work.
10. Permit holder must contact BC One Call at 1-800-474-6886 prior to any excavation.
11. The City of Langley will notify all applicable emergency services.

## HIGHWAY USE PERMIT

<b>PERMIT NUMBER</b>	<b>ENG</b>
<b>APPLICATION FEE</b>	<b>\$200.00 + GST</b>
<b>SECURITY DEPOSIT</b>	
	<b>**Light Duty - \$1000    ***Medium Duty-\$5000    ****Heavy Duty-\$10,000</b>

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Cell / Daytime Phone: \_\_\_\_\_

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

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

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

Company Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Permission pursuant to Section 9 of the City of Langley Highway and Traffic Regulation Bylaw, 2013, No. 2871 is hereby granted to the above named applicant for the following “works”:**

**Location & Description of Work:**

**Parking Requirements:**

**Start Date:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

**Times:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Security Deposits:**

- \*\*Light Duty:** for all work involving purely hand tools, and located completely within the boulevard and outside of the paved road area.
- \*\*\*Medium Duty:** for all work not involving heavy equipment but still located within the edges of the paved roadway including manhole access or median landscaping.
- \*\*\*\*Heavy Duty:** for all work involving the use of heavy equipment including excavation, paving, and underground or overhead utility work.

1. This permit is issued pursuant to Section 9 of the City of Langley Highway and Traffic Regulation Bylaw, 2013, No. 2871. The issuance of this permit does not exempt, alter or waive any requirements of the Bylaw.
2. The Owner or Applicant shall:
  - a. Assume the responsibilities of the Prime Contractor as the Owner, for purposes of and as defined in the Workers Compensation Act, section 118 and 119 of Part 3, of the project for which the construction of the Works are being undertaken, or

- b. Designate a Prime Contractor, pursuant to the definitions and guidelines of WorkSafeBC Regulations, Part 20 and the Workers Compensation Act section 118 of Part 3, for the project for which the construction of the Works are being undertaken.
3. The Owner/Applicant or the designated Prime Contractor agrees that it shall, at its own expense, procure and carry, or cause to be procured, carried and paid for, full Worker's Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of the Permit.
4. Applicants for highway use permits must submit evidence of commercial general liability insurance in the amount of:
  - a. \$5,000,000 for all work involving the use of heavy equipment including excavation, paving, and underground or overhead utility work;
  - b. \$3,000,000 for all work not involving heavy equipment but still located within the edges of the paved roadway including manhole access or median landscaping;
  - c. \$1,000,000 for all work involving purely hand tools and located completely within the boulevard and outside of the paved area.

All policies shall contain a cross-liability clause with the City of Langley named as an additional insured and shall be kept valid for the entire period of work.

5. All constructions shall be to the latest MMCD Standard Specifications and City of Langley Supplementary Specifications, and Standard Drawings contained in the City of Langley Design Criteria Manual.
6. Traffic control is the responsibility of the Permit holder. Traffic control shall comply with Part 18 of the OH&S Regulation of WorkSafeBC and the current edition of "BC Traffic Control Manual for Work on Roadways" published by the Ministry of Transportation and in addition the requirements of any Traffic Management plan attached to this permit.
7. Both the Site Superintendent as well as the person/company responsible for the traffic control implementation shall:
  - a. **Maintain on-site, a copy of the approved current Traffic Plan and Lane Closure Permit.** Failure to produce a valid Lane Closure Permit on-site will result in shut down of the work.
  - b. Accommodate all forms of transportation that can reasonably be expected to travel in the area, ie. vehicles, pedestrians, cyclists, wheelchairs, etc.
  - c. Provide appropriate detour signage if any form of transportation will be blocked during construction.
8. Failure to comply with any City Bylaw, standards required in the City's Design Criteria Manual, or the terms and conditions of this permit will result in the cancellation of this permit and could result in fines under the Bylaw.

The sum of \_\_\_\_\_ is deposited as security to guarantee fulfillment of all obligations of the permit. The security shall be returned on satisfactory completion of the "works" minus any costs incurred by the City as per Section 9(i)(iv) of Highway and Traffic Regulation Bylaw 2013, No. 2871.

I acknowledge that in the event of my failure to complete the "work" in accordance with this permit and to the satisfaction of the Engineer, the City may without further notice, take action to complete all or a portion of the "works" and retain the performance security deposit for the City's use as liquidated damages.

I, \_\_\_\_\_ **Owner/Applicant**, \_\_\_\_\_  
(please print) APPLICANT'S SIGNATURE

**agree to the terms and conditions of this permit.**

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Engineering Department

## HIGHWAY USE PERMIT

### Designation of Prime Contractor

#### Applicant/Owner Information

Applicant/Owner Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

City of Langley Project Number: \_\_\_\_\_

#### Prime Contractor Information

Name of Prime Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

WorkSafe B.C. Registration Number: \_\_\_\_\_

Person in Charge of Project: \_\_\_\_\_

Person Responsible for Coordinating Health and Safety Activities: \_\_\_\_\_

#### Contractor's Declaration As Per Workers Compensation Act

I/we acknowledge, in accordance with the *Workers Compensation Act*, R.S.B.C., 1996, Chapter 492, Part 3, Division 3, Section 118 and 119, as amended, that I/we are the "Prime Contractor" and are qualified to act as the "Prime Contractor". I/we accept the duties and responsibilities for coordination of health and safety in accordance with the *Workers Compensation Act*. And further that I/we will do everything that is reasonably practicable to establish and maintain a system or process that will insure compliance with the *Workers Compensation Act* and the Occupational Health and Safety Regulations. The Prime Contractor shall appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the workplace. Prior to commencement of Construction, the Contractor shall complete and file a "Construction Notice of Project" with the Workers Compensation Board and shall provide a copy of the same to the City confirming that the contractor shall be the Prime Contractor responsible for coordination of safety and health under Part 3 of the *Workers Compensation Act* and Part 20 of the WCB Occupational Health & Safety Regulations. The Prime Contractor shall, at its own expense, procure and carry, or cause to be procured, carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or services which is the subject of this agreement.

\_\_\_\_\_  
**Contractor's Signature**

\_\_\_\_\_  
**Applicant's/Owner's Signature**

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

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

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## DEPOSIT RETURN FORM

**The APPLICANT/DEPOSITOR information will be attached to all Invoices, Payments and Refunds**

**TYPE:**            *BUILDING*                    *ENGINEERING*                    *FILM*                    *PLANNING*

**PERMIT NUMBER:** \_\_\_\_\_

TYPE OF DEPOSIT	AMOUNT	DEPOSIT RETURN	TYPE OF DEPOSIT	AMOUNT	DEPOSIT RETURN
<b>OFFICE USE ONLY</b>					
Highway Use			Cleanup		
Hydrant Use			Damage - BP		
Service Disconnection			Damage- Demo		
Water			Landscaping		
Water Meter					
Sanitary 4,6,8"			Off-Site Works		
Storm 4,6,8"			On-Site Works		
City Works			Dept Transportation		

**RETURN THE DEPOSIT TO:** *(If this information changes please inform the City in writing)*

**DEPOSITS FOR SERVICE DISCONNECTS OR NEW CONNECTIONS WILL BE KEPT FOR A MINIMUM OF 6 MONTHS FROM THE DATE THE WORK IS COMPLETED**

**Refund Cheque Payable To:** \_\_\_\_\_

**Send Refund to Attention of:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_  
**Applicant's Signature** **Date**