

SECTION 1: APPLICATION

Applicant (Owner)	
NAME	
STREET	CITY
PROVINCE	POSTAL CODE
Contractor	
NAME	
STREET	CITY
PROVINCE	POSTAL CODE

SECTION 2: PROPOSED WORK AREA

LOCATION (CROSS STREETS OR NEAREST INTERSECTION) OR ADDRESS:	
PROJECT DESCRIPTION/PURPOSE:	
On-Site Contact Information	
FULL NAME	PHONE NUMBER
PROPOSED START DATE	PROPOSED COMPLETION DATE

SECTION 3: APPLICANT SIGNATURE

DATE (YYYY/MM/DD)	SIGNATURE
PRINT NAME	

SECTION 4: CHECKLIST

<input type="checkbox"/> Did you include a sketch/drawing for each utility (ie: Hydro, Tel, Gas, etc.)?
<input type="checkbox"/> Did you include an up-to-date Certificate of Insurance (see 'Conditions' on the following pages for more info)?
<input type="checkbox"/> Did you apply for a Traffic Control Permit (See 'Conditions' on the following page for more info)? If YES, please include the permit number here: _____ TCP _____.
<input type="checkbox"/> Cost estimate*
<input type="checkbox"/> Utility Coordination Plan*
<input type="checkbox"/> Draft notice of construction letter

3rd party utility review from applicant's engineer*

** Not required for small subdivisions or building permits (If unsure, ask the project manager)*

Please forward (email) complete packages, **with the location of the proposed work in the subject line**, to your assigned project manager.

Process: How it works

1. Email the documentation described below to your assigned project manager.
 - a. After all of the required documentation has been submitted, the applicant will receive an email confirming the submission.
 - b. Approximately 10 business days after the submission in Step #1 has been made, an invoice will be generated by a City staff member and they will send you another email with it attached (THIS IS NOT THE PERMIT).
2. Pay the invoice that was attached to the email. Payment can be made online through our website (Online Payments → View All → “Pay a Engineering Fee Invoice”), or in person or by mail.
 - a. What happens next? The next business day, the staff will be alerted the invoice has been paid. Shortly thereafter, **IF** every item (described below under ‘Conditions’) has been submitted to the satisfaction of the Engineering Department, staff will generate a permit.
 - b. The permit will be sent to the email address used to submit the application form.
 - c. Once the permit is received you will call for a ‘Pre-construction Meeting’ (Condition #5).
3. Start Construction...

Conditions

1. Provide the following set of documents for review:
 - Design drawing of proposed work (1:250 scale) *Typically this is a utility drawing from BC Hydro, Telus or some other 3rd Party Utility owner.* ;
 - Certificate of Insurance (COI) *See minimum requirements shown on ‘Attachment A’ below;*
 - [Traffic Control Permit](#); and
 - Cost estimate for the proposed works.

After the application has been entered into the system, you may receive an ‘identification number’. This number will allow you to call the City to inquire where the application is in our system.

2. Allow a minimum of ten business days for review of your submission. Your application will be reviewed by an assigned project manager. The project manager will contact you regarding the required addition fees or bonds that must be submitted prior to approval of the permit.
3. Application submissions that lack the applicable payment of fees, bonds or is missing other information (ie. start/completion dates) will be deemed incomplete and will be returned.
4. Fees and damage deposits will be required prior to approval of permit. **Pay application fee (currently \$660.00)* and any other fees as described on the invoice.**
5. No work can occur until a Pre-Construction Meeting is held with the Engineering Department’s Inspection. The Contractor must call the Engineering Department at #604-294-7460 to schedule this.
6. If subsequent submissions are required, an additional ten working day may be required for review of the submission.
7. **Fees and Damage Deposit***

Application Fees: Additional fees may apply: The basic fee is non-refundable. The fee includes administration and inspection costs. Additional fees of \$16/metre will be added if the scope of the work is >50m long.

Example (2018 year fees), if the proposed project is 115m long, the total fee will be $\$660 + (115m - 50m) \times \$16 = \$660 + \$1,040 = \$1,700$

Additional Fees:

- Civil works completed by City crews (*costs outline by ‘Civil Works Cost Sheet’ typically held by Development inspectors and generated by Engineering Operations*); and
- Pavement Degradation Fees - See ‘Schedule A’ below.

Damage Deposit (DD): A refundable deposit for damage, maintenance or reinstatement is required. The DD be submitted as cash or certified cheque. The DD must be in the name of the **Applicant** and **NOT** by the party contracted to perform the works. The value is based on the value of potentially impacted City infrastructure that the work may affect. Typical values of \$10,000 or more will be applicable, or as determined by the Director of Engineering or their designate.

Note: The deposit will be held until such time as all installations have been completed to the satisfaction of the City.

*** Fees are described in further detail in the [Burnaby Street and Traffic Bylaw 1961](#),**

8. **Restoration.** Upon completion of the Works, the Applicant, or their Contractor shall restore the City Lands to their former condition, or better in accordance with City standards. They shall keep the City lands properly secured for public safety in accordance with City standards. City will inspect to confirm completed works for compliance and prior to DD being returned.
9. **Pavement Restoration** – Refer to the current Pavement Restoration Policy (see City of Burnaby website).
10. **Minimum Insurance Requirement.** The Applicant shall ensure:

- Liability insurance must be greater than or equal to the liability insurance outlined in Attachment A. The insurance is to remain in place while the Permit. The insurance shall ensure that its contractors and/or consultants are insured in at least the same manner. Along with the permit application the Applicant and Contractor (if applicable) shall provide a suitable certificate of insurance as evidence that it has compliant insurance. Thereafter the Permittee and Contractor shall provide suitable certificates as evidence that the insurance coverage has been maintained. Insurance policies shall be endorsed to provide that the City will receive not less than thirty (30) days written notice before cancellation of coverage.
11. **Workers' Compensation.** The Applicant hereby agrees that it is responsible to ensure compliance with all applicable Workers' Compensation regulations at the site and that if at any time there shall be more than one contractor working at the site then the Applicant is, and shall be, the **Prime Contractor** pursuant to the Workers' Compensation Act.
 12. **Requirements.**
 - a) All installations within municipal rights-of-ways are to be constructed according to the specifications outlined in the MMCD Platinum Volume II (2009 Edition), and by the City of Burnaby's [Supplementary Specifications](#), where applicable.
 - b) The Applicant shall provide the City with no less than 5 business days prior to the start of any work.
 - c) Any costs, expenses, or liability for environmental response or remediation shall be considered as restoration and shall be the sole responsibility of the Applicant.
 - d) The Applicant warrants and represents that it has all required permits, licenses, or approvals from other government authorities or agencies with jurisdiction over the Applicant's activities.
 - e) Silt or silt laden water must not be allowed to enter the storm water system and this permit may be revoked if this occurs, or if measures to prevent it appear inadequate. This is a fineable offence.
 13. **Indemnification.** The Applicant shall defend, indemnify, and hold harmless the City and its directors, officers, servants, employees, volunteers, and agents from and against all cost and expense and from all liability for claims, damages, costs, expenses, or fees, including any attorney fees, or fines or awards brought against or charged to the City by any person, firm, government body, or corporation arising in any manner from the permission hereby granted to the Permittee; furthermore, the Permittee hereby agrees to release, waive, and forever discharge the City and its directors, officers, servants, employees, volunteers, and agents from all claims, costs, causes of action, or demands of any kind or nature that it may otherwise have made or claimed against the City arising in any manner out of the permission hereby granted.

The City of Burnaby accepts neither liability nor loss related to the disruption and/or destruction to the aforementioned installations (be it intentional or accidental) by City of Burnaby staff, contractors retained by the municipality, or by third parties. The City of Burnaby retains the right to maintain or remove, or have the installer maintain or remove, offsite infrastructure (equipment, control devices, etc.) at any time at the Permit holder's expense.
 14. **Duration of Permit.** The privilege granted by the Permit shall continue for a period of three (3) months from the date of signature.
 15. **Limitation of Permit.** This permit does not relieve the Applicant from complying with any applicable laws and regulations of other government authorities or agencies. The Applicant is responsible for obtaining additional permits or authorizations, as necessary, which may be required in connection with this work from other government agencies, public utilities, private entities and individuals, including private property owners.
 16. **Assignment.** This Permit may not be re-assigned without the written consent of the City. However the terms and conditions herein shall be binding upon the respective heirs, representatives, and successors of the Applicant.
 17. **Permit Revocation or Surrender.** The City may cancel and revoke the Permit at its sole discretion at any time with fourteen (14) days written notice to the Permittee without refund of fees. The Permittee may surrender the Permit at any time with fourteen (14) days written notice to the City without refund of fees. Upon the voluntary relinquishment or abandonment of the Permit, or upon cancellation and revocation thereof by the City, the Permittee shall properly abandon all of its works and restore the property in a manner satisfactory to the City at the expense of the Permittee and shall pay forthwith to the City any cost, repair of damage, or expense the City may incur in such restoration.
 18. **Violation of Permit.** In the event the Applicant fails or refuse to conform to any of the terms and conditions of the Permit, the privilege hereby granted shall immediately terminate and become null and void and the Applicant shall pay forthwith to the City any cost, repair of damage, or expense the City may incur as a result thereof.

Minimum Insurance Requirements

Standard Street Works Permit

1. **The Permit holder (the Permittee) shall insure** and keep insured while the Permit is in force, with such companies and on such forms as are acceptable to the City, the following Liability Insurance coverage:

1.1. **Commercial General Liability Insurance** written on an Occurrence basis with coverage suitable for the work to be performed and including; Premises and Operations Liability; Owner and Operator’s Protective Liability with respect to the Operations of sub-contractors; Completed Operations Liability; Pollution Liability on a Sudden and Accidental basis with a wording that is not less than the coverage provided by the Insurance Bureau of Canada’s form IBC 2336 (form available upon request); Contractual Liability; and, Non-Owned Automobile Liability.

1.2. **Automobile Liability Insurance** in respect of all licensed vehicles owned or leased by the contractor.

1.3. **Professional Errors & Omissions Liability Insurance** in certain circumstances, such as when the Permittee is a Professional consulting firm.

2. **The Limits of insurance** shall not be less than the following:

Personal and Bodily Injury	\$5,000,000 -each occurrence \$5,000,000 -aggregate products and/or completed operations
Property Damage	\$5,000,000 -each occurrence \$5,000,000 -aggregate products and/or completed operations
Owned & Non-Owned Auto Liability, Bodily Injury & Property Damage	\$3,000,000 -any one accident
Professional Liability	\$1,000,000 -per occurrence \$2,000,000 -annual aggregate

3. The General Liability policy shall name the City of Burnaby as Additional Insured and contain a Cross Liability endorsement.

4. Both the General Liability and Professional Liability policies shall be endorsed by the insurer to provide that the policy will not be cancelled or adversely changed without thirty (30) days written notice to the City of Burnaby.

5. Prior to the commencement of any work the Permittee shall file with the City either a certified copy of each required insurance policy, with all of the necessary endorsements attached, or suitable certificates of insurance that clearly verify all of the requisite coverage and endorsements are in place.

6. The requirement to provide insurance with specified minimum limits of liability does not in any way limit the liability of the Permittee.

Schedule A

Fees and Charges

- Pavement Degradation Fees:

- a) In instances where the Applicant or Primary Contractor (Company) excavates, breaks up or otherwise breaches the surface of any Service Corridors (road rights-of-way), the Company will contribute to the cost of pavement degradation based on the total area of pavement excavated and such amounts will be payable within 30 days of completing the restoration of the applicable Service Corridor, on a one-time per project basis, in accordance with the following table:

Age of street in years since last paved as determined by the City Engineer	Fee per square meter of excavation
0 – 5 years	\$50.00
6 – 10 years	\$40.00
11 – 15 years	\$30.00
16 – 20 years	\$20.00
21 years or greater	\$10.00

NOTE: Pavement degradation fees may be voided if the applicant or Primary Contractor complete full road or lane width restoration.

- Civil works:
These costs reflect damage to existing City assets such as curbs, gutters. *Costs are as outlined by 'Civil Works Cost Sheet' typically held by Development inspectors and generated by Engineering Operations).*
- Tree fees:
As quoted by the City of Burnaby tree arborists or their designate.