

# TRAFFIC CONTROL PERMIT

A **minimum of five (5) business days** is required to process a completed application.

PERMIT TYPE	DATE
New Permit      Extension/Amendment – Existing Permit #: _____	

## SECTION 1: CONTACT DETAILS

APPLICANT INFORMATION		
APPLICANT COMPANY	CONTACT NAME	
ADDRESS		
POSTAL CODE	PHONE	E-MAIL
PROJECT OWNER/CONTRACTOR INFORMATION		
PROJECT OWNER/CONTRACTOR COMPANY	CONTACT NAME	
ADDRESS		
POSTAL CODE	PHONE	E-MAIL

## SECTION 2: LOCATION DETAILS

ROAD		
BETWEEN	AND	
DIRECTION (SELECT MORE THAN ONE IF REQUIRED) NB      SB      WB      EB		
THE ROADWAY IS      LANES, AND      LANES WILL BE KEPT OPEN		
START DATE (YYYY-MM-DD)	END DATE (YYYY-MM-DD)	
START TIME (H:MM:TT)	END TIME (H:MM:TT)	

## SECTION 3: TRAFFIC CONTROL PLAN

SELECT THE FOLLOWING IF APPLICABLE			
MOTI Figure #	OR	Traffic Control Plan attached	
Certificate of Insurance attached (mandatory for all permit requests)			
WORK DESCRIPTION/REASON FOR CLOSURE			
WILL PARKING METERS BE AFFECTED?	Yes	No	ADDITIONAL 5 BUSINESS DAYS REQUIRED, SEE PAGE 3
DO YOU REQUIRE CITY INSTALLED SIGNS?	Yes	No	ADDITIONAL 5 BUSINESS DAYS REQUIRED, SEE PAGE 3

IS THIS ROAD A BUS ROUTE?	Yes	No	ADDITIONAL 2 BUSINESS DAYS REQUIRED, SEE PAGE 3
ARE YOU WORKING BETWEEN 8PM AND 7AM?	Yes	No	ADDITIONAL 7 BUSINESS DAYS REQUIRED, SEE PAGE 3
CONSTRUCTION NOTICE LETTER ATTACHED?	Yes	No	
WILL SIDEWALKS BE AFFECTED?	Yes	No	
WILL CYCLING FACILITIES BE AFFECTED?	Yes	No	
IS CONSTRUCTION WITHIN CITY STREET ROW?	Yes	No	STANDARD STREET WORK PERMIT REQUIRED, SEE PAGE 3

## Fees & Payment

A non-refundable fee of \$107 for the first week and \$53 per additional week is required on application. You will be sent an invoice on receipt of your completed form and the application will be assessed after full payment is received. Additional fees may be required for parking or environmental services (please see page 3 for details).

*All approvals are subject to review. The City reserves the right to adjust, modify or revoke approvals for any reason. Extensions may be granted at the City's discretion. If amendments are made to the traffic management plan a new application will be required. Additional fees will apply.*

## Traffic Control Permit Information Sheet

No person shall close a street, or portion thereof, or restrict or divert traffic, without authorization from the City of Burnaby as per the City's Street & Traffic Bylaw. Any construction zone on a roadway must conform to regulations outlined in the Ministry of Transportation and Infrastructure [Traffic Management Manual for Work on Roadways](#).

### Work Hour Restrictions

Work on all roads is generally only permitted from 9:00 am to 3:00 pm on weekdays (Mon to Fri) to minimize traffic disruptions. Any proposed work conducted at night after 8:00 pm, on a Sunday, Statutory Holiday, or before 9:00 am on a Saturday is subject to the City's [Noise Bylaw](#). A completed [noise variance application](#) including the application fee must be submitted to Environmental Services for review a minimum of seven (7) business days prior to the start of the work. Once your Traffic Control Permit has been issued, please contact Environmental Services at [engineering@burnaby.ca](mailto:engineering@burnaby.ca) for further information.

### Temporary "No Parking" Signs

The City requires an additional five (5) business days to make arrangements for temporary signs. All parking regulation signs must be installed 24 hours in advance to be legally enforceable. Once your Traffic Control Permit has been issued, please contact Parking Services at [parking\\_services@burnaby.ca](mailto:parking_services@burnaby.ca) with a copy of your approved permit.

### Parking Meters

The City requires an additional five (5) business days to make arrangements for bagging of parking meters. Payment for lost revenue is required for parking meters that are taken out of operation. Once your Traffic Control Permit has been issued, please contact Parking Services at [parking\\_services@burnaby.ca](mailto:parking_services@burnaby.ca) with a copy of your approved permit.

### Traffic Control Diagram

Traffic Control Permit forms must be accompanied by diagram(s) describing the location of the work zone and the traffic control signs and delineators to be installed. The City of Burnaby's website ( [www.burnaby.ca](http://www.burnaby.ca) ) has a mapping application with aerial photography, which can be used to develop traffic control diagrams.

### Insurance Requirements

Liability insurance in the minimum amount of \$5 million is required before a Traffic Control Permit can be issued.

The City of Burnaby must be named as co-insured, and the policy must include a 30 day cancellation notice and a cross liability clause. A copy of the Certificate of Insurance must be attached to the application.

### Bus Route

If the road works impact bus service, the applicant is required to contact Coast Mountain Bus Company (CMBC) directly with the approved Traffic Control Permit. CMBC requires a minimum two (2) business days' notice to relocate a bus stop or reroute their service. Once your Traffic Control Permit has been issued, please contact CMBC at [special.events@coastmountainbus.com](mailto:special.events@coastmountainbus.com).

### Pedestrian and Bicycle Provisions

Where there is a closure of a pedestrian or bicycle facility, an alternative route needs to be provided.

### Steel Road Plates

The use of road plates to cover excavations and restore travel lanes is generally not permitted in Burnaby. If there are no alternatives, a letter signed by a Professional Engineer must be submitted ensuring the installation is safe.

### Construction Bin/Trailers

Garbage bins or site trailers should not be placed on City property. If fencing, covered walkways, or storage of materials is necessary, a Development Works Permit is required. Please contact Development Services at [engineering@burnaby.ca](mailto:engineering@burnaby.ca).

### Storage Containers/PODS

For the placement of storage containers on City property, please contact Parking Services at [parking\\_services@burnaby.ca](mailto:parking_services@burnaby.ca). Additional charges may apply.

### Standard Street Work (SSW) Permit

This permit is required if constructing civil works within a City street right-of-way ie. 3<sup>rd</sup> party utility (hydro/gas/telecom) or other minor civil works. For more information, visit our website and choose the [correct application form](#) or email [SSWnetworkupgrades@burnaby.ca](mailto:SSWnetworkupgrades@burnaby.ca).

### Contact Information

Completed applications can be submitted in person during office hours, 8:00am to 4:45pm Mon to Fri, at City Hall 4th Floor Engineering Department or e-mailed to [traffic@burnaby.ca](mailto:traffic@burnaby.ca). For more information please call 604-294-7440.