

**APPLICATION PROCEDURES**  
**FOR WORKING ON OR WITHIN CITY STREETS, SIDEWALKS,**  
**RIGHTS-OF-WAY AND PROPERTY**

- 1) Applicant to fill out permit application (see attached). Please ensure that you include an e-mail address, work phone number, cell phone number, and detailed description of work to be conducted or drawing of the work to be done.

**Note:** Applications should be submitted two weeks prior to the requested work date.

- 2) Please include a copy of your insurance certificate for a minimum of two million comprehensive general liability naming the City of Duncan as an additional insured. If the City has a copy of your insurance with the valid period of time identified, it is not necessary to include this with each application.
- 3) Once complete, please scan and email a copy of the application to the following individuals:

Office Assistant at: [finance@duncan.ca](mailto:finance@duncan.ca)

Chris Desautels, Engineering Technologist at: [chris@duncan.ca](mailto:chris@duncan.ca)

Steve DeVries, Engineering Technologist at: [steven@duncan.ca](mailto:steven@duncan.ca)

Should you wish to apply in person, please drop off your application at City Hall, 200 Craig Street, during regular business hours.

- 4) Once the permit is approved, the Office Assistant will advise the applicant when the permit is ready to pick up and will also scan and email a copy to the person who took out the application.

Questions or concerns regarding your application can be directed to one of the following staff:

Chris Desautels – Engineering Technologist (250) 746-5321

Steven deVries – Engineering Technologist (250) 746-5321

Bernice Crossman – Director of Finance (250) 746-6126 (for insurance inquiries)

**\*\*\*\*\*Please note that work cannot commence without an approved work permit\*\*\*\*\***



# WORK ON CITY PROPERTY Application

## APPLICANT INFORMATION

|          |                      |              |
|----------|----------------------|--------------|
| Name(s): | Organization:        |              |
| Address: | City:                | Postal Code: |
| Phone:   | Cell:                | Fax:         |
| Email:   | 24 Hr. Emergency No: |              |

## WORK & LOCATION DETAILS

|   |                  |                          |
|---|------------------|--------------------------|
| Owner/Occupant:   | Street Address:  |                          |
| Start Date:   | Completion Date: | Estimated Value of Work: |
| Requesting Placement of Waste Container (\$10 per day) <input type="checkbox"/> | From:            | To:                      |
| Description of work:  |                  |                          |

Description of Street/Sidewalk Closure Necessary (or drawing attached):

## REQUIREMENTS CHECKLIST:

- Two sets of drawings detailing proposed construction & location
- Two copies of estimated cost of construction for review (if applicable)
- Proof of Liability & Property Damage Insurance of not less than 2 million dollars naming the City as an additional insured

## CONDITIONS OF APPROVAL:

In the event a permitted encroachment on City property is for the exclusive, sole use of a property or property owner, the City shall issue an encroachment agreement to the property owner permitting the encroachment and may require sufficient liability insurance so as to protect the City's interests. In the event such required insurance is permitted to lapse by the property owner, the City may remove the encroachment at the property owner's expense.

Prior to the commencement of construction the contractor shall:

- Arrange for Certified Traffic Control personnel to direct traffic;
- Obtain from the appropriate authorities all underground service information within and adjacent to the construction site in order to locate and to protect existing pipes or ducts forming part of any sewer, water, drain or other public utility;
- Arrange a site meeting with the City's Public Works Department and other involved with the work;  
 Not required if initialed by Public Works
- Upon commencement of work the contractor shall proceed with due diligence.
- All work shall be constructed in compliance with the City Bylaws and with any conditions, restrictions and regulations as may be imposed by the City's Public Works Department.
- All work is to be done in compliance with the Worker's Compensation Act (Work Safe BC).
- The contractor shall be responsible for all damage which may arise as a result of his operations and shall make good such damage at his expense.
- If the contractor fails to repair the damage, the security amount provided by the contractor shall be forfeited and be used to have the repairs done by the City in which case the contractor will be charged the actual construction and installation costs required to complete the repairs including an administration charge.
- Additional Conditions:

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**AUTHORIZATION:**

In consideration of the granting of this permit, I/we agree to release and indemnify the City of Duncan, its Council Members, employees and agents from and against all liability, demands, claims, causes of actions, suits, judgements, losses, damages, cost, expenses of whatever kind which I/we or any other person, partnership or corporation of my/our/their respective heirs, successors, administrators or assignees may have or incur in consequence of or incidental to the granting of this permit or any inspection, failure to inspect, certification, approval, enforcement or failure to enforce the City of Duncan bylaws and I/we agree that the City of Duncan owes me/us no duty of care in respect of these matters.

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**Contractor's Signature**

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**Name (please print)**

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**Date****Note:**

- Once completed, please scan and email a copy of the application to: [finance@duncan.ca](mailto:finance@duncan.ca), or you may apply in person at City Hall, 200 Craig Street, between 8:30 and 4:00 pm.
- Work cannot commence without an approved work permit
- Once the permit is approved, the applicant will be advised when the permit is ready for pick-up
- Questions or concerns regarding your application can be directed to one of the following staff:  
Chris Desautels – Engineering Technologist: 250-746-5321  
Steven DeVries – Engineering Technologist: 250-746-5321

**Permission to commence is hereby given upon satisfactory receipt of the foregoing and subject to the terms and conditions outlined above.**

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**Director of Public Works & Development Services**

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**Date**

**Proof of Liability and Property Damage Insurance of not less than TWO Million Dollars naming the City as an additional insured attached.**

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**Director of Finance**

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**Date**

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**OFFICE USE ONLY:****(MS-WORKAPP)**

|                                |    |          |                          |                    |
|--------------------------------|----|----------|--------------------------|--------------------|
| Security Amount (MS-DAMDEP)    | \$ | Received | <input type="checkbox"/> | \$50.00 Permit Fee |
| Waste Container Fee (MS-WASTE) | \$ | Received | <input type="checkbox"/> |                    |
| Other:                         | \$ | Received | <input type="checkbox"/> |                    |

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Copies of the approved permit provided to the following (please check those that apply)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Press (Radio, Newspaper) | <input type="checkbox"/> RCMP                 | <input type="checkbox"/> Duncan Fire               |
| <input type="checkbox"/> Duncan BIA               | <input type="checkbox"/> BC Ambulance Service | <input type="checkbox"/> Building Inspector        |
| <input type="checkbox"/> Transit                  | <input type="checkbox"/> North Cowichan Fire  | <input type="checkbox"/> Bylaw Enforcement Officer |

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Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: [duncan@duncan.ca](mailto:duncan@duncan.ca) or phone: 250-746-6126.