



**Development Services**  
 424 3<sup>rd</sup> Avenue West  
 Prince Rupert, BC, V8J 1L7  
**Phone:** (250) 627-0916 **Fax:** (250) 627-0979  
**Email:** [Engineering.Requests@princerupert.ca](mailto:Engineering.Requests@princerupert.ca)

**APPLICATION FOR PERMIT TO CONSTRUCT ON MUNICIPAL HIGHWAY**  
 (UNDER BYLAWS 2470, 3462 AND 3314)

*OFFICE USE ONLY*

Date Received: \_\_\_\_\_ Roll No. \_\_\_\_\_ File No. \_\_\_\_\_

**APPLICANT:**

Name : \_\_\_\_\_ Phone No: \_\_\_\_\_

**CONTRACTOR:**

Name : \_\_\_\_\_ Phone No: \_\_\_\_\_

**REGISTERED PROPERTY OWNER(S):**

Name : \_\_\_\_\_ Phone No: \_\_\_\_\_

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

**ENCROACHMENT INFORMATION:**

Location of Encroachment: \_\_\_\_\_

Description of Encroachment: \_\_\_\_\_

Justification of Encroachment: \_\_\_\_\_

\_\_\_\_\_

- Letter of intent explaining the nature of and purpose for the encroachment
- Drawings showing the location, extent and plan of the proposed or existing encroachment, including dimensions and materials
- Plans if they are required under the Building Code
- Discretionary documents as required by the Director of Engineering
  - Encroachment Agreement
  - Site Plan before approval
  - Survey Certificate after approval and build
  - Proof of third-party liability insurance - \$5,000,000

I (we) hereby agree to be bound by the provisions of (i) the City of Prince Rupert Traffic Bylaw No. 2470 and amendments, and specifications; and (ii) Resolutions of the City governing construction and structures in Municipal roadways.

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

**Applicant will be required to sign Permit Conditions if the permit is approved.**

**Application Fee \$25 MS/ENG**

PAID BY: CHEQUE / CASH / DEBIT / CREDIT RECEIPT: \_\_\_\_\_ INITIALS: \_\_\_\_\_



<i>INTERNAL REFERRAL FORM</i>		
<b>Engineering Department Review</b>	DATE:	
Encroachment Agreement Required	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Site Plan (before build) Required	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Proof of third-party liability insurance - \$5,000,000	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Survey Certificate (after approval and build)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Approval Signature:		<input type="checkbox"/> Rejected
Additional Details		
<b>Planning Department Review</b>	DATE:	
Permit Required	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Approval Signature:		<input type="checkbox"/> Rejected
Additional Details		
<b>Building Department Review</b>	DATE:	
Building Permit Required	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Sidewalk Patio Permit Required (downtown only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Approval Signature:		<input type="checkbox"/> Rejected
Additional Details		
<b>Fire Department Review</b>	DATE:	
Approval Signature:		<input type="checkbox"/> Rejected
Additional Details		