



Development Services
 424 3rd Avenue West
 Prince Rupert, BC, V8J 1L7
 Phone: (250) 627-0950 Fax: (250) 627-0979
 Email: engineering.requests@princerupert.ca

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

Date Received:		File No.	
APPLICANT:			
Name:		Phone No.	
CONTRACTOR:			
Company Name:		Contact Person:	
Business Licence:		Phone No.	
REGISTERED PROPERTY OWNER(S):			
Name(s):		Phone No.	
Address:		Email:	
ENCROACHMENT INFORMATION:			
Location of Encroachment:			
Description of Encroachment:			
Justification of Encroachment:			
<input type="checkbox"/> Letter of intent explaining the nature of and purpose for the encroachment <input type="checkbox"/> Drawings showing the location, extent and plan of the proposed or existing encroachment, including dimensions and materials <input type="checkbox"/> Plans if they are required under the Building Code <input type="checkbox"/> Discretionary documents as required by the Director of Engineering <ul style="list-style-type: none"> <input type="checkbox"/> Encroachment Agreement <input type="checkbox"/> Site Plan before approval <input type="checkbox"/> Survey Certificate after approval and build <input type="checkbox"/> 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
---	------------------	-----------------



Development Services
424 3rd Avenue West
Prince Rupert, BC, V8J 1L7
Phone: (250) 627-0950 Fax: (250) 627-0979
Email: engineering.requests@princerupert.ca

<i>INTERNAL REFERRAL FORM</i>		
Engineering Department Review		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		
Planning Department Review		DATE:
Permit Required	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Approval Signature:		<input type="checkbox"/> Rejected
Additional Details		
Building Department Review		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		
Fire Department Review		DATE:
Approval Signature:		<input type="checkbox"/> Rejected
Additional Details		