



Operations and Engineering
 City of Nelson - 80 Lakeside Drive
 Nelson BC V1L 6B9
publicworks@nelson.ca

STREET WORKS PERMIT APPLICATION

PART 1: APPLICANT INFORMATION

Applicant Name:	_____	Applicant Company:	_____
Address:	_____	City:	_____
Province:	_____	Postal:	_____
Day Phone:	_____	Cell Phone:	_____
		Email:	_____

PART 2: SITE CONTACT INFORMATION

Name:	_____	Address:	_____
City:	_____	Province:	_____
		Postal:	_____
Day Phone:	_____	Cell Phone:	_____
		Email:	_____

Building Permit Number or Capital Job Description (if applicable)

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PART 3: SITE INFORMATION & DESCRIPTION OF WORK (Attach sketch/drawing to illustrate)

Location of Works Area

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The City is collecting your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The City collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Freedom of Information Coordinator at 101 - 310 Ward Street, Nelson, BC V1L 5S4 or email FOI@nelson.ca or 250-352-8120.

Description of Work (Cont.)**Works Area Impacted (Check all that Apply)**Bike Lane ☐ Boulevard ☐ Lane ☐ Parking ☐ Partial Road ☐ Sidewalk ☐**PART 4: PARKING INFORMATION**

Do you Require Reserve Parking? (Minimum \$20.00 fee will be charged)

Yes No # of Parking Stalls Required: _____

Requested Start Date: _____ Requested Expiry Date: _____

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STREET WORKS PERMIT TERMS & CONDITIONS

1. Shall at all times accept full responsibility for any accident that may occur, or damage that may be done to any person or property whatsoever, caused directly or indirectly by the use and occupation of the Works Area and shall save harmless and keep indemnified the Corporation of the City of Nelson from all claims and demands whatsoever in respect of such use and occupation. All works undertaken within the Works Area shall be acceptable to the Development Services Department.
2. Shall ensure all regulations all WorkSafe regulations are met and followed during the duration of the permit.
3. Shall repair any damage to as per MMCD standards and remove all excess material and debris from the Works Area prior to the expiration of the permit.
4. Shall provide a minimum of ten (10) business days' notice or to prior to the commencement of the permit.
5. Shall submit a traffic management plan for approval prior to issuance of this permit when deemed necessary by the City. The traffic management plan must be prepared in accordance with the Ministry of Transportation and Infrastructure [Traffic Management Manual for Work on Roadways](#). The permit will not be issued until the traffic management plan is prepared to the satisfaction of the Director of Public Works.
6. Shall prepare and distribute notification to all affected property owners, business operators, complete with a copy to publicworks@nelson.ca. Notification shall include description/purpose of any works to be undertaken in the Works Area, dates when the work will begin and end, a description of mitigation measures if applicable, and contact information (name and telephone number).
7. Shall be responsible for care and control of any surface water runoff.
8. Shall keep City boulevards and sidewalks adjacent to the Works Area, safe and in a clean condition during construction. City streets and lanes adjacent to the Works Area must be kept clear of all materials, mud, and debris during construction. In the event that the surrounding streets become dirty as a result of construction, the City will clean the streets and invoice the applicant at cost, if the applicant fails to do so immediately upon request.
9. Shall provide a valid copy of evidence of comprehensive general liability, including contractual liability and not-owned auto liability insurance in the amount of \$5,000,000.00. The Policy must name the City as an additional insured insofar as the City's legal liability arises out of the operations of the insured. The Policy is in full force and effect and shall not be cancelled, terminated, materially altered or allowed to expire unless 30 days prior written notice has been given to the City.
10. Shall ensure any subcontractors engaged during the course of the work in the Works Area, with an approved Street Works Permit, hold valid insurance and lists the City as an additional insured.
11. Shall keep the Works Area tightly sealed off to pedestrian and vehicular traffic and shall use the Works Area in accordance with the provisions of all City bylaws and only for the purposes set out above.
12. Applicant must renew permit prior to expiration to avoid additional signage fees.
13. Shall notify the City's Bylaw Department (250-505-5666) if unauthorized vehicles are parked in the area specified on the permit and clearly marked with signage.
14. Shall at all times hold a valid business license to conduct business with the City of Nelson.
15. Applicant declares that by applying for this Works Area Permit they acknowledge that this permit does not constitute City approval to undertake any works on private property. Applicants are advised to obtain any necessary permits for proposed works from the City and obtain any required approvals from property owners, as necessary.

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******Submit applications and all supporting documentation to publicworks@nelson.ca ******

The Applicant Acknowledges that they are responsible for adhering to the terms and conditions of this permit as outlined above.

Name of Applicant	
Signature of the Applicant	
Date	

City Approval

Name	
Signature	
Date	

Office Use: Permit #