

STREET CONSTRUCTION PERMIT APPLICATION

Application to Construct, Use, and Maintain Works within a Public Street.

Refer to the Streets and Traffic Bylaw No. 2233, 2025. The conditions in Bylaw No. 2233 shall apply for the permit below.

APPLICANT INFORMATION

Name: _____

Email: _____

Address: _____ City: _____ Postal: _____

Alternate Email: _____ Phone: _____

CONSTRUCTION DETAILS

Location of Works: _____

Subdivision File, Building Permit and/or Development Permit File: _____

Construction Value: _____

Start Date: _____ End Date: _____

Working Hours – Start Time: _____ Working Hours - End Time: _____

DESCRIPTION OF PROPOSED WORKS – Purpose of work, type of work, scope of work, machinery required, etc.

- ATTACHED DOCUMENTS** Proof of Insurance Detailed Plans Construction Parking Plan
 Engineering Cost Estimate Traffic Management Plans

The personal information requested in this form is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act (“FOIPPA”) and will be used to administer permit applications within the City of Langford. The information provided on the form may also be shared in accordance with FOIPPA. Please contact the Legislative Services Department at 250-478-7882 or foi@langford.ca if you have any questions about the collection, use, storage or disclosure of this information.

**PERMIT GENERAL CONDITIONS
STREET CONSTRUCTION PERMIT**

INDEMNITY CLAUSE

The applicant, developer, contractor, or owner (the "Permit Holder") assumes all risks and liabilities incidental to the issuance and exercise of this permit, and agrees to indemnify, defend and hold harmless the City, and its elected and appointed officials, officers, employees, contractors and agents, from and against all claims, actions, damages, liabilities, costs (including legal costs), and expenses arising out of or in connection with any occurrence on or within the permit area, or caused by or contributed to by the negligence or other default of the Permit Holder in respect of anything done pursuant to or ostensibly pursuant to this permit. This indemnity shall survive the expiry or earlier termination of this permit.

GENERAL

As required by the Subdivision and Development Servicing Bylaw (Bylaw 1000), all works and services shall be designed and inspected during construction by a Professional Engineer. Approval of the design drawing by the City is only to ensure general conformance with the Subdivision and Development Servicing Bylaw.

The Professional Engineer shall be responsible for design, layout, approval of materials, field reviews of installation, communication with the contractor, and preparation of record drawings, for all services which are the responsibility of the Applicant.

Engineering Field Reviews shall consist of general and sufficient inspection to ensure that the works and services are constructed in accordance with the approved design drawings. The Professional Engineer shall submit copies of inspection reports to the City of Langford Engineering Department.

In addition to the Professional Engineer carrying out field reviews, the City of Langford Engineering Department may periodically inspect the work for general conformance to the specifications and will assist in coordinating construction with any related works to be done by the City. Inspection by the City of any aspect of the works will not relieve the Applicant of the responsibility to ensure that the works undertaken by their contractor are in accordance with the Engineering Specifications and approved drawings.

Erosion and sediment control measures as shown on approved drawings are to be installed prior to commencing construction. The developer / contractor will be responsible for regular maintenance.

NOTIFICATION / ROAD CLOSURES

Any permit holder is responsible for a pedestrian walking area to be delineated during the duration of works and must be easily recognizable by the public and contain no obstructions and no hazardous conditions. The public using these walking areas must be adequately protected from traffic. If, in the opinion of the City Engineer, this is impractical then there must be signs either side of the area of works set back at suitable pedestrian crossing places informing pedestrians that they must cross the road as there is no walking area ahead.

Certified traffic control is required for any work that affects traffic flow. Provisions must be made at all times to ensure access for emergency service vehicles. Applicants must notify and coordinate with any affected residents or business owners, providing a minimum of three (3) business days' notice prior to the start of work.

All traffic disruptions must be approved by the Engineering Department. A minimum of three (3) business days is required for review of the submitted traffic management plan. No traffic disruptions are permitted on Friday afternoons preceding long weekends.

Road closures are not allowed without providing at least 24 hours notice to both the Engineering Department and the Fire Department. Detour signage must be reviewed and approved in advance.

Work scheduling may be restricted due to seasonal traffic volumes, school hours, bus routes, or coordination with other projects. The City reserves the right to limit or adjust working hours as necessary.

Any existing utilities, electrical, water and sanitary services, hydrants, valves, etc., shall be located prior to construction and shall remain accessible and useable at all times.

PERMIT GENERAL CONDITIONS
STREET CONSTRUCTION PERMIT

SURFACE AND UTILITY REPAIRS

Any damage to work or utilities including trees shall be reported immediately to the Engineering Department who may undertake repairs at the applicant's expense or direct that the applicant make the necessary repairs, with restoration equal to existing or to the satisfaction of the Engineering Department.

The Developer and Contractor will be held responsible for the repair of any damage to existing works or services or nuisance caused by construction equipment / trucks hauling materials to or from the site.

No undermining under any existing concrete works is permitted. Replacement shall include cutting and complete removal of the total concrete section, and any curb returns removal shall be replaced with standard wheelchair ramps.

All cuts through pavement shall be a straight line and approved by the Engineering Department prior to patching.

All pavement patching on major or collector roads shall be either cold-mix, hot-mix asphalt or steel plated at the end of the workday.

Roads must be left free of debris by the end of each day regardless of road classification.

Remediation of ditches shall extend to the culvert inverts at both ends to ensure positive drainage.

Any location with services running under existing ditches should be re-ditched and the ditch should be dug out to the inverts of existing culverts inverts, to prevent the water services being installed too high.

Any headwalls affected by construction work should be replaced with rock mortared or precast headwalls.

No permanent asphalt patching or concrete repairs shall be done after October 30, or before March 15, without approval from the Engineering Department.

The extents of paving shall be determined on-site in coordination with Engineering Staff.

For trenches crossing the roadway, asphalt reinstatement shall be a minimum width of 1.0 metre. For trenches running parallel to the roadway, full or half lane restoration is required. All lap joints must be placed outside of wheel paths and lane markings to ensure long-term pavement performance and safety as per Bylaw 100 detail G4 and G5.

Written approval shall be received by the Parks Department for any work within 2.0 m of the branch spread of any trees within the public road allowance.

Driveway accesses shall be maintained, or alternate arrangements for access made where necessary.

All excavations are to be backfilled daily or protected in accordance with Work Safe B.C. Regulations.

APPLICANT ACKNOWLEDGEMENT AND ACCEPTANCE SIGNATURE

I hereby acknowledge that I have read these general permit conditions in full; I understand and accept these terms herein this document and recognize that I must abide by the conditions in order to receive an approved permit application.

Applicant Name

Applicant Signature

Date

INTERNAL USE ONLY
STREET CONSTRUCTION PERMIT APPLICATION

FEES AND DEPOSITS

Application Fee: \$50.00

Above Ground Costs Fee (to be calculated at 6% of the first \$500,000; 2% remainder): \$ _____

Below Ground Costs Fee (to be calculated at 3.5% of first \$50,000; 0.6% remainder): \$ _____

Total Permit Fee: \$ _____

Security Deposit: \$ _____

ROADWAY DAMAGE DEPOSIT CALCULATION

Minimum Amount: \$2,000.00

Maximum Amount: \$10,000.00

Technologists approving the permit will use their discretion to determine an RDD and will be based on existing infrastructure.

APPROVED DOCUMENTS Proof of Insurance Detailed Plans Construction Parking Plan
 Engineering Cost Estimate Traffic Management Plan

ADDITIONAL APPROVAL CONDITIONS:

CONSTRUCTION PERMIT APPROVAL: Yes No

City of Langford Signature _____ Date: _____

FINAL APPROVAL: Yes No

City of Langford Signature _____ Date: _____