

STREET USE PERMIT

Application to complete works that do not entail any excavation or construction in the road right of way for a maximum of 7 days.
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: _____

Business Name: _____

Address: _____ City: _____ Postal: _____

Email: _____ Phone: _____

STREET USE DETAILS

Location of Works: _____

Start Date: _____ End Date: _____

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

***Note: Shipping containers have a 72 hour maximum placement limit**

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

AFFECTED INFRASTRUCTURE

Traffic Signs

Streetlights

Sidewalk

Traffic Signals

Boulevard

Bike Lane

Travel Lane

ATTACHED DOCUMENTS

Proof of Insurance

Site Plan

Traffic Management Plan

APPLICANT SIGNATURE

Applicant Name

Applicant Signature

Date

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 Legislative Services 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 USE 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.

NOTIFICATION / ROAD CLOSURES

Prior to starting any work, a minimum of three (3) business days notice by email must be given to the Engineering Department at engineering@langford.ca.

Any permit holder is responsible for maintaining 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.

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.

SURFACE AND UTILITY REPAIRS

Any damage to the existing public right-of-way 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.

INSPECTION

Prior to the start of the work, a pre-construction inspection by City Staff must be conducted. Once the works are completed a final inspection by City Staff must be conducted. It is up to the Applicant to schedule and coordinate the pre-construction and final inspection.

ACKNOWLEDGEMENT AND ACCEPTANCE

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 USE PERMIT

FEES AND DEPOSITS

Application Fee: \$50.00

Security Deposit: \$ _____

APPROVED DOCUMENTS

Proof of Insurance

Site Plan

Traffic Management Plan

APPROVER NOTES:

PERMIT APPROVAL: Yes No

City of Langford Signature _____

Date: _____

FINAL APPROVAL: Yes No

City of Langford Signature _____

Date: _____