



ROAD PERMIT

Personal information is collected under section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used to administer the Town of Comox [Street and Traffic Bylaw 1358](#). Questions? Contact the Town at town@comox.ca or 250-339-2202.

APPLICANT (please print)

First Name:	Last Name:
Phone:	Email:

Company Name:		
Address:		
City:	Province:	Postal Code:
Phone:	Email:	

Area to be closed:	<input type="checkbox"/> Road	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Parking Stall
Type of closure:	<input type="checkbox"/> Partial	<input type="checkbox"/> Complete	
Location of closure:			
Project description:			
Closure Date:	from:	to:	
Closure Time:	from:	to:	

By signing this application, I confirm that I have:	Attached the Application Requirements (see pg 2) Read and understand the Permit Use Conditions (see pg 2)
_____	_____
Date	Applicant Signature

SUBMIT APPLICATION at least 10 business days prior to your requested Closure Date
email publicworks@comox.ca or deliver to 1390 Guthrie Road, Comox BC V9M 0A5

FOR TOWN USE ONLY

PERMIT HOLDER MUST NOTIFY the selected agencies below at least 48 hours prior to Closure Date					
<input type="checkbox"/> Fire	<input type="checkbox"/> RCMP	<input type="checkbox"/> Ambulance	<input type="checkbox"/> CV Transit	<input type="checkbox"/> Ministry of Transportation	
<input type="checkbox"/> BC Hydro	<input type="checkbox"/> Fortis BC	<input type="checkbox"/> TELUS	<input type="checkbox"/> Shaw	<input type="checkbox"/> Radio	<input type="checkbox"/> Newspaper
Application Requirements received:					
Certificate of Insurance	<input type="checkbox"/> Provided	<input type="checkbox"/> Already on File			
Traffic Management Plan	<input type="checkbox"/> Provided	<input type="checkbox"/> Not Required			
Good Neighbour Letter	<input type="checkbox"/> Provided	<input type="checkbox"/> Not Required			
Subject to the Permit Use Conditions, this Road Permit is hereby approved.					
RP-_____	_____	_____			
Road Permit Number	Date	Engineering Manager			

APPLICATION REQUIREMENTS

Attach the applicable documents below.

- 1) **Certificate of Insurance** (mandatory)
 - a) The expiry date must be clearly identified.
 - b) Minimum liability coverage of Five Million Dollars (\$5,000,000).
 - c) Additional Insured must be listed as: **Town of Comox, 1809 Beaufort Avenue, Comox, BC, V9M 1R9**
- 2) **Traffic Management Plan / Road Closure Plan / Event Route** (typically required)

A clear drawing or map must show the following:

 - a) Affected area
 - b) Traffic Control measures that will be in place - see Permit Use Condition 2) b) below.
 - c) Detour route(s) for traffic and/or pedestrians.
- 3) **Good Neighbour Letter** (to be determined by the Town - see Permit Use Condition 4) below)

PERMIT USE CONDITIONS

Any permission and approval granted herein is subject to the Permit Use Conditions outlined below and must be adhered to at all times.

- 1) **Excavation** (If digging or ground disturbance)
 - a) Contact [BC 1 Call](#) (1-800-474-6886) at least 3 business days prior to your Closure Date.
 - b) Locate and protect all underground utilities prior to excavation.
- 2) **Road Closure** (If partial or full closure)
 - a) Notification (at least 48 hrs prior to Closure Date) to Fire, RCMP, Ambulance, Transit, and any other agencies indicated on Page 1, under PERMIT HOLDER MUST NOTIFY.
 - b) Traffic Control:
 - Follow [MOTI Traffic Control Manual for Work on Roadways](#).
 - Install and maintain required signage, barricades, cones, and delineators.
 - c) Lane Access:
 - Maintain one unimpeded lane during partial closures.
 - Use qualified Traffic Control Persons (TCPs).
 - Restore full traffic flow outside approved closure times.
 - Always ensure access for emergency services and waste collection.
- 3) **Construction & Restoration** (If construction impacts Town infrastructure)
 - a) Restore all works to Town standards.
 - b) Complete restoration within 48 hours, unless otherwise approved.
 - c) Provide Professional Engineer certification, where required by the Town.
- 4) **Public Notification** (This requirement will be determined by the Town during permit processing.)
 - a) Prepare a *Good Neighbour* letter for Town review. Include project details, dates/times, contact info, and access for emergency services and waste collection ([Solid Waste | Town of Comox](#)).
 - b) Distribute Town-approved letter (at least 48 hrs prior to Closure Date) to the residents and businesses in the immediate area of the works.
- 5) **Liability**

The permit holder shall at all times assume full responsibility for any damage, loss, or injury to any person or property occurring directly or indirectly as a result of the project and shall indemnify and save harmless the Town of Comox from all claims, demands, losses, or liabilities arising from or connected with the works authorized under this permit, including any related or incidental works.
- 6) **Approved Permit**
 - a) Permit is valid only for the approved project scope. Any alteration or addition to the project or scope of work requires a separate permit.
 - b) Permit may be cancelled at any time by the Town's Engineering Manager if conditions are not met.
 - c) Permit Holder is subject to, and without prejudice to, the provisions of the [Highway Act](#), any other applicable legislation governing Town lands and public works, and all applicable Town bylaws.