



Community Services Building  
 3001 32 Avenue, Vernon BC V1T 2L8  
 (250) 550-3634 Fax: (240) 545-5309  
[buildingcounter@vernon.ca](mailto:buildingcounter@vernon.ca)  
[www.vernon.ca](http://www.vernon.ca)

# ROAD RIGHT OF WAY USAGE PERMIT APPLICATION

## OFFICE USE ONLY

Application Received Date: \_\_\_\_\_

Permit / File No: **MP:** \_\_\_\_\_

Application Fee: \$100.00

*\*attach cheque payable to CITY OF VERNON*

<b>PRIME CONTRACTOR:</b>	
<b>COMPANY NAME:</b>	Business Licence #: _____
<b>COMPANY ADDRESS:</b>	
<b>CONTACT INFORMATION:</b>	Name: _____
	Phone: _____ Email: _____
<b>REASON FOR REQUEST:</b>	
<b>DATES REQUESTED:</b>	<b>FROM:</b> _____ <b>TO:</b> _____ YY-MM-DD YY-MM-DD
<b>LOCATION OF WORK:</b>	
<b>ROAD CLOSURE INFO/DETAILS:</b>	
<b>PLAN OF SUGGESTED TRAFFIC CONTROL:</b>	Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No As Discussed with: _____
<b>DETOUR ROUTE:</b>	
<b>NATURE OF WORK:</b>	
<b>PLANS:</b>	Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No As Constructed Drawings Required: <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>PLANS:</b>	Approved by: _____ Date: _____
<b>SIZE OF EXCAVATION</b>	Width: _____ Length: _____ Depth: _____
<b>NAMES OF SUBCONTRACTORS:</b>	Flagging: _____ Business Licence #: _____
	Concrete: _____ Business Licence #: _____
	Asphalt: _____ Business Licence #: _____
	Excavation: _____ Business Licence #: _____

<b>INSURANCE POLICY</b>	Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Insurance Company Name: _____
<b>SECURITY PROVIDED:</b>	<input type="checkbox"/> Subdivision Approval \$ _____ <input type="checkbox"/> Building Permit \$ _____ <input type="checkbox"/> Irrevocable Letter of Credit \$ _____
<b>APPLICANT SIGNATURE:</b>	I / We hereby request authorization to temporarily close and/or excavate in or under the above-mentioned street at the designated location and agree to be bound by all permit conditions and the provisions and requirements of the current Subdivision & Development Bylaw.  _____ <b>SIGNATURE OF APPLICANT</b> <span style="float: right;"><b>PLEASE PRINT NAME</b></span>
<b>PERMIT DURATION:</b>	<b>FROM:</b> _____ <b>TO:</b> _____ YY-MM-DD YY-MM-DD
<b>OFFICE USE ONLY</b>	
<b>THIS SECTION TO BE COMPLETED BY CITY OF VERNON ENGINEERING DEPARTMENT</b>	
<b>TRANSPORTATION IMPACT ASSESSMENT:</b>	<input type="checkbox"/> Required <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>ENGINEERING DESIGN:</b>	<input type="checkbox"/> Required <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
<b>COMMENTS/CONDITIONS:</b>	
<b>WORK ORDER REQUIRED:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>INSPECTIONS REQUIRED:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>ISSUE DATE:</b> _____	<b>ISSUED BY:</b> _____

**REV: MAR 2023**

Personal information is collected for the purposes of processing your road right of way usage permit application. The City of Vernon is collecting this information under s.26(c) of the Freedom of Information and Protection of Privacy Act. For any questions regarding the collection of personal information, please contact the FOI Clerk at [foirequest@vernon.ca](mailto:foirequest@vernon.ca) or 250-545-3491.



## Designation of Contractor as Prime Contractor for Construction Project

### Project Information

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_

### Prime Contractor Information

Name of Prime Contractor: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Employer WorkSafe Account Number: \_\_\_\_\_

Person in Charge of Project: \_\_\_\_\_

Person Responsible for Coordinating Health and Safety Activities: \_\_\_\_\_

### Contractor's Declaration as per Workers' Compensation Act

I/we acknowledge, in accordance with the Workers' Compensation Act (RSBC 1996) Chapter 492, Part 3, Division 3, Section 118 and 119 that I/we are the 'Prime Contractor' and are qualified to act as the 'Prime Contractor'. I/we accept the duties and responsibilities for coordination of health and safety in accordance with the Workers Compensation Act. And further that I/we will do everything that is reasonably practicable to establish and maintain a system or process that will insure compliance with the Workers Compensation Act and the Occupational Health and Safety Regulations. The Prime Contractor shall appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the workplace. Prior to commencement of Construction, the Contractor shall complete and file a "Construction Notice of Project" with the Workers' Compensation Board and shall provide a copy of the same to the City confirming that the contractor shall be the Prime Contractor responsible for coordination of safety and health under Part 3 of the Workers Compensation Act and Part 20 of the WCB Occupational Health & Safety Regulations.

\_\_\_\_\_  
Contractor's Representative

Date: \_\_\_\_\_

Name of Sub-Contractor(s), Sub-Contractor's qualified person(s) and Sub-Contractor's Worker Representative(s): (please print)

<b>Sub-Contractor:</b>	<b>Sub-Contractor:</b>
<b>Qualified Person:</b>	<b>Qualified Person:</b>
<b>Worker Representative:</b>	<b>Worker Representative:</b>

### **OH&S REGULATION 20.3 Coordination of multiple employer workplaces**

## Workers Compensation Act - Coordination at multiple-employer workplaces

118

- (1) In this section:  
"multiple-employer workplace" means a workplace where workers of 2 or more employers are working at the same time;  
"prime contractor" means, in relation to a multiple-employer workplace,
- (a) the directing contractor, employer or other person who enters into a written agreement with the owner of that workplace to be the prime contractor for the purposes of this Part, or
  - (b) if there is no agreement referred to in paragraph (a), the owner of the workplace.
- (2) The prime contractor of a multiple-employer workplace must
- (a) ensure that the activities of employers, workers and other persons at the workplace relating to occupational health and safety are coordinated, and
  - (b) do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Part and the regulations in respect of the workplace.
- (3) Each employer of workers at a multiple-employer workplace must give to the prime contractor the name of the person the employer has designated to supervise the employer's workers at that workplace.

### O.H.&S. REGULATION 20.3 (Excerpt)

- (1) If a construction project involves the work of two (2) or more employers of their workers, each employer must notify the owner, or the person engaged by the owner to be the prime contractor, in advance of any undertaking likely to create a hazard for a worker of another employer.
- (2) If a work location has overlapping or adjoining work activities of 2 or more employers that create a hazard to workers, and the combined workforce at the workplace is more than five (5)
- (a) The owner, or if the Owner engages another person to be the prime contractor, then that person, must:
    - (i) Appoint a qualified coordinator for the purpose of ensuring the coordination of health and safety activities for the location, and
    - (ii) Provide up-to-date information as specified in subsection (4), readily available on site, and
  - (b) Each employer must give the coordinator appointed under paragraph (a) (i) the name of a qualified person designated to be responsible for that employer's site health and safety activities.
- (3) The duties of the qualified coordinator appointed under subsection (2) (a) (i) include:
- (a) Informing employers and workers of the hazards created, and
  - (b) Ensuring that the hazards are addressed throughout the duration of the work activities.
- (4) The information required by subsection (2) (a) (ii) includes:
- (a) The name of the qualified coordinator appointed under subsection (2) (a) (i).
  - (b) A site drawing, which must be posted, showing project layout, first aid location, emergency transportation provisions, and the evacuation marshalling station, and
  - (c) A set of construction procedures designated to protect health and safety of workers at the workplace, developed in accordance with the requirements of this Regulation.

**NOTE:** The information required by subsection (4) is part of the overall health and safety program required by part 3 of this Regulation (Rights and Responsibilities). See sections 118 and 119 of Part 3 of the Workers Compensation Act for the statutory requirements for coordination at multiple-employer workplaces and the general duties of owners.

**Where required, the Prime Contractor shall complete the Notice of Project form and forward it to the area WCB office. A copy of the "Prime Contractor Agreement" shall be forwarded to the authorized representative of the Corporation of the City of Vernon for filing.**



**TRAFFIC PLAN**

**Traffic control hierarchy:**

*When deciding on traffic control, traffic control devices such as signs, barricades, delineators, flashing arrow boards, changeable message signs, cones and other methods should be considered before using Traffic Control Persons.*

**Temporary / construction speed zones:**

*Reduced speed zones are to be kept as small as possible. 30 km/h and 50 km/hour temporary speed zones should not extend any further than 1 km outside the active work area.*

**Traffic Plan**

*Consider the above site factors when determining the traffic control plan. Site factors should support the decisions regarding traffic control.*

**CONSIDER:**

- Traffic control supervisor
- Site/procedural factors
- Types of traffic control devices
- Spacing of devices
- Advanced warning area
- Transition area
- Buffer area
- Work area
- Termination area
- Delineation during off hours
- Moving signs
- Turning/removing signs
- Checking devices
- Traffic Control Persons:
  - Location
  - Qualifications
  - Hours of Work
  - Communications
  - Relief
  - Site Instructions
  - Traffic Control Supervisor

**OTHER:**


**Site Diagram** (use additional page if needed): Show all site factors affecting traffic control, traffic control devices, spacing, etc.

**Traffic Control Plan Developed by:**

**Site Discussion:**

<b>Name:</b>	<b>Agency:</b>	<b>Signature:</b>



**CORPORATION OF THE CITY OF VERNON**  
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# CERTIFICATE OF INSURANCE

Addendum to Agreement Lease/Permit

<b>PERMIT NUMBER:</b>		<b>EFFECTIVE DATE:</b>		
<b>LOCATION AND DESCRIPTION:</b>				
<b>INSURED NAME:</b>				
<b>INSURED ADDRESS:</b>				
<b>BROKER NAME:</b>		<b>AGENT'S NAME:</b>		
<b>BROKER ADDRESS:</b>		<b>PHONE:</b>		
		<b>FAX:</b>		
		<b>EMAIL:</b>		
This document certifies that the policies of insurance described below have been issued to the insured(s) named above and are in full force and effect.				
TYPE OF INSURANCE	COMPANY & POLICY NUMBER	POLICY DATES		LIMITS OF LIABILITY/AMOUNTS
		EFFECTIVE YR/MM/DD	EXPIRY YR/MM/DD	
<b>COMMERCIAL GENERAL LIABILITY</b>		_____	_____	<b>BODILY INJURY &amp; PROPERTY DAMAGE</b>  \$ _____ INCLUSIVE \$ _____ AGGREGATE \$ _____ DEDUCTIBLE
<b>TENANTS LEGAL LIABILITY</b>		_____	_____	\$ _____ UNIT
<b>LIABILITY EXTENSIONS SPECIFICALLY REQUIRED BY THE OWNER:</b>	<u>It is understood and agreed that the City of Vernon is added as an additional insured.</u>			

EACH OF THE POLICIES HEREIN DESCRIBED INCLUDE CONDITIONS AS SHOWN ON THE REVERSE HEREOF AND AS SPECIFIED IN THE INSURANCE REQUIREMENTS WHICH FORM PART OF THE ABOVE PERMIT.

Dated in Vernon, BC this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
 Authorized to Sign on Behalf of insurers

\_\_\_\_\_  
 Print Name

**ADDITIONAL CONDITIONS ARE SHOWN ON THE REVERSE/NEXT SHEET OF THIS CERTIFICATE OF INSURANCE.**

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of responding to your request.

## **ROAD USAGE PERMIT GENERAL CONDITIONS**

### **A. NOTIFICATION**

1. All conditions of approval identified by the City must be met prior to performing work within a City road right-of way. These conditions include but are not limited to items identified as part of the Road Right of Way Permit process.
2. The City may require 7 working days to process this application.
3. Works may commence 48 hours following the issue date of this permit and no earlier.
4. An approved set of construction drawings and a copy of this permit including the traffic management plan must be available at the construction site at all times.

### **B. CONSTRUCTION AND REPAIRS**

1. All works shall be constructed in accordance with the City of Vernon's Subdivision and Development Servicing Bylaw #3843.
2. All 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.
3. Any damage to works or utilities, including trees, shall be reported immediately to the City, 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 City and adjacent property owner.
4. The construction site must be continually maintained including dust control, mud control, silt control and grading of disturbed traveled areas.
5. Any deficiencies identified by the City relating to site conditions of this project will be provided to the contractor for immediate remediation. If the contractor does not address site problems in a timely manner, the City may enter the site at any time and correct any issues at the contractor's expense.
6. The road surface must be replaced no later than 24 hours after backfilling. If a cold mix patch is required, the patch must be maintained at the applicant's expense and be replaced with hot mixed asphaltic concrete as soon as possible.

### **C. TRAFFIC MANAGEMENT**

1. The Province of British Columbia's Traffic Control Manual for Work on Roadways (second edition) must be used as a guide when performing work within a City right-of-way.
2. A certified Traffic Control Person must plan, facilitate and implement any applicable aspects of all required works in accordance to the above noted traffic control manual, including having a detailed traffic management plan for all required works submitted to the City for approval with the Road ROW application .



3. Daily traffic management audits must be performed by the contractor. Any deficiencies identified must be immediately corrected and the City notified.
4. The City may at any time, request that the traffic control plan be altered to address problems relating to the construction.

D. INSPECTION AND ACCEPTANCE

1. All cuts through pavement shall be a straight line, approved by the City of Vernon prior to patching; generally, cut lines will be positioned at lane lines and will not be permitted on wheel paths.
2. All curb and sidewalk forms must be inspected by the City prior to concrete being placed.
3. All testing as required by the Subdivision and Development Serving Bylaw #3843 must be completed and the name of the testing firm to be used provided.
4. The City of Vernon must be notified at completion of the project for a final inspection of the works.
5. In the event that construction is contrary to the approval given by this permit, the applicant shall correct the installation to the satisfaction of the City of Vernon.
6. Clean up, silt and dust control may require mechanical sweeping and flushing of all paved streets on a daily basis, and must be to the City's approval.

E. INSURANCE

Notwithstanding any other terms, conditions or exclusions elsewhere in the insurance policy(s), it is understood and agreed that the insurance policy(s) is extended to include insuring conditions as follows:

1. Commercial General Liability Insurance:
  - a) Limit of not less than **Five Million Dollars (\$5,000,000)**, inclusive, per occurrence for bodily injury, death or damage to property, including loss of use of property in question.
  - b) The City of Vernon shall be an additional insured on the policy. In addition, such insurance policy shall include the following "Cross Liability" clause.

*"The insurance afforded by this policy shall apply in the same manner, as though separate policies were issued, to any action brought against any of the named insured by or on behalf of any other named insured."*

- c) Extension of Coverage:
  - i. Premises and operations liability
  - ii. Products or completed operations liability
  - iii. Blanket contractual liability
  - iv. Cross liability
  - v. Occurrence property damage

- vi. Hoist liability
  - vii. Contingent employers/ liability
  - viii. Personal injury liability arising on a false arrest, detention or imprisonment, or malicious prosecution, libel, slander or defamation of character, invasion of privacy, wrongful eviction or wrongful entry, discrimination
  - ix. Liability with extension to non-owned licensed vehicles
2. Any other insurance specifically required by the owner.
  3. Tenants' legal liability insurance in the amount of One Million Dollars (\$1,000,000). The City hereby releases the Permittee from liability for damages to the premises in excess of One Million Dollars (\$1,000,000).
  4. These policies shall not be cancelled or amended in any way without thirty (30) days written notice by registered mail:

City of Vernon  
Attention: Transportation Department  
3001 32 Avenue  
Vernon BC V1T 2L8

Or to the City representative as noted in the permit.

5. Issuance of this certificate shall not limit or restrict the right of the City of Vernon to request at any time certified copies of any insurance policy(s).

F. SITE SPECIFIC REQUIREMENTS

1. Single lane alternating traffic must be maintained during working hours.
2. Two lane traffic must be maintained during non-working hours.
3. Certified Traffic Control Persons and flag persons will be required for all lane closures.
4. Applicant must notify all emergency services and transit of proposed works, and provide any pertinent updates as necessary.
5. Works must occur between 0700 hours to 2100 hours as specified with the Good Neighbor Bylaw #4980 unless authorized otherwise by the City.

Notwithstanding any other terms, conditions or exclusions elsewhere in the insurance policy(s), it is understood and agreed that the insurance policy(s) is extended to include insuring conditions as follows:

1. CONDITIONS APPLICABLE TO COMMERCIAL GENERAL LIABILITY INSURANCE

- A. Limit of not less than **Five Million Dollars (\$5,000,000)** inclusive per occurrence for body injury, death or damage to property including loss of use of property in question.

B. ADDITIONAL INSURED CLAUSE

The insurance shall be issued the name of the Contractor and shall also cover as Unnamed Insureds, the Owner, the Engineering Consultant of the Owner, all Subcontractors and anyone employed directly or indirectly by the Contractor or their Subcontractors to perform a part or parts of the Work

but excluding suppliers whose only function is to supply and/or transport products to the project site.

C. EXTENSION OF COVERAGE

- i. premises and operations liability
- ii. products or completed operations liability
- iii. blanket contractual liability
- iv. cost liability
- v. occurrence property damage
- vi. hoist liability
- vii. contingent employer's liability
- viii. personal injury liability arising out of false arrest, detention or imprisonment or malicious prosecution; libel, slander, or defamation of character, invasion of privacy, wrongful eviction or wrongful entry, discrimination
- ix. shoring, blasting, excavating, underpinning, demolition, pile driving and caisson work, work below ground surface, tunneling and grading, as applicable
- x. liability with respect to non-owned licensed vehicles
- xi. any other extensions specifically required by the Owner

D. PRODUCTS AND COMPLETED OPERATIONS HAZARD

Products and Completed Operations Hazard coverage shall be provided and such coverage shall remain in full force and effect for a period of twelve (12) months after the contracted work has been completed, irrespective of the expiry date of the policy.

2. CONDITIONS APPLICABLE TO PROPERTY INSURANCE POLICIES

A. PROPERTY INSURANCE

The full value of the work in the amount of the contract price and the full value as stated of property to be provided by the Owner for incorporation into the work.

B. ADDITIONAL INSURED CLAUSE

The insurance shall be issued in the name of the Contractor and will include the interest of the Contractor, the Owner, the Subcontractors and all others having an insurable interest in the work. The policies will include all Subcontractors as Unnamed Insureds or if they specifically request as Named Insureds.

C. EXTENSION OF COVERAGE

Insure against "ALL RISKS" of physical loss or damage and be issued on a broad form "ALL RISKS" builder's risk policy to apply to:

- a) all products and supplies of any nature whatsoever, the property of the Insureds or of others for which the Insureds may have assumed responsibility, to be used in or pertaining to the site preparations, demolition of existing structures, erection and/or fabrication and/or reconstruction and/or repair of the insured project; while on the site or in transit, subject to exclusions to be agreed to by the Owner,
- b) the installation, testing, and any subsequent use of machinery and equipment including boilers, pressure vessels or vessels under vacuum;

c) damage to the Work caused by an accident to and/or the explosion of any boiler(s) or pressure vessel(s) forming part of the work.

D. LOSS PAYABLE CLAUSE

The City of Vernon as directed by the City.

E. WAIVER OF SUBROGATION

In the event of any third party loss of damage or any physical loss or damage to the work of Contractor's equipment, the settlement or payment of a subsequent claim shall be made without the right of subrogation against the City of Vernon or anyone insured thereunder.

3. CONDITIONS APPLICABLE TO ALL POLICIES EXCEPT AUTOMOBILE LIABILITY INSURANCE ISSUED BY the Insurance Corporation of British Columbia.

**CANCELLATION**

These policies shall not be cancelled, or amended in any way without thirty (30) days written notice by Registered

The City of Vernon  
Attention: Transportation Department  
3001 32nd Avenue  
Vernon BC, V1T 2L8

Or to the City representative as noted in the contract.

ISSUANCE OF THIS CERTIFICATE SHALL NOT LIMIT OR RESTRICT THE RIGHT OF THE CITY OF VERNON TO REQUEST AT ANY TIME CERTIFIED COPIES OF ANY INSURANCE POLICY(S)