

## **HIGHWAY USE PERMIT**

### **OUTLINE OF REQUIREMENTS**

When submitting a Highway Use Permit application, you must provide the following:

1. Provide all Owner / Developer / Prime Contractor information, complete with a 24/7 emergency contact name and cell phone number.
2. \$125+ GST permit fee
3. Plans or a detailed outline of the works proposed including the dates and times the work will take place for approval.
4. A certificate of insurance with proof of comprehensive liability insurance valid for the duration of the permit and naming the City of Langley as additional insured. The amount of insurance is determined under Section 4 of the Highway Use Permit application.
5. A completed Designation of Prime Contractor form complete with WorkSafeBC registration number.
6. A copy of the Prime Contractor's City of Langley Business Licence or Intermunicipal Business Licence to include City of Langley, prior to approval of the Highway Use Permit.
7. A damage deposit; amount to be determined at application review and to be paid for by cheque, debit or cash only. Refer to the bottom of page one (1) of the Highway Use Permit application form.
8. A detailed traffic control plan (TMP), if the work involves a complete or partial road closure.
9. Contractor to contact the City Engineering Department at 604-514-2997, a minimum 48 hours prior to commencing work.
10. Permit holder must contact BC One Call at 1-800-474-6886 prior to any excavation.
11. The City of Langley will notify all applicable emergency services.