

11995 Haney Place, Maple Ridge, BC V2X 6A9
Phone: 604-467-7339 Email: Engineering@MapleRidge.ca

Principal Contact: _____

Phone: _____ Email: _____

On-Site Contact (If Different): _____ Phone: _____

- ☐ Complete Highway Use Permit application form and checklist
- ☐ Provide description, drawings, or pertinent information indicating the extent of the work or activity within the road right-of-way
- ☐ Provide required dates
- ☐ Provide traffic management plan describing any traffic control measures that may be necessary to complete the work
- ☐ Pay the Highway Use Permit fee (refer to [Fees and Charges Bylaw, Schedule A](#))
- ☐ Provide refundable security deposit (based on the extent of work)
- ☐ Provide \$5 million liability insurance
 - The policy must include the following statement: “Naming the City of Maple Ridge as an additional insured and providing that the said policy shall not be cancelled, lapsed, or materially altered without 30 days notice in writing to the City.”
 - The policy must include a Cross Liability clause
- ☐ (If applicable) Pay permit inspection fee (refer to [Fees and Charges Bylaw, Schedule A](#))
 - You will be invoiced for this fee after you submit your application

Additional Requirements for Utility Permits (If Applicable)

- ☐ Provide engineer-stamped drawing for construction within road right-of-way
- ☐ Pay pavement restoration fee (refer to Fees and Charges Bylaw, Schedule A)
 - You will be invoiced for this fee after you submit your application

Please allow 5–10 business days for processing.

Personal information collected on this form is in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) for facilitating your permit application. Please be advised that permits are considered public records that are available in various City publications or disclosed through information requests. If you have any questions or concerns about how your information will be used, contact the Legislative Services Department by calling 604-466-4300 ext. 5557 or by emailing FOI@MapleRidge.ca.