# Highway Use Permit Checklist

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

Principal contact

On-site contact (if different)

Phone

Phone

Email

- ☐ 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 $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.

## Additional requirements for civil works (if applicable)

- ☐ Provide refundable security deposit (based on the extent of work)
- ☐ Provide engineer-stamped drawing for construction within road right-of-way
- ☐ Pay permit inspection fee (refer to Fees and Charges Bylaw, Schedule A)
- ☐ Pay pavement restoration fee (refer to Fees and Charges Bylaw, Schedule A)
- ☐ Provide business licence (for construction works on municipal property)

**Please allow five to ten business days for processing**

*Personal information entered on this form is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) for permitting purposes. 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.*