



# STREET OCCUPATION PERMIT APPLICATION

A street occupancy permit is required when traffic management and traffic control is required to ensure the protection of workers, the public and the safe and efficient movement of road users through the work zone.

City of Whitehorse Engineering Department  
 187 Range Road, Whitehorse Yukon, Y1A 3E5  
 P: (867)-668-8305 E: Engineering.Services@whitehorse.ca

Permit No.

- ByLaw Services
- Transportation
- Water & Waste Services
- Development Officer
- Transit Admin
- Fire Dispatcher

Applicant's Information		Contractor Contact Information	
Applicant Name	Company Name		
Contact Number	Field Contact Name		
Email Address	Contact Number		
Application Date	Email Address		
Address of work location			
Occupancy Start Date	Permit Expiry Date		
Number of locations <input type="checkbox"/> Only One Location <input type="checkbox"/> Multiple Locations			
If there are several locations, kindly specify each one in the provided field: <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>			
<b>Road Class</b> (Please refer to the Whitehorse Reference Map for road classes.) <input type="checkbox"/> Arterial <input type="checkbox"/> Collector <input type="checkbox"/> Residential/Local		<b>Where will you be working</b> _____ <small>eg. Alley way, Roadway, Sidewalk, Shared Use Path, Boulevard)</small>	
<b>Road Closure</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>if yes:</b> <input type="checkbox"/> Single lane <input type="checkbox"/> Multiple lane <input type="checkbox"/> Full <input type="checkbox"/> Various locations		
<b>Work Reason</b> (eg. Crane Lift, Filming, Landscaping, Power Pole Install)			
<b>Description of work proposed</b> (Describe type of work, equipment being used and intended method for accommodating pedestrian, bicycle and vehicle traffic.) <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>			
<input type="checkbox"/> Please check the box if you require <u>Water &amp; Sewer Permit</u> for this job			

## Category

Please determine what Category your Street Occupation Permit Application falls under using the structured **Initial Project Category Assessment** found on-line.

Choose the category that defines your street occupation permit application:

- Category 1** - minimal impact on the travelling public, are typically located on simple terrain, and involve two-lane roads with lower speeds.
- Category 2** - may be located on higher-speed or higher-volume corridors and involve some complexity. Impacts on the travelling public.
- Category 3** - complex and have a significant impact on the travelling public because of factors such as higher volumes and speeds, project.

The Described location of street occupation must be for the purpose of construction, alteration, repair, maintenance, demolition or other work and must be sketched on a sheet of attached paper.

**Category 1 plans require (can be hand sketched):**

- North Arrow
- Dimension
- Street names
- Proposed traffic control signs and layout with dimension.

**Category 2 & 3 plans require:**

- North Arrow
- They be drawn to scale in metric with scale noted on plan.
- Dimension for sidewalks, boulevards and buildings must also be included.
- Proposed traffic control signs and layout with dimension.
- Street names and municipal address noted.
- Street Property lines
- Proposed traffic control signs and layout with dimensions
- All physical details of the site including sidewalks, trees, hydrants, accesses, street furniture, bus stops and shelters, bike lanes, parking meters, street light poles and trees.
- Stamped by Professional Engineer who is licensed to practice in the Yukon.

## Temporary Traffic Control

Who is providing your Temporary Traffic Control? (TTC)

- I do not require TTC, just a permit
- I will do my own TTC
- I have hired a contractor to provide this service.  
Contractor details provided below:

Contract TTC Name \_\_\_\_\_

Contract TTC \_\_\_\_\_

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

## Restoration/No Cut Information

Who will be doing your restoration?

- No restoration required
- I will do my own restoration, or have my sub-contractor do the restoration

Excavation Details/Cut Size Information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Select your surface type

- Asphalt
- Concrete
- Dirt
- Unknown
- Asphalt/Concrete
- Curb and Gutter
- Oil
- Boulevard
- Gravel
- Paving Stone

Review of Traffic Control Plans (TCPs)			SOP Fee (in accordance to Bylaw #202 4-38)
Category	Temporary Traffic Control Setup	Charge	<input type="checkbox"/> Less than 1 week: <b>\$50 - Quick Code BY40</b>  <input type="checkbox"/> 1 week to 1 month: <b>\$75 - Quick Code BY41</b>  <input type="checkbox"/> Exceeding 1 month: <b>\$200/month - Quick Code BY42</b>
1	Sidewalk Closure No Parking Single Lane Closure Bike Lane	\$25.00	
2	Two-way Traffic Multiple Sidewalk Traffic Multiple Single Lane Closure Two-lane Closure Same Direction Emergency Lane Closures- Arterial	\$100.00	
3	Emergency Total Closure Multi-phase Project/Closure	\$200.00	
Total Fee			Paid Stamp
Fees		Amount	
SOP		\$	
Traffic Accommodation Plan Review		\$	
Sidewalk Closure fee - \$100 per week		\$	
Total Amount		\$	

**Sidewalk Closure fee** - Sidewalk closures in Downtown areas will only be approved if there are no other feasible options for creating a detour or covered walkway. This will reduce impacts on the pedestrian network due to construction activities, and maintain accessibility in the downtown area. Projects will be required to provide clear, timely signage and communication about the alternate routes. Evaluations will be conducted to assess the effectiveness of the detour plans and make necessary adjustments, ensuring that the downtown remain navigable.

**The applicant shall comply with the following terms and conditions of this permit:**

- Follow all requirements of the Occupation Health and Safety Regulations, observe all Territorial Acts and City Bylaws and adhere to the requirements of the BC Traffic Management Manual for Work on Roadways.
- Undertake the work in such a manner as to do the least possible damage to any municipal infrastructure encountered.
- Restore or replace any disturbed or damaged surface works or appurtenances to City standards, unless otherwise approved by the Designated Officer, and submit proof of compaction testing (if required);
- Ensure that access for emergency vehicles is available at all times, and if access is restricted or detoured, notify Ambulance Services, Whitehorse Fire Department, Bylaw Services and RCMP of the activity and the planned highway use or closure;
- When required by the Designated Officer:
  - **provide proof of liability insurance covering the work being undertaken**
  - provide security in a form and amount acceptable to the Designated Officer;
  - formally notify all affected individual residents, organizations or businesses at least (3) days prior to the proposed use or closure;
  - advertise appropriately, placing event notices in the local papers and on all local radio stations prior to any use or closure taking place;
  - provide a traffic detour plan for City approval prior to complete use or closure of a highway;
- Provide all traffic and pedestrian control barricades and signs; and where traffic flow is reduced to one lane, or as directed by the Designated Officer, employ qualified flag people;
- Ensure that pedestrian access is separated from vehicle traffic lanes, and maintained safely to all businesses during normal operation hours;
- Pay for occupying metered parking stalls as required by the Bylaw Services Department; Ensure that the collection of solid waste is accommodated (compostables, recycling, garbage; hazardous wastes) in accordance with Solid Waste Bylaw; keep the work site clean and free of debris and take measures to control dust, litter and tracked debris to the satisfaction of the Designated Officer; provide sufficient cleaning force to remove all debris, litter and waste after the activity is completed.
- Complete all work regarding water, sewer and roads in accordance with the Servicing Standards Manual and Water/Sewer Bylaws; and
- **IF UNDERGROUND WORKS ARE PROPOSED IN CITY RIGHTS OF WAYS OR OTHER CITY LANDS** (water, sewer, storm or metering) then a completed "Application for Water/Sewer/Storm Installation" is required to be submitted once a Development and/or Building Permit has been issued (if required), and a "Street Occupation Permit Application" has been approved. For a copy of the Water/Sewer/Storm Installation Application please see the Water & Waste Services Assistant or refer to Appendix 1 of this manual. If required by the Development Permit, an Engineering Inspection Order will be required instead.

The Applicant(s) hereby agree(s) to fully release, hold harmless and indemnify the City of Whitehorse (the "City") from any and all losses, claims, damages, or expenses ("Claims"), including, without limitation, all legal and other professional fees incurred by the City, on an actual cost basis, arising from, or in any way related to, issuance of the within permit (the "Permit") and all works undertaken in respect of the subject matter of the Permit, including, without limitation all construction, alteration, repair, maintenance and/or demolition contemplated under the Permit. Where Works to be carried out for the Applicant are performed in whole or part by a contractor (the "Contractor"), the Contractor shall be added as a signatory and shall be jointly and severally liable hereunder with the Applicant, and shall be subject to all the terms and conditions herein, including this indemnity. The Applicant further agrees that any requirement by the City for the Applicant to obtain insurance in respect of the works done under the Permit, including a requirement that the City be named as an additional insured, in no way limits or effects the application or scope of this indemnity.

**Applicant(s) agree(s) to the terms and condition of the permit.**

\_\_\_\_\_  
Signature of OWNER and/or CONTRACTOR

\_\_\_\_\_  
Date of Signature

The City of Whitehorse hereby grants this permit subject to the terms and conditions outlined above and any other special conditions noted below:


Approved by City Engineer:

Date of Signature