

August 8, 2024

**RE: Road Usage Permit Application Changes**

To whom it may concern:

The City of Kelowna has changed the Road Usage Permit application to reduce confusion and streamline the application process. Previously there was a single permit application for road works & closures, traffic impedance, hoarding and seasonal permits. As of October 1, 2024, we will have separate fillable PDF permit applications for each permit type, as detailed below. The old permit process and application form will no longer be accepted after Oct 1, 2024. **Please remember that you are applying to do work within a City of Kelowna Road Right of Way and the application form is NOT an approval to proceed with the work.**

Applications and applicable documents can be emailed to [ruppermits@kelowna.ca](mailto:ruppermits@kelowna.ca)

**1. Road Works & Closures**

This application is for ANY excavation work within a road right of way, whether it be mechanical or manual excavation, for any duration of time. It is also to be used for FULL road closures regardless of duration. Full road closures require applications to be submitted at least five (5) working days prior to requested start date. Signs and or digital message boards must be posted and letters delivered to impacted residents and businesses at least three (3) working days prior to the closure.

Application requirements:

- Road Works & Closures application form completed and digitally signed
- A Traffic Management Plan (TMP) is REQUIRED
- Notice to Proceed
- Sign locations and dates of install (Road Closure Only)
- Letter to impacted residents / businesses and map showing where the letters are being delivered. (Road Closure Only)

**2. Traffic Impedance**

This application is for ANY disruption to traffic or non-excavation work, within a road right of way for any duration of time. Disruptions to traffic are only permitted 9am – 3:30pm and 5pm to 9pm Monday to Friday and 7am to 9pm weekends on arterial or collector roads and 7am – 9pm on local roads.

Application requirements:

- Traffic Impedance application form completed and digitally signed
- A TMP is REQUIRED

### 3. Hoarding

This application is for a temporary fence, structure, container or construction trailer placed or erected on a road right of way, or the storage of construction and landscaping materials on a road. Structures and construction trailers may also require other permits such as building, plumbing and electrical permits.

Application requirements:

- Hoarding permit application form completed and digitally signed
- Plan of the hoarding location and construction, including measures being put in place to maintain safe pedestrian access
- A Certificate of Insurance
- Any other information required by the City of Kelowna's Inspection Services Department

### 4. Seasonal

This application is for "Seasonal Work" that does not require any form of excavation, such as tree pruning, line painting, sign installation, window washing, existing infrastructure maintenance, ongoing overhead utility maintenance, CCTV work or other tasks deemed applicable by the Traffic Operations Branch.

Application requirements:

- Seasonal permit application form completed and digitally signed
- A weekly list of locations where work will take place. If a weekly list cannot be provided, three (3) business days' notice of where the work will be taking place must be emailed to [ruppermits@kelowna.ca](mailto:ruppermits@kelowna.ca)
- A TMP for any work on an arterial or collector road and at a controlled intersection.

ANY Permit applications that are missing any information or required documents will be sent back to the applicant and will not be processed. Once the complete application is submitted, the City will review and request payment, if it is determined that the work can proceed. Due to the number of applications, we receive, it could take up to 5 business days to receive an approval.

Sincerely,

Laurens Campbell



Supervisor

Traffic Operations and Technical Support Services