



Road Usage Permit Application – Seasonal

See Schedule "B" of KELOWNA TRAFFIC BY-LAW NO 8120

City Yards
1495 Hardy Street
Kelowna, BC V1Y 7W9
Tel: 250-469-8600
ruppermits@kelowna.ca

PERMITS WILL BE PROCESSED WITHIN 5 BUSINESS DAYS. WORK CANNOT COMMENCE PRIOR TO APPROVAL.

Contractor Name & Address:

Project Address:

Title	Name	Office #	Cell #	24hr call #		Email
Prime Contractor						
On-site Supervisor						

The Prime Contractor/On-site Supervisor is responsible to notify Civic Operations of the work location(s) 24 hours prior to commencing work - ruppermits@kelowna.ca

Detailed Description and type of Work

Permit Date/Time Requested

Start Date (M / D / Y)	_____	End Date	_____	Start Time: 00:00-24:00		End Time:	
	m d y		m d y				

- **No traffic disruption** can take place on Arterial or Collector roads prior to 9am and between 3:30pm to 5pm weekdays without prior approval.
- **Road closures** require a minimum of 3 working days notice prior to closure, by way of hand delivered written notification, to impacted residents and businesses, signs erected at approved locations. Digital message boards required at the Traffic Programmer discretion.

Traffic Impedance Information

Select all that Apply "X"

Direction(s) and Road Name	Lane(s) Impeded	Condition(s)
Northbound	Shoulder/Sidewalk/Blvd	Road Closure - Local Traffic
Southbound	Curb Lane	Road Closure - No Traffic
East bound	Median Lane	Single Lane - Alternating Traffic
Westbound	Median	Lane Closure (Multi Lane Roadway)
	Intersection	Traffic Control Person(s)
	Rear Lane (Alley)	Detour

- **Locates are required, prior to excavating**, under the terms of the Road Usage Permit and WorkSafe BC, Occupational Health and Safety Regulations; Failure to do so will invalidate the Road Usage Permit.
- **Parks notification and city tree protection is required prior to excavation.** 250-469-8503 – urbanforestry@kelowna.ca
- **A traffic management plan (TMP) is required for ALL work on an Arterial, Collector Road right of ways and at intersections and is also required for local roads for a permit duration of 5 days or greater.**
- **Utility witnessing and a 3rd party work order is required for any City of Kelowna utility tie ins.** 250-469-8600 - utilityserviceperson@kelowna.ca
- I(we) hereby acknowledge I have read and understood the City of Kelowna Traffic and Subdivision Bylaws and agree to be bound by its provisions and amendments, if any, specifications, and regulations to the City governing excavations in or under municipal streets and to such special conditions, restrictions and regulations as may be imposed by the City Engineer.

(Prime Contractor Signing Authority) Signature of Applicant: _____

Date of Application: _____
M D Y

As signing authority for the prime Contractor, by clicking this box I agree to the terms and conditions of this application: