



## APPLICANT CHECKLIST

### OCCUPANCY/WORK WITHIN A STREET RIGHT OF WAY (ROW) or TEMPORARY ROAD CLOSURE

(includes sidewalks, boulevards)

- A Permit to Occupy is not required for work completed under contract to the City of Port Alberni.
- To apply for a Temporary Road Closure for an Event/Public gathering or Retail/Commercial activity please contact Corporate Services at Port Alberni City Hall (250-723-2146).
- Other permits may also be required depending on the nature of activity.
- Refer to the City's Fees and Charges Bylaw (<https://www.portalberni.ca/city-bylaws>) for the current fee required for your permit. As of June 2025, the fees were \$150 for activity that does not require closure of traffic lanes, \$400 for partial road closure (one or more lanes closed but traffic flow maintained), and \$700 for full closure to vehicle traffic (traffic detour). Payment is made at the time of permit issue.

#### CHOOSE ONE:

- ☐ OCCUPY ONLY WITHIN CITY ROW (no lane closure)
- ☐ PERFORM WORK WITHIN CITY ROW (no lane closure)
- ☐ TEMPORARY ROAD CLOSURE – OCCUPANCY (closure of live traffic lanes)
- ☐ TEMPORARY ROAD CLOSURE – PERFORM WORK (closure of live traffic lanes)

#### For the attached Permit Application, the following may be required:

<input type="checkbox"/>	Permit Fee – <i>payable at time of Permit Issue</i>
<input type="checkbox"/>	Permit Application completed and signed – <i>required for All Applications</i>
<input type="checkbox"/>	Proof of Commercial General Liability Insurance of at least \$5,000,000 on a per occurrence and limit basis. The policy shall provide that no expiry, cancellation or material change in the policy shall become effective until after a minimum of thirty days' notice of such cancellation or change. <i>Required for Performing Work or Temporary Road Closure</i>
<input type="checkbox"/>	Traffic and/or Pedestrian Management Plan – <i>required for Temporary Road Closure</i>
<input type="checkbox"/>	Plan showing limits of area to be Occupied, and Proposed Works (if applicable) – <i>required for All Applications</i>
<input type="checkbox"/>	Copy of Business License (Inter-Community or City of Port Alberni) – <i>required for Performing Work or Temporary Road Closure</i>

***All applications must be submitted a minimum of 5 business days in advance  
Only complete applications will be accepted***

For more information contact:

Infrastructure Services, Upper - 4835 Argyle Street Port Alberni, BC, V9Y 1V9

[engineering@portalberni.ca](mailto:engineering@portalberni.ca)

Phone (250) 720-2830 Fax (250) 723-3402



**APPLICATION for OCCUPANCY/WORK WITHIN CITY STREET  
or RIGHT OF WAY (ROW)**

**APPLICATION MUST BE FULLY COMPLETED**

*Minimum 5 business days notice is required*

**Apply to:** Infrastructure Services, PEB Upper Floor, 4835 Argyle St., Port Alberni, BC V9Y 1V9  
or [engineering@portalberni.ca](mailto:engineering@portalberni.ca)

*Authorization is conditional on compliance with all standard and supplemental conditions included in the permit.*

**PERMIT HOLDER DETAILS:**

Permit Holder (Applicant) is a (check one):

☐ Individual ☐ Corporation ☐ Unincorporated Association/Group

Full Name of Individual or Representative:

Phone: Cell:

Email address

Preferred Contact Method: Phone ☐ Cell ☐ Email ☐

Name of Corp/Assoc/Group if applicable: Business Lic. #:

Mailing Address:

**PERMIT TYPE:**

☐ OCCUPY WITHIN CITY ROW (no lane closure)

☐ PERFORM WORK WITHIN CITY ROW (no lane closure)

☐ OCCUPANCY/PERFORM WORK TEMP ROAD CLOSURE (closure of live traffic lanes) ☐ Traffic Management Plan Attached

**TIME OF OCCUPANCY/WORK:**

Date(s) of Occupancy/Work Requested

Time(s) of Occupancy/Work

Start: End: From: To:

**LOCATION of OCCUPANCY/PROPOSED WORK:** (address & nearest cross street)

And check ALL that apply: ☐ Sidewalk/Pathway ☐ Roadway ☐ Aerial Encroachment  
☐ Median Boulevard ☐ Parking Lane/Shoulder ☐ Roadside Boulevard

A drawing or diagram of the area(s) to be occupied, showing approximate dimensions of occupation, has been attached: ☐ Yes ☐ No

**DESCRIPTION OF OCCUPANCY/WORK:**

(Describe the purpose and nature of the activities to take place on City street or ROW: (on separate page if necessary))

Will the occupancy result in the closure of a sidewalk to public traffic? ☐ Yes ☐ No

Will the occupancy result in the temporary loss of use of one or more public parking spaces? ☐ Yes ☐ No

Will the occupancy result in the temporary loss of access to a private driveway or entrance of a third-party? ☐ Yes ☐ No

**PURPOSE of OCCUPANCY: (Check ALL that apply)**

- ☐ Placement of building materials
- ☐ Parking of equipment, vehicle, trailer, portable building, generator, or similar
- ☐ Service/underground utility locates
- ☐ Water quality monitoring

- ☐ Placement of mobile shipping container
- ☐ Placement of bulk refuse/recycling bin
- ☐ Other: (Describe)

**CONTAINER LOCATION (side of street)**

- ☐ North ☐ South ☐ East ☐ West

**Type of Container**

- ☐ Mobile Shipping ☐ Bulk/Refuse/Recycling

**Container Dimensions (size)**

Length \_\_\_\_\_ Width \_\_\_\_\_

Height \_\_\_\_\_

**WORK TO BE PERFORMED ON CITY STREET/ROW (If Applicable) (Check ALL that apply)**

- ☐ Construction
- ☐ Demolition
- ☐ Construct/repair sidewalk
- ☐ Construct/repair boulevard
- ☐ Construct/repair curb & gutter
- ☐ Construct driveway letdown
- ☐ Retaining Wall repair or replacement
- ☐ Shoring
- ☐ Trenching
- ☐ Hazardous Materials Abatement

- ☐ Excavation & Restoration of City property/ROW
- ☐ External/Off-site Works in accordance with existing agreement with the City of Port Alberni
- ☐ Maintenance, Cleaning or Inspection
- ☐ Geotechnical or Environmental investigation
- ☐ Hoarding and/or Scaffolding
- ☐ Tree Removal/Pruning

- ☐ Temporary/Portable signs
- ☐ Encroachment by fixed sign, awning, fence or other fixed structure
- ☐ Buried Private utility
- ☐ Overhead Private utility
- ☐ Water/sewer/storm/electrical works
- ☐ Test drilling
- ☐ Paving
- ☐ Pavement marking
- ☐ Surveying

- ☐ Other: (Describe)

*This collection of personal information is authorized in accordance with Section 26(c) of the Freedom of Information and Protection of Privacy Act. The City collects your information for the purposes of administering City programs and services, including permits and licensing services. Questions can be directed to City of Port Alberni Corporate Services Department at [corporateservices@portalberni.ca](mailto:corporateservices@portalberni.ca) for more information.*

The permittee has reviewed, understands, and agrees to comply with the terms and conditions of this permit.

\_\_\_\_\_  
Authorized Person/Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name



CITY OF  
PORT ALBERNI

FOR RECEIPT PRINTING ONLY

*This page to be completed by City of Port Alberni*

**PERMIT FEE:** \$\_\_\_\_\_ (other fees/taxes may apply)

Pay by Cash, Cheque or Debit

☐ **Permit Denied**

Reason for denial: \_\_\_\_\_

☐ **Permit Approved**

Approved by: \_\_\_\_\_ (name)

\_\_\_\_\_ (signature)

This permit is valid from \_\_\_\_\_ and expires \_\_\_\_\_.

**Required Documents:**

Proof of Commercial General Liability Insurance	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A
Traffic &/or Pedestrian Management Plan	<input type="checkbox"/> Provided	<input type="checkbox"/> On File
Sketch Plan	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A
Copy of Business License	<input type="checkbox"/> Provided	<input type="checkbox"/> N/A

**PLEASE NOTE: Applicant to Notify:**

- ☐ Local Radio  
☐ Local Newspaper  
☐ Local Transit  
☐ Good Neighbour Letter

**City of Port Alberni to Notify:**

- ☐ RCMP  
☐ Fire  
☐ Ambulance  
☐ Building Inspector  
☐ Bylaw Enforcement  
☐ Manager of Operations  
☐ Utilities Superintendent  
☐ Waterworks Chargehand  
☐ Wastewater System Chargehand

**Supplemental Conditions:**

**Office Use Only:**

Permit #

Receipt #



## STANDARD CONDITIONS

1. This permit is only valid if signed by an authorized representative of the City of Port Alberni's Director of Infrastructure Services.
2. This permit is not transferrable.
3. This permit at all times during the currency thereof, shall be subject to cancellation without prior notice if the permit holder thereof shall neglect, fail or refuse to observe and to comply with all the requirements of the City of Port Alberni Traffic Regulation Bylaw, and the terms and conditions of this permit.
4. This permit shall be valid only for the specific works or other uses of a City street stated herein.
5. In consideration of granting this permit the permit holder does hereby release and forever discharge the City from all claims and demands whatsoever and all liability for injury or damages arising directly or indirectly from the permitted work.
6. The permit holder is responsible for signs, barriers, notices, or other measures as needed to protect the public from the activities of the permit holder.
7. It is the permit holder's responsibility to identify and protect any underground utilities. The City does not guarantee the accuracy of drawings or other information on subsurface utilities provided to the permit holder.
8. The permit holder agrees to restore the condition of City property to the same or better condition as existed at the time occupancy or work commenced.
9. This permit does not authorize permanent alterations to City property or ROW. Any proposed permanent alterations must be approved in writing by an authorized representative of the City of Port Alberni's Director of Infrastructure Services.
10. The permit holder is responsible for providing written notification of the work or occupancy to any and all properties or nearby residents who may be inconvenienced, or otherwise negatively impacted by the occupancy, at least **48 hours** in advance of the commencement of occupancy.
11. This permit does not exempt the holder to the provisions of any City bylaws, including restrictions on noise and hours of work.
12. The permit holder is responsible for ensuring that any scaffolding, shoring, hoarding or other temporary structure installed during occupancy is approved by a qualified professional, where required by regulation or bylaw.
13. The permit holder is responsible to ensure that any equipment, container, trailer or other obstacle placed in a roadway, is adequately visible to drivers, cyclists, and pedestrians. Reflective markings are required where the obstacle will remain on a road surface between dusk and dawn.
14. Where a sidewalk or other public walkway is closed to public use, the permit holder will erect "Sidewalk Closed" warning signs facing in each direction, visible from the nearest crosswalk or street corner in either direction.