

Application for PERMIT TO WORK ON CITY PROPERTY
(e.g. Public Roads, Statutory Right-of-Ways, etc.)

City File Number: 2360-01

1. Applicant Information

- a. Name: _____
- b. Company Name: _____
- c. Mailing Address: _____
- d. Phone Number: _____
- e. Fax Number: _____
- f. E-Mail Address: _____

2. Purpose and full description of proposed "Work" (attach sketch or drawing if warranted, and provide City File Number if applicable such as for new land development projects or City Capital Works projects):

3. Work Location

- a. Streets and/or Adjacent Civic Addresses: _____
- b. Nearest Intersecting Streets: _____

4. Start Date: _____ Completion Date: _____

5. **REQUIRED TO BE ATTACHED TO THIS APPLICATION:** Proof of Public Liability Insurance Policy in the name of the Applicant above for minimum of \$5,000,000 for duration of work, with City of Parksville named as an Additional Insured. (*See sample wording for Additional Insured on reverse*)

I/We, the Applicant, having read and understood this agreement and safe work procedures relating to this permit. By signing this document, I am accepting the responsibilities as the prime contractor for works under this permit as defined in the Occupational Health & Safety Regulation, Sections 20.2 and 20.3 and in the Workers' Compensation Act, Sections 118 (1) and (2). **I/We will also provide** a WorkSafeBC clearance letter to provide proof of good standing with WorkSafeBC.

I/We hereby agree to be bound by the provisions of the City of Parksville current Traffic Bylaw and amendments thereto, if any, as well as any regulations contained within the City of Parksville Engineering Standards and Specifications which may govern work in or under municipal streets, statutory rights-of-way or property, as well as to any special conditions, restrictions, and regulations as may be imposed by the Director of Engineering (or designate).

I/We covenant and agree to save harmless and effectually indemnify the City:

- (a) against all actions and proceedings costs, damage expenses, claims and demands whatsoever and whomsoever brought by reason for any work or service performed under this Permit.
- (b) all expenses and costs which may be incurred by reason of the execution of the works, resulting in damage to any property owned in whole or in part by the City for which the City by custom or duty is obliged, directly or indirectly, in any way to any degree, to construct, repair or maintain, shall be paid by the Applicant, and if paid by the City shall, together with any costs and expenses incurred in connection herewith, be charged to and paid forthwith by the Applicant.
- (c) All expenses and costs which may be incurred by reason of liens for non-payment of labour or materials, Workers' Compensation assessments, unemployment insurance, federal or provincial tax, and for encroachments due to mistakes in survey, and all such claims recoverable from the City, or the property of the City, or any property which the City by duty or custom is duly obliged directly or indirectly, in any way or to any degree, to construct, repair or maintain, shall be paid by the Applicant, and if recovered from the City shall, together with any costs and expenses incurred in connection therewith, be charged to and paid forthwith by the Applicant.

.....2

Applicant / Company Name: _____

- (d) All expenses and costs which may be incurred by the City as a result of faulty workmanship and defective material in any of the works installed by the Applicant.

I/We covenant and agree to provide, pay for, erect and maintain various protective devices to ensure the safety of the public during the construction of the works.

Applicant's Signature

Company Name

Printed Name

Date of Application

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Municipal Act* and the City's bylaws. If you have any questions about this collection, contact the Director of Administrative Services, City of Parksville, Box 1390, Parksville, BC, V9P 2H3; Phone: (250) 248-6144. Personal information or business information submitted on this form is not considered to be supplied in confidence. Applicant's Initials _____

Required Wording for Public Insurance Policy (minimum \$5,000,000)

Three sample wordings for inclusion of the City of Parksville on Owner's insurance policy:

1. Wording for proposed work on City property that is not related to Land Development Servicing Agreement works or City Capital Works projects:
 "Additional Insureds:
 City of Parksville with respect to *(fully describe proposed work)* at *(specify work location including adjacent or relevant civic addresses and property legal descriptions)*, Parksville, BC."
2. Wording for Land Development projects for which there is a Servicing Agreement with the City:
 "Additional Insureds:
 City of Parksville with respect to the Servicing Agreement works and operations for the Land Development Project at *(legal description and civic address)*, Parksville, BC."
3. Wording for City Capital Works projects:
 "Additional Insureds:
 City of Parksville with respect to the City of Parksville Capital Works Project known as *(name of project, as noted on the contract)* and located at *(street & intersecting streets, and/or adjacent civic addresses)*, Parksville, BC."

The wording for the type of works may be varied as needed; however, the City of Parksville named as "Additional Insured" and location must be specified in the policy.

<p>FOR OFFICE USE ONLY: <i>Proof of Public Liability Insurance must be attached (see Item 5 above)</i> Other Attachments: _____ _____</p>	<p>Approved: _____ Director of Engineering (or Designate) _____ Date of Approval</p>
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Applicant working for City of Parksville?
If not, \$50.00 fee applies to this Permit; proceed as follows:

Engineering / Operations Admin:

1. Record name and address of "payer" from front of cheque):
 Name _____
 Full Address _____
2. Deposit cheque at till, and record receipt number: _____
3. **Copy of Approved Permit as applicable to:** *Engineering* *Operations* *Fire Department*
 Bylaw *Planning* *Applicant (with copy of receipt attached)* Date: _____