

## Engineering and Public Works

3000 Guildford Way, Coquitlam BC V3B 7N2

Tel: [604-927-3500](tel:604-927-3500)

Email: [engineering-administration@coquitlam.ca](mailto:engineering-administration@coquitlam.ca)

In accordance with Bylaw 3999, 2008, the General Manager of Engineering and Public Works may grant an exemption to Section C, Paragraph 2 of the Bylaw No. 1233, 1982.

**NOTE:** As of June 2017, regular construction hours are Monday to Friday, 7 a.m. to 8 p.m. and Saturday, 9 a.m. to 6 p.m. Work for profit is prohibited on Sundays or Holidays, except with this permit. See Noise Bylaw #1233 for more details.

**Instructions:** Fill out the form and email to [engineering-administration@coquitlam.ca](mailto:engineering-administration@coquitlam.ca)

### Fees

\$79.70 per 24 hours of exemption

### Payment Method

This exemption request will be reviewed, and if the exemption is acceptable, payment options will be emailed to the applicant.

Application Date: \_\_\_\_\_

### Contact Information

Applicant Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Exemption Details

Reason for Exemption: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Activity (i.e. hours of operations, type of work, level of noise etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration of Exemption (time period, dates, etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Office Use Only

The above exemption to Section C of Bylaw No. 1233, 1982 is:  approved  not approved

Jaime Boan, P.Eng.  
General Manager, Engineering and Public Works

Date

## What You Need to Submit

Submit the following documents as a complete package to [engineering-administration@coquitlam.ca](mailto:engineering-administration@coquitlam.ca)

- Completed Noise Exemption Permit Application
- Copy of Good Neighbourhood Notice to Affected Residents and Businesses Letter

Notification Letter will need to include:

- Company Letterhead.
- Time, date, and location of proposed work.
- What type of work is being completed? Why is the work being completed outside of regular construction hours?
- Impacts (Level of Noise/Traffic Flow/Street Parking/Closures, etc.).
- A specific emergency Contact Name and Contact Number of Superintendent On-Site (for residents to contact if they have any questions or concerns).

- Map of Distribution Area

- Distribution area should include all residents/businesses that will be affected by the noise disruptions.
- Notices must be distributed a minimum of 72 hours in advance.
- Notices must be distributed to each unit in strata properties along with a copy to the strata property manager (posting the notice on building doors is not sufficient).

- If a [Road and Sidewalk Closure Permit](#) is required:

- The application must be submitted to [StreetPermits@coquitlam.ca](mailto:StreetPermits@coquitlam.ca) at least 10 days prior to the intended closure date.
- An approved [Road and Sidewalk Closure Permit](#) must be in place.
- Visit [www.coquitlam.ca/closure](http://www.coquitlam.ca/closure) for further information.