



City of Coquitlam Road and Sidewalk Closure Permit Request

Traffic and Street Use Management Section

3000 Guildford Way, Coquitlam BC V3B 7N2

Phone: [604-927-6250](tel:604-927-6250)

Email: StreetPermits@coquitlam.ca

Initial Permit: \$150

Renewal Permit: \$75

Application Date: _____ City Project or Film Permit Number (if applicable): _____

- A Renewal Permit extends the rights and privileges of the approved Initial Permit and is required when the timeline needs to be extended. The application must be received a minimum of 5 business days prior to the intended extension date.
- An Initial Permit is required for all new applications and when the location, type of work, or the type of traffic controls change from what was approved for the Initial Permit. The application needs to be received a minimum of 10 business days prior to the intended closure date.

Contact Information

Applicant Company Name: _____

Applicant (person completing application form)

Name: _____ Title: _____

Phone: _____ Email: _____

Applicant's Signature: _____

Company Name (Prime Contractor): _____

Site Superintendent

Name: _____ Title: _____

Phone: _____ Mobile: _____ Email: _____

Development Site Address (if applicable): _____

Permit Information

Work location (street name, block number, to/from, at, etc.) _____

Start Date: _____ End Date: _____ Start Time: _____ End Time: _____

Day(s) and Time(s): Monday Tuesday Wednesday Thursday Friday From: _____ To: _____

Saturday From: _____ To: _____ Sunday From: _____ To: _____

Saturday and Sunday From: _____ To: _____

Specific Lanes: Curb Inside/Centre Lane Left Turn Lane Right Turn Lane Parking Lane

All Lanes Sidewalk/MUP Bicycle Lane

Direction: Northbound Southbound Westbound Eastbound

Purpose of Work: Concrete Pour Utility Installation Curb Installation Other _____

This permit is related to: City Design and Construction City Parks External Environmental

Development External/Utilities

City Contact (if applicable): _____

Permit Conditions/Comments: _____

Approved by

Date

Application Checklist

The following information must be provided. Incomplete applications will not be reviewed.

1. Traffic Management Plan (TMP); **OR**
 - Traffic Management Manual for Work on Roadways Figure Number: _____
2. **Risk Assessment** (OHS Part 18)
 - Written Risk Assessment attached (Required for “short duration work” or “long duration work”)
 - Initial Project Assessment per “2020 Traffic Management Manual for Work on Roadways”
 - Category 1 Category 2 Category 3
3. **Prime Contractor Designation Letter**
4. **City of Coquitlam Certificate of Insurance**
5. **Notification Letter and Map** (required for all full road closures). A Notification Letter must be provided to all affected residents and businesses.
 - Yes No Not Applicable
6. **Traffic Control Persons** (flag persons) **required?** All operations within the road right-of-way must comply with WorkSafe BC regulations and BC Ministry of Transportation standards for work on roadways.
 - Yes No If yes, how many? _____
7. **Bus routes/stops impacted?** Applicant is to contact Coast Mountain Bus Company (with a minimum of 3 days’ notice) [Temporary Transit Changes Request Form](#). General information can be found by visiting [Temporary Transit Changes](#).
8. **City of Coquitlam Solid Waste has been contacted?** Coquitlam Environmental Services contacted regarding impact to garbage/recycling routes and pick up Phone: [604-927-4300](tel:604-927-4300) Email: wastereduction@coquitlam.ca
 - Yes No
 - Are operations impacted? Yes No
 - If Yes:
 - a plan to ensure continuous collection has been provided: Yes No
 - Day(s) of the week impacted: _____
 - Time(s) of the day impacted: a.m. p.m.
9. **Pedestrian / Bike Lanes impacted?** Please describe sidewalks and/or bicycle facilities that will be impacted by the proposed work.
10. **Is the work on, or will it impact a road along our [Major Road Network](#)?**
 - Yes No

Additional information

- Only vehicles actively engaged in the performance of cleaning, clearing, maintenance, repair, construction or other work are permitted within work zones. Vehicles being used by Superintendents, Traffic Control Persons, and other construction personnel that are not actively engaged in work described above are not permitted within the work zone and are not permitted parking /stopping prohibitions.
- Closures of sidewalks, cycling facilities, lanes, and full road closures are only permitted during the time periods indicated on the approved permit. Traffic controls are not permitted outside of these approved permit hours.