



CITY OF YELLOWKNIFE

## **FREQUENTLY ASKED QUESTIONS ORDERLY USE OF HIGHWAYS PERMITS**

### **When are these permits needed?**

These permits are needed when sidewalks or roadways are going to be affected by activities that are not classified as a special event. This includes construction, filming, and storage (i.e. dumpster on road).

### **When are these permits NOT needed?**

These permits are not needed for construction that is being done under contract with the City, or for special events. Contracts with the City include the annual paving and water and sewer upgrade contracts, as well as water and sewer service repairs done by contractors. Anyone planning a special event that will affect road access is required to fill out a form found within the Highway Traffic Bylaw (4063) with Municipal Enforcement Division.

### **What needs to be shown on the sketch or drawing?**

The sketch or drawing that must accompany the permit application needs to show the area that will be affected by the work (i.e. a basic map with street names), any areas that will be blocked off (sidewalks, lanes, parking meters), any detours that are required, and all traffic control devices that will be in place during the work (i.e. signs, barricades, delineators, flaggers, etc.).

### **When should the permit be submitted?**

The permit must be submitted a minimum of 3 full business days before the work is scheduled to take place. There is no guarantee that forms submitted the day before work is scheduled to start will be completed that day.

### **Are signage and road blockades included with the permit?**

Permit applicants are required to provide their own signage and road blockades.

## ORDERLY USE OF HIGHWAY PERMIT APPLICATION

For Use in the City of Yellowknife Only

**This permit application will take a minimum of 3 full business days to be reviewed and signed off by City Staff.**

Instructions:

For questions regarding this permit, please contact the City at 867-920-5600.

1. Fill out all sections of the application, detailing the work being done, closure of roads, lanes, or sidewalks, and including a sketch or drawing of the affected area. **The sketch must show all traffic control devices (signs, barricades, delineators, flaggers, etc.) that will be in place around the construction area.**
2. Ensure an email address or fax number where the fully signed off permit can be sent is provided.
3. Ensure the last page of the application is signed and dated.  
**Note: if any of the information from steps 1 to 3 is missing, the application cannot be processed.**
- 4a. Bring the completed application to the Customer Service desk at City Hall and pay the \$50.00 Application Fee;  
**OR**
- 4b. Fill-in the credit card information below and email the form to [permits@yellowknife.ca](mailto:permits@yellowknife.ca). The fee will be charged to the credit card number provided.
5. The permit application requires approval from three (3) departments. This will take a minimum of three (3) full business days. Any applications received on a Friday will not be available until the following Wednesday afternoon.
6. Once the permit has been signed off it will be sent to the email address or fax number provided.

**Credit Card Information**

Please charge my credit card the appropriate fees for this Orderly Use of Highway Permit Application (\$50.00 plus security, if required).

\_\_\_\_\_  
Name on Credit Card

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiry Date

\_\_\_\_\_  
Signature

**City Use Only**

Orderly Use of Highway Permit # \_\_\_\_\_

For questions regarding this permit, please contact the City at 867-920-5600.  
Applications must be submitted at least 3 full business days prior to start of work.

Permit # \_\_\_\_\_

\_\_\_\_\_  
**Applicant(s) or Owner of Property** on which work is to be done

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Address of Applicant or Owner of Property**

\_\_\_\_\_  
**Contractor**

\_\_\_\_\_  
**Name of Contact Person**

\_\_\_\_\_  
**Address of Contractor**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Email Address or Fax Number** to send Signed Permit to

\_\_\_\_\_  
**Address of Property** on or adjacent to which work is to be done

\_\_\_\_\_  
**Legal Description of Property** on or adjacent to which work is to be done

**DESCRIPTION OF THE ACTIVITY**

Describe the type of work, equipment to be used and area affected. Use the sketch area (or attach a drawing) to show the location of the closure and any signage, barricades, detours, etc. that will be used.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DURATION OF THE ACTIVITY**

**From:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**To:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

The above described location of street occupation, and as sketched in the area below, is for the purpose of construction, alteration, repair, maintenance, demolition or other work situated on or adjacent to the above property.

**SKETCH AREA (or provide attached drawing)**

**Include all traffic control devices and their placement on the sketch (i.e. signs, barricades, delineators, flaggers, etc.)**

**The Applicant shall:**

- Comply with all terms and conditions of the permit;
- When required by the Designated Officer, provide proof of liability insurance covering the work being done;
- When required by the Designated Officer, provide security in a form and amount acceptable to the Designated Officer;
- Follow all current requirements of the National Building Code, Occupational Health and Safety Regulations and observe all Territorial Acts and City By-Laws;
- Notify the Fire Department, Emergency Services, Municipal Enforcement Services, and the RCMP of the activity and the planned highway use or closure;
- Undertake any and all work on City water, sewer and roads in accordance with the Servicing Standards Manual;
- When required by the Designated Officer, formally notify all individual residents, organizations or businesses affected by the use or closure at least three (3) days prior to the proposed use or closure;
- When required by the Designated Officer, advertise appropriately, placing event notices in the local papers and on all local radio stations prior to any use or closure taking place;
- Expeditiously carry out completion of all work to which the permit relates;
- When required by the Designated Officer, provide a traffic detour plan for City approval prior to complete use or closure of a roadway;
- Provide all traffic and pedestrian control barricades and signs;
- Where traffic flow is reduced to one (1) lane, or as directed by the Designated Officer, employ qualified flag people;
- Ensure that access for emergency vehicles is available at any and all times;
- Ensure that pedestrian access is maintained safely to all businesses during normal operating hours;
- Pay for occupying metered parking stalls as required by the Municipal Enforcement Department;
- Undertake the work in such a manner as to do the least possible damage to any municipal infrastructure encountered;
- Ensure that the collection of solid waste is accommodated;
- Keep the work site clean and free of debris and take measures to control dust and tracked debris to the satisfaction of the Designated Officer;
- Restore or replace any disturbed or damaged surface works or appurtenances to City standards unless otherwise approved by the Designated Officer; and
- Provide sufficient clearing force to remove all debris and waste after the activity is complete.

The Applicant(s) hereby agree to indemnify and save harmless the City of Yellowknife from any and all manner of actions, suits, claims and demands of any nature and kind whatsoever which shall have arisen or may arise by virtue of the construction, alteration, repair, maintenance and/or demolition contemplated by the permission and further agrees to waive any and all manner of actions, suit, claims, and demands that the Applicant(s) may have against the City arising out of those works, the permission granted by the City, and any acts of the City relating to the works and permission.

Where the works to be carried out for the Owner are to be performed in whole or part by a Contractor, the Contractor shall be added as a signatory and shall be jointly and severally liable hereunder with the Owner, and shall be subject to all the terms and conditions herein.

Applicant(s) agrees to and accepts the terms and conditions of the permit as outlined above.

Dated at Yellowknife, Northwest Territories, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**Owner**

\_\_\_\_\_  
**Contractor**

The City of Yellowknife hereby grants this permit subject to the terms and conditions outlined above and any other special conditions noted below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CITY USE ONLY:**

**PROOF OF INSURANCE REQUIRED:** YES / NO

**SECURITY REQUIRED:** YES / NO      **AMOUNT:** \$ \_\_\_\_\_

**Approved by the Manager of Public Works & Engineering:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by the Manager of Municipal Enforcement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by the Manager of Building Inspections:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Copy to: Public Works, Municipal Enforcement, Fire Department, Building Inspections**

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