

Bulletin: Road Usage Permit Requirements



Bulletin

Updated:

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This bulletin is effective immediately and is developed to ensure compliance with the City of Kelowna Bylaws, WSBC and the Traffic Management Manual for Work on Roads.

If any contradiction between this guide and the relevant Municipal Bylaws and/or applicable regulations is found, such bylaw and/or regulations shall be the legal authority.

Bylaws referenced:

Traffic Bylaw - 8120

Good Neighbor Bylaw - 11500

Subdivision Development

Bylaw - 7900

Tree Protection Bylaws – 8041 & 8042

For any specific questions about the completeness of application packages please contact City staff:

Yards Office

1495 Hardy Street

Kelowna, BC V1Y 1J4

TEL 250 469-8600

Purpose:

To inform developers, contractors, subcontractors, property owners and staff of the requirements for working within a Road Right of Way.

General Information:

No person shall work within, use or occupy a street, alley, lane or public sidewalk for without first obtaining a Road Usage Permit (RUP).

Submittal Requirements

In person: City Yards Office at 1495 Hardy St, 7am to 3:30pm Mon to Fri

Closed on all statutory holidays

Email: ruppermits@kelowna.ca

Before The Job

Business License – All businesses and contractors working within the City of Kelowna must have a valid Business License.

Notice to Proceed – A Works Permit (formerly Notice to Proceed) from the City of Kelowna is required for all new construction within the Road ROW, including upgrades to utilities such as water and sewer.

- Certificate of Insurance (see Bylaw 7900, Section 7.3 for details)
- WCB Clearance Letter
- Owner/Engineer Requirements for Dev Eng to issue Works Permit:
- Approved Engineering Drawings
- Consulting Engineering Confirmation Letter and QA/QC Plan
- Executed Servicing Agreement
- Performance Security received

A Works Permit may contain special conditions which must be met in order to receive approval to proceed with construction.

Road Usage Permits – As per the City of Kelowna's Traffic Bylaw No. 8120, a Road Usage Permit is required for any works on City of Kelowna roads or within the Road Right of Way. Road Usage Permit fees may apply. Road Usage Permits MAY take up to 5 days to approve. Road Usage Permit requirements may include the need for:

- Road Works and Closure Permit
- Traffic Impedence Permit
- Hoarding Permit

Pedestrian Protection - No person shall perform any work on any building or structure adjacent to a public way in general use by the public for pedestrian travel unless the pedestrians are protected during construction from overhead hazards.

Traffic Control Plan – A Traffic Control Plan is required by the City of Kelowna. The Traffic Control Plan requirements will be prescribed by the City of Kelowna and the plan must be approved prior to the issuance of the Road Usage Permit. An acceptable traffic control plan will be completed in accordance with the *BC Ministry of Transportation & Infrastructure's Traffic Management Manual for Work on Roadways*, *WorkSafeBC* and may include such items as:

- Location, duration, and description of works
- Identification of a traffic control supervisor (including contact information)
- Requirements for appropriate traffic control devices and/or traffic control persons (TCP)
- Application/removal of pavement markings, signs, and lighting
- Construction diversion or detour plans and signing
- Accommodations for pedestrians and cyclists
- Inspection and maintenance plan

Construction Noise – No person shall make or cause, or permit to be made, any construction noise:

- between the hours of 7:00 am and 9:00 pm on any weekday that is not a holiday
- between the hours of 7:00 am and 4:00 pm on any weekday that is a holiday, or on any Saturday
- between the hours of 8:00 am and 4:00 pm on any Sunday

A person may apply to the Traffic Operations Manager for permission to vary the time restrictions established in section 8.1 of this bylaw with respect to construction noise generated on public spaces or streets. A person may apply to the Development Engineering Manager for permission to vary the time restrictions established in section 8.1 of this bylaw with respect to construction noise generated on real property that is not a public space or a street. An application must be submitted at least five (5) business days prior to the date of the proposed activity [www.kelowna.ca Road usage permit | City of Kelowna](http://www.kelowna.ca/Road%20usage%20permit%20|%20City%20of%20Kelowna)

Parking Meter Bag Program – On-street parking stalls may be temporarily reserved through the Meter Bag Process. A valid permit will be required to demonstrate the need for meter bags. The Meter Bag Program is administered by Kelowna Parking and up to 48-hour notice may be required to process requests and is subject to applicable fees.

Municipal Tree Protection - Summary items of bylaw (full bylaw should be read and understood if regularly working within 25m of City trees. Please contact urbanforestry@kelowna.ca

- Reference the City of Kelowna Map viewer layer 'Tree Inventory' to see the best current inventory of City-owned trees. This database is not exhaustive however and any tree on City

property is protected under Bylaw No. 8042. If there is any question as to the ownership of a tree near proposed works, confirmation should be obtained from Parks Services.

- No one other than an employee or contractor of Parks Services can modify a tree in any way without written permission.
- No trees may be planted on City property without permission.
- Any construction activity that will occur within the critical root zone requires proactive installation of protective barriers per Schedule C. Nothing is permitted to be attached to City trees and is subject to removal by Parks Services.
- Any person who damages or removes a City tree is required to pay the City of Kelowna equitable compensation using the ISA Evaluation of Landscaped Trees formula if the tree is deemed to be irreparably damaged. Repairable damage will be appraised and reduced tree value and/or cost of repair is considered compensation. Of note, many trees throughout the City are of high value (>\$10,000) and require significant resources to re-establish new ones. This should be considered before any request for removal and during activities in order to protect existing trees

Utility tie-in Witnessing & Hydrant Permits

- Contractors must refer to the City of Kelowna Approved Products List (APL) for all utility tie in and decommissioning of services. Parts used not on the list must be approved by the City of Kelowna through the contractor's engineer.
- The City requires witnessing of all utility tie ins and decommissioning of services. Contractors must apply for a 3rd party work order prior to scheduling work to cover costs of witnessing. Contact 250-469-8600 to setup the 3rd party work order.
- There are four water providers in the City of Kelowna, including the City Water Utility. Refer to the water provider map and contact information for phone numbers. Work completed in Glenmore Ellison Irrigation District, Black Mountain Irrigation District or Rutland Waterworks are required to follow their water tie in requirements. Contact the appropriate water district for details.
- After the City 3rd party workorder is setup, at least 48 hours notice (2 working days) is required for scheduling the utility witnessing.
- If a water closure is required, contractors must provide a closure map of the affected area to the water distribution department for review and approval. Allow at least 48 hours (2 working days) for review. Upon approval, the contractor is responsible to notify residents and businesses affected by the outage no less than 48 hours prior to the requested closure. The notice must be in the form of a letter stating the time and duration of the closure, the contractors name and contact information. A copy of the notice must be provided to the Water Distribution Department (utilityserviceperson@kelowna.ca).

- Contractors may apply for a bulk fill station account for construction water by calling 250-469-8600. There are two active fill stations available 24 hrs a day/7 days a week. Stations are located at 1610 Dilworth Dr (off Leckie Pl) and 890 Baillie Ave (across from 895 Baillie Ave). Contractors must have a 3 inch female cam lock fitting to connect to the station.
- Contractors requiring remote site construction water supplied from fire hydrants may apply for a hydrant use permit by calling 250-469-8600. The City of Kelowna will provide an enclosed 2 inch backflow assembly with a 2 inch controlling valve that may be operated by the contractor. The contractor will require a 2 inch female cam lock fitting to connect to the assembly. City staff will deliver and install the backflow assembly and pressurize the hydrant and backflow assembly for usage. Contractors are not permitted to operate the fire hydrant. The permit will expire at 2:30 pm on the last requested day of the permit.

Emergency Services and Transit Notification (Road Closures) – Emergency Service providers (i.e. Fire, RCMP, Ambulance) must be notified at least **72 hours** in advance of any road **closures**. In addition, BC Transit must be notified of any road closure or detour on bus routes at least **1 week** in advance. Contact information is as follows: The City of Kelowna will send out these notifications as per the time restrictions.

- **Firehall** 250-469-8801 / Dispatch Fax 250-862-3371
- **RCMP** 250-762-3300 / Dispatch Fax 250-491-2383
- **Ambulance** 250-828-5855 / Dispatch Fax 250-374-2267
- **BC Transit** 250-860-8121 / Dispatch Fax 250-862-3349

Public Notifications (Road Closures) – It is the Permittee’s responsibility to notify the public at least 72 hours in advance of any road closures. Minimum 75cm x 75cm orange and black static signs can be used on local roads. Digital message boards are to be used on Arterial and Collector roads. A letter on company letterhead must be hand delivered to residents and businesses impacted by the closure, stating the closure location, date, time(s) and contact info must go out at least 72 hours prior to any closures. A copy of the letter must be submitted as part of the RUP application.

Prime Contractor Designation - The Permittee, by signing the Road Usage Permit Applications, accepts the role and responsibilities of the Prime Contractor – Workers Compensation Act -118, and are responsible for all aspects of the work, as per all City of Kelowna Bylaws, Ministry Manuals and WorkSafe BC regulations. The Permittee, having a third party or other employees sign a Road Usage Permit on their behalf, **MUST** issue the City of Kelowna an authorization letter allowing said employee(s), or third party, to sign on their behalf.

During The Job

Quality of Work – All work must be completed as per the City of Kelowna’s Subdivision, Development and Servicing bylaw and MMCD specifications.

Maintaining the Road Usage Permit – Any change or modification to the job parameters requires an update to the Road Usage Permit. Other permits and plans such as the Traffic Control Plan should also be updated, as required, and approved by the City of Kelowna.

Inspection/Maintenance – It is the responsibility of the permit holder to ensure that all temporary traffic control devices (e.g., delineators, temporary pavement markings, etc.), identified in the traffic control plan, are inspected regularly and maintained in working condition throughout the duration of the job. The City of Kelowna may periodically inspect worksites to ensure continued compliance with the Road Usage Permit and the traffic control plan.

Documentation of Traffic Control - Good record keeping is necessary for traffic control related to road work. Such records are essential in the case of a traffic accident involving litigation. Although such record keeping can be time consuming, particularly for a moving operation, it is important to record significant traffic control actions taken by field crews.

Revisions of Traffic Control - When the inspection process reveals a condition that requires changes, the documentation should include the following:

- Description of change needed, when it was noted, and by whom.
- Instructions given to make changes.
- What and when changes or replacements were made and, if deferred, why.

Temporary Restorations - Temporary restorations to road surfaces due to excavations and other construction activities will be completed as per City of Kelowna specifications and **MUST** be maintained by the permittee on a twice daily bases, including weekends.

After The Job

Permanent Restorations - Permanent restorations to roadway due to excavations and other construction activities will be completed as per City of Kelowna supplemental specifications or as may be required by Contract Documents prepared by the Consulting Engineer. The work zone should also be cleared of all equipment, materials, and the ROW should be restored to a condition equal to or better than its condition prior to starting the work.

Removal of Traffic Control Devices - All temporary traffic control devices (including signage) must be removed at the end of the job.