Utility organizations are responsible for consulting with and/or obtaining all required approvals and consent for utility infrastructure on highway right-of-ways from other applicable agencies and entities, including (but not limited to):

- Federal and provincial regulators
- Federal, provincial, and local governments
- First Nations
- Adjacent landowner
- Other utility organizations

Include the following information and documents with your highway use permit application to undertake works on or along a highway:

- Highway name(s), between specific locations on the highway
- Dates for installation of the works
- Provide a letter indicating the scope and nature of the works
- Include a traffic management plan
- A Certificate of Insurance, if required
- An Irrevocable Letter of Credit (ILOC), if required

Include the following information with the project plans:

- Area map showing location of the parcel (according to size of undertaking)
- Plan to scale of the site layout (1:5000)
- Profile: horizontal (1:5000), vertical (1:250)
- Details: on suitable scales

The plans should include the following information:

- The date it was drawn
- The scale
- The north arrow
- The boundaries of highway right-of-way affected
- The position, within the boundaries, of all existing public works and the authority responsible and all private works with names of owners
- The proposed position of your works within the boundaries
- Show details of the method you propose to support, or shore your works, where any public works are affected. Shoring must be designed by a qualified Professional Engineer and done in accordance to WorkSafeBC rules

- The details of any structures and appurtenances used to support traffic, including:
  - Tanks
  - Bridges
  - Manholes
  - Culverts
  - Lamp poles
  - Retaining walls
  - Surface boxes

- Show exactly how and to what extent you propose to use any land or works under the control of the Minister of Transportation and Infrastructure
- A professional engineers (P.Eng) seal and signature for any works within the provincial highway right-of-way that fall within the scope of “engineering” under the Engineers and Geoscientists Act
- A signature block for the Ministry of Transportation and Infrastructure
- Plan number and date
- Include specifications on how you will carry out the work within the boundaries of the highway right-of-way

www.gov.bc.ca/highway-use-permits