



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
- An [authorization letter from the owner](#) if someone else, such as an agent, is applying on the owner's behalf

**Project Drawings**

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 details of any structures and appurtenances used to support traffic, including:

- Tanks
- Bridges
- Manholes
- Culverts
- Lamp poles
- Retaining walls
- Surface boxes

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

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