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## GUIDELINES

City of Nanaimo Traffic and Highway Bylaw 1993, No. 5000 and its amendments, requires that anyone planning work on City streets, sidewalks, rights-of-way and other City property, must have a Work In City Streets Permit.

To expedite the processing of your application, the following requirements and information need to be included:

- **Application fee of \$25.00.**
- **Bonding in the amount equal to 10% of the total value of the work to be carried out and in all instances, not less than \$500.00, in the form of cash or certified cheque.**
- **Proof of a valid public liability insurance in the amount of \$2,000,000 against personal injury, death, or property damage occurring upon, on or about the site. The policy must include the City of Nanaimo as additional insured.**
- **A detailed and scaled plan showing the exact location of the site/work involved.**
- **A 24 hour emergency telephone number in the event there are problems with the work after hours. The City will contact you to correct deficiencies.**

As well as completing the above, the permit holder is responsible for a variety of conditions; although not an exhaustive list, here is an example of some of those:

Work Affecting Adjacent Properties - In

some instances, access, utility disruptions and/or landscaping to businesses, residences, and public places may be impacted by you working on City streets. The applicant is responsible for notifying the residents or businesses who will be affected by the work, detailing the date, time, duration, area, temporary traffic routing or parking.

Large or disruptive projects may require advertisements in newspapers and other local media.

**Road Closures** - Any equipment or vehicles or combination of vehicles and equipment that narrow or close a travel lane, must be controlled by qualified flagpersons. Flagpersons and traffic control must conform to the regulations as outlined in the **Ministry of Transportation Traffic Control Manual for Work on Roadways**.

Road closures that have an impact on traffic flows on our major road network **may not necessarily be approved.**

A more detailed list of requirements and conditions are included with your approved permit or can be referenced in the City's Bylaws.

**For more information or explanation  
call the Construction Division  
at 250-756-5321.**

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# WORKING IN CITY STREETS AND RIGHTS- OF-WAY



**ENGINEERING AND  
PUBLIC WORKS DEPARTMENT**  
[www.nanaimo.ca](http://www.nanaimo.ca)