Street Occupancy Permits

Street occupancy permits grant permission to an individual or company to work from the public right of way including street, sidewalk and boulevard. All work from the City right of way requires a permit. Street occupancy permits can be used to reserve parking stalls, close travel lanes, or create detours for pedestrians and vehicles.

How to obtain a permit

In person: The Engineering Counter is located on the second floor of City Hall and is open for permit application Monday – Friday, 8 a.m. – 4:30 p.m.

On the phone: The Engineering Switch Board (250.361.0300) will direct you to a Transportation Technician who will assist you with the permit process.

Payment: Payment and meter hood pick up is located on the first floor of City Hall at the Public Service Centre. Credit card payment can be taken over the phone.

Sidewalks

What it will cost:
- Each 13m$^2$ of occupancy $10/day

When occupying a sidewalk:
- Pedestrian and wheelchair access must be maintained at all times.
  - 2.0m clear in downtown core;
  - 1.5m elsewhere.
- Accessible temporary walkways may be created in an adjacent lane with the use of temporary wheelchair ramps and appropriate traffic control devices.
- Weight restrictions may apply around under sidewalk basements.
- Walk through scaffolding permits are provided free of charge.
- Any damage to City infrastructure is the applicant’s responsibility to repair.

Roadway

What it will cost:
- Metered Street: each parking stall or each 13m$^2$ of road occupancy $20/day
- Unmetered Street: each parking stall or each 13m$^2$ of road occupancy $15/day

When occupying a parking lane:
- Permits can be issued for vehicles actively used for construction. Permits are not issued for all day employee parking.
- Parking can be reserved by a City of Victoria crew for a $40 fee.
- Meter hoods can be rented if applicant wishes to reserve their own parking.
- Permits can be issued for any legal parking stall. Permits may be issued in no stopping zones based on site specific conditions. Please contact a Transportation Technician for details.

Travel Lane

What it will cost:
- Lane Closure: Each bicycle or motor vehicle lane closed is charged a $25 fee in addition to the roadway charges per 13m$^2$ occupied.

When occupying a travel lane:
- Applicant must comply with the most current version of the Traffic Control Manual for Work on Roadways
- All work zones must be set up by certified traffic control persons; the City of Victoria does not provide flaggers.
- In the event a work zone does not require flaggers a City of Victoria crew may be available to set up the traffic control for a fee; typically $40.
- Impacts to travel lanes on arterial roads are not permitted based on time of day and direction:
  - inbound lanes 6 – 9 a.m.
  - outbound lanes 3 – 6 p.m.
- Bicycle lanes must be treated like a motor vehicle lane for all purposes.

When applying for a permit you will need to provide the following information:
- Who the permit is for: company name, contact name, phone number, e-mail/fax
- What the permit is for: area of occupancy and description of work
- Where is the permit for: address, street or parking stall number you are occupying
- When is the permit for: date, duration of work and time of day

QUESTIONS? FOR MORE INFORMATION

Contact a Transportation Technician by phone Monday to Friday, 8 a.m. – 4:30 p.m.
T 250.361.0300
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