

Street Occupancy Permit Information

Street Occupancy Permits are required for any work that will impact or take place on the City right-of-way (all areas between property lines including streets, boulevards or sidewalk). They can be issued for permission to occupy the sidewalk or boulevard or obstruct lanes on the road.

To prioritize vulnerable road users, the City has specific guidelines for work being done on [walking routes](#) and [cycling routes](#).

How Applications are Reviewed

Applications are reviewed to determine the impact to the City's road network and other work taking place.

The minimum required time for an application to be submitted is **two business days** before the work starts. If your request requires parking removal on residential streets, then the City requires **five business days** in order to provide enough notice for residents to move their vehicles out of your work zone.

For intermediate and major impacts, more time before work starts is required to ensure we can communicate to the public any large impacts which will help your traffic management.

Many factors may influence permitting lead times and approvals, such as location, impacts to traffic, circulation, accessibility, transit and coordination with other construction and events.

Minor Impacts

Recommended Application Time: One week prior to notify Emergency Services and BC Transit (if applicable).

- Typically occur on a local street for one day or less or only impact roads during off-peak hours
- Typical traffic management would be single lane alternating or lane reductions in mid-block
- Public notice is not usually required

- Traffic Control Plans using Ministry of Transportation and Infrastructure standards or custom plans are generally required

Intermediate Impacts

Recommended Application Time: Two weeks prior to allow for review and notice.

- Typically have a significant impact to an arterial or collector street for less than one day or a smaller impact on a local street for more than one day
- Usually require notice to the public through letters and variable message boards, Emergency Services
- Planning with BC Transit for bus stop relocation and detour routing if applicable
- Impacts can be mitigated through scheduling work for off-peak hours or completing the work in stages
- Typically require a traffic control plan developed by a qualified traffic control person or a traffic management plan following the Ministry of Transportation and Infrastructure [guidelines](#)

Major Impacts

Recommended application time: Two months prior to allow for comprehensive review, required changes and notice.

- Typically have significant impact for more than one day on arterial or collector streets
- Require **advance** notice to Emergency Services and the public through letters and variable message boards
- Planning with BC Transit for bus stop relocation and detour planning if applicable
- Impacts can be mitigated by scheduling work for off-peak hours, evenings or weekends
- **Require** Initial Project Category Assessment score and subsequent correct Category Traffic Management Plan as outlined by Ministry of Transportation and Infrastructure [guidelines](#)

Fees

Impact Type	Per 13m squared or portion
Sidewalk	\$10 per day
Roadway- Metered Street	\$20 per day
Roadway- Un-metered Street	\$15 per day
Lane Closure	\$25 per day for each vehicle or bike lane

Fees are determined through a calculation of the area of sidewalk and/or roadway occupied and the number of lane closures. If City of Victoria staff need to reserve parking there will be an additional \$40 fee. A parking space is equivalent to 13 metres squared.