DRIVEWAY PERMIT PROCEDURE

GENERAL

In conformance with the City of Brantford Municipal Code, Utility Companies, Contractors and any other Agencies, Companies or Individuals (Applicants) desiring to work within the public right-of-way to construct, alter, or extend a driveway approach, it is necessary to obtain a driveway permit from the City of Brantford.

When applying for any Driveway Permit, the necessary documentation must be provided, an application will not be reviewed for approval until all of the conditions have been met:

- Proof of Public Liability and Property Damage Insurance (minimum amounts of $2 million per contractor per year) – "The Corporation of the City of Brantford" to be included as Additional Named Insured on this policy.

- Security deposit in the minimum amount of $2,000.00 (any other additional amount may be requested by Operational Services and/or the Public Works Commission) – payment can be made by cash deposit, cheque, credit card or bond.

- Applicable driveway permit fee according to work being performed, see Figure 2 – Driveway Permit Fees.

- The applicant is responsible for obtaining a "*General Building Trades Licence*". This licence is available from the City Clerk's Office, City Hall, 100 Wellington Square, Brantford, for accurate information regarding the cost and licence requirements please visit the City's Website.

- Any contractor or resident intending to occupy space within the road, sidewalk or boulevard for longer than 30 minutes is required to obtain a Temporary Road/Sidewalk Occupancy Permit (see details below).

For both a pre-existing and a new driveway a Driveway Permit must be applied for at least ten (10) business days prior to the intended commencement of work. The most current application form must be completed in order to prevent any delays from the work being performed. If the application is not completed correctly, it will be returned to the applicant for reissuing. The request must include an appropriate sketch or plans showing all information/data as to the location, purpose, height, depth, width, length, etc.

OPERATIONAL SERVICES

The Driveway Permit Application will be referred to the Supervisor of Operational Services (see Figure 1attached contact persons) who shall:

- Inspect the site of the proposed works.
- Shall issue the permit with conditions for sidewalk and curb removal and replacement, or shall provide reasons why the permit cannot be issued. Saw-cutting of existing curbs for driveway drop curb access is NOT permitted.
- Inspect the work to ensure that the standards of the City of Brantford (*O.P.S.S.; M.T.0. Manual of Uniform Traffic Control Devices*) are adhered to with emphasis on safety, and traffic control.
- Any damage or restoration fees will be invoiced after final inspection, failure to pay will result in a claim against the security deposit.

If hazardous situations arise due to spills, neglect, or any other causes, the Operational Services Department shall, at the applicant's expense, take all reasonable precautions to protect the safety of the public. The applicant will be notified as soon as possible of the deficiency and of the remedial action(s) carried out. If situations requiring immediate attention by the Operational Services Department arise after normal working hours, the applicant will be notified on the next regular business day.

TEMPORARY ROAD/SIDEWALK OCCUPANCY PERMIT

The temporary use of any portion of the City-owned right-of-way requires approval from the City, in accordance with City of Brantford By-law No.117-2007. Any contractor or resident intending to occupy space within the road, sidewalk or boulevard for longer than 30 minutes is required to obtain a Temporary Road/Sidewalk Occupancy Permit. A permit can be obtained on the City's Website. This permit process helps to ensure that work being performed within the municipal right-of-way is completed in a safe and consistent manner.

Processing time for permit application review is typically 10 working days once all required documents have been submitted to the satisfaction of the City of Brantford. An expedited permit is available for an additional 25% charge, excluding full road closures. Full road closure requests will require additional notice with 15 working days being the recommended minimum.

Permit fees start at $85 for a partial closure for 30 days or less and increase to $550 for a full road closure lasting longer than 30 days. Additional details are available on the City of Brantford's website.

The following documentation must be received by the Engineering Services Department before approval can be provided for the temporary road closure:

A. Certificate of Insurance in the minimum amount of $2,000,000 naming the "Corporation of the City of Brantford" as an additional insured.

B. Copy of written notification to residents/businesses abutting the affected road section informing the residents/businesses of the proposed closure.

C. Traffic Control Plan in compliance with OTM (Ontario Traffic Manual), Book 7.

D. Approved Street Excavation Permit and/or other related permits.

E. Applicable Road Occupancy Permit fees.

For additional information, contact Laura Welsh, Transportation Technician of the Engineering Services Department at 519-759-4150, Ext. 5428.

Figure 1

CITY OF BRANTFORD CONTACT PERSONS		
DEPARTMENT/SECTION	AUTHORITY	CONTACT INFO
PUBLIC WORKS COMMISION	PERMIT APPLICATIONS	519-759-4150 EXT 5400
OPERATIONAL SERVICES	PERMIT AUTHORIZATION AND INSPECTIONS	519-752-4832 EXT 5756 519-732-8171 (CELL)
PUBLIC WORKS COMMISSION	TEMPORARY RIGHT OF WAY OCCUPANCY APPLICATION & PERMIT	TRANSPORTATION TECHNICIAN 519-759-4150 EXT 5428

Figure 2

DRIVEWAY PERMIT FEES	
NEW RESIDENTIAL DRIVEWAY	$175.00 PER PERMIT
EXTENSION/ADDITION RESIDENTIAL	$60.00 PER PERMIT
COMMERCIAL DRIVEWAY	$175.00 PER PERMIT