

**Contact Information**

Company Name: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Parking Space Information**

Road/Street address: \_\_\_\_\_  
 Location description: \_\_\_\_\_  
 \_\_\_\_\_  
 # of parking spaces: \_\_\_\_\_ Date and time information: Dates: \_\_\_\_\_  
 Hours: \_\_\_\_\_  
 Purpose: \_\_\_\_\_

**Costs**

\$5.00 per day (excluding weekends) per parking space must be paid at the time this application is submitted.

Spaces being occupied with: \_\_\_\_\_ Vehicle(s) Other \_\_\_\_\_  
 \_\_\_\_\_ X \_\_\_\_\_ X \$5 = \_\_\_\_\_

**Application Checklist**

- Prime Contractor Designation Letter
- Certificate of Insurance
- Transit
- Site Plan
- Permit Fee
- Public Works were contacted regarding impact to transit/garbage routes

**Agreement**

I HEREBY AGREE to the terms stipulated herein and further agree to indemnify and save harmless the City against any and all claims, actions, or expenses whatsoever or by whomsoever brought against the City by the reason of the City granting us this Parking Space Occupation Permit.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete the application must include this completed form and required fees.

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act.

\_\_\_\_\_  
 Owner's Signature

\_\_\_\_\_  
 Date

**Permit Status (Office use)**

- Certificate of Insurance
- Utilities Department
- Impact to bus service
- Bylaw Services
- Impact garbage and recycling collection
- Building re: Part 8 of BCBC

Request is denied for the following reason(s): \_\_\_\_\_  
 \_\_\_\_\_

Request is approved with the following change(s): \_\_\_\_\_  
 \_\_\_\_\_

Request is approved as submitted: \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ Director of Public Works Operations or Designate