City of Richmond

Construction Encroachment Permit Application – 2026

Engineering and Public Works Division
6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca **engineeringrequest@richmond.ca**

Refer to the *Construction Encroachment Bylaw No. 9833*. The conditions in Bylaw No. 9833 shall apply for any underpinning works and construction fence encroaching upon, under, or over City property or right-of-way, and any crane swing over City roadways.

Applicant: _____
Registered Owner of Site or Agent on Behalf of the Owner

Email: _____ **Tel. No.:** _____

This application is submitted for the design and construction of (one permit per application):

☐ Underpinning Works ☐ Construction Fence ☐ Crane Swing

Is this application for permit renewal? ☐ Yes ☐ No

City File Number: (if applicable) UW_____

Site Address: _____
Civic Address of Site

Legal Description of Site: Lot:_____ Section:_____ Block:_____ N. Range:_____ W. Plan:_____

Underpinning Works Permit

Leave this section blank if you are not applying for an Underpinning Works Encroachment Permit.

I have submitted the following information:

☐ Certificate of comprehensive general liability insurance naming the City as additional insured for (select one that is applicable):

- ☐ If the proposed Underpinning Works will be located within 30 meters of an adjacent structure: $10,000,000 per occurrence;
- ☐ If the proposed Underpinning Works will **NOT** be located within 30 meters of an adjacent structure: $5,000,000 per occurrence.

☐ Three (3) copies of sealed report and design drawings from a Professional Engineer detailing, as a minimum, the following information:

A. Description and location of Underpinning Works, including the depth, length, and number of Underpinning Works and dimensions to property lines and adjacent infrastructure. All units to be metric.

B. Area of excavation face abutting City property (m^2):_____

C. Details and timeline for which the Underpinning Works will be removed, de-tensioned or fully grouted in accordance with Section 3.2.1 of Bylaw No. 9833.

D. Estimated cost to remove upper two metre portion of the Deep Soil Mixing wall within City property or Statutory Right of Way, de-tension or fully-grout the Underpinning Works: $_____

E. All City and/or third party utilities and infrastructure within the City property impacted by the Underpinning Works.

F. Covering letter from the Professional Engineer with a summary of the information above.

G. Simplified plan showing the area of encroachment into City property, with dimensions from property line. This is in addition to the detailed design drawings.

Construction Fence Permit

Leave this section blank if you are not applying for a Construction Fence Permit.

I have submitted the following information:

☐ Certificate of comprehensive general liability insurance for $5,000,000, per occurrence, naming the City as additional insured.

☐ Three copies of sealed report and design drawings from a Professional Engineer detailing, as a minimum, the following information:

H. Description and location of the Construction Fence, including height, length and dimensions to property lines and adjacent infrastructure. All units to be metric.

I. Length of Construction Fence (m):_____

J. Area of the Construction Fence encroaching into City property (m^2):_____

K. All City and/or third party utilities and infrastructure within the City property impacted by the Construction Fence Works.

L. Covering letter from the Professional Engineer with a summary of the information above.

Crane Swing Permit

Leave this section blank if you are not applying for a Crane Swing Permit.

For more information visit: richmond.ca/Business-Development/Building-Approvals/Reports/Bulletins.

I have submitted the following information:

☐ Certificate of comprehensive general liability insurance naming the City as additional insured (select one that is applicable):

☐ If the proposed crane swings will be located within 30 meters of adjacent City Highway (including but not limited to streets, roads, lanes, bridges, viaducts, and any other way open to public use): $10,000,000 per occurrence;

☐ Please provide the following information:

M. Description and location of the Crane: (All units to be ***metric***)

Note: *The below information must be included on the current Key/Site Plan (complete with all existing off-site utilities) of the proposed development and submitted to the Engineering Planning Department for review.*

i) Area of Crane Foundation (m^2):_____

ii) Length of Crane Boom (m):_____

iii) Height of Crane (m):_____

iv) Distance to the nearest E-W property line (m):_____

v) Distance to the nearest N-S property line (m):_____

vi) Approx. Duration (MM/YY – MM/YY):_____

N. Crane type credentials / information:

i) Legal Name of Crane Operating Company:_____

ii) Email:_____ Tel:_____

Notes

- City of Richmond and its directors, officers, employees, elected officials, representatives, affiliates, subsidiaries, personnel and agents must be named as additional insureds under such insurance coverage.
- Such insurance coverage must contain a cross liability or severability of interest provision where the policy applies to each insured in the same manner and to the same extent as if a separate policy had been issued to each insured.
- Such insurance coverage must contain a waiver of subrogation clause against the City and its directors, officers, employees, elected officials, representatives, affiliates, subsidiaries, personnel and agents.
- Such insurance coverage must not be cancelled, terminated, lapsed, or materially reduced without at least 60 days written notice to the City.
- Certificate of Insurance must be issued by a licensed Canadian broker or insurer.
- If there are multiple Underpinning Works, Construction Fencing, and Crane Swings at a given site, separate applications forms must be submitted for each Underpinning Works, Construction Fencing, and Crane Swing along with the associated Insurance documents and drawings.
- All issued Underpinning Works, Construction Fencing, and Crane Swings Permits are valid for a period of 12 months following the date of issue. If encroachment works are to continue beyond permit expiry, a permit renewal must be completed by submitting a new Construction Encroachment Permit Application Form and paying the renewal fee(s).

Third-Party Approval

Written approval is required from any third parties affected by the Underpinning or Construction Fence.

Select one of the following options:

☐ I have submitted written approval from third parties affected by the Underpinning or Construction Fence Works.

☐ Not Applicable – no impact to third parties.

Note: *The issuance of a Crane Swing Permit does not relieve the permit holder of the obligation to obtain any additional approvals, consents, or access rights that may be required for crane operations involving airspace over private property or over City-owned property other than a City Highway. Furthermore, the issuance of such permit does not limit, waive, or otherwise affect the permit holder's liability for any damages, claims, or legal actions arising from or related to the Crane Swing over private property or City property.*

Letter of Authorization

A Letter of Authorization is required for Underpinning Works, Construction Fence or Crane Swing permits where the applicant is not the Registered Owner.

Select one of the following options:

- ☐ I have submitted a Letter of Authorization from the Registered Owner.
- ☐ Not Applicable – Applicant is Registered Owner.

Fees

The following fees will need to be paid prior to permit issuance (subject to change in accordance with the *Consolidated Fees Bylaw No.8636)*:

Note for all permit types: *At the time of application, the only fee due is the Application Fee.*

Underpinning Works Permit:

- ☐ Application Processing Fee: $573.00
- ☐ Inspection fee: $274.00
- ☐ Encroachment fee: _____
  $60.50 x area in Item B above
- ☐ Security deposit: _____
  $5,700.00 + 105% of estimated cost identified in Item D
- ☐ Application Renewal Processing Fee: $573.00

Construction Fence Permit:

- ☐ Security deposit: $5,700.00
- ☐ Application Processing Fee: $118.00
- ☐ Inspection fee: $274.00
- ☐ Encroachment fee: _____
  $12.00 x area in Item H above
- ☐ Application Renewal Processing Fee: $118.00

Crane Swing Permit:

- ☐ Application Processing Fee: $573.00
- ☐ Application Renewal Processing Fee: $573.00

I, the applicant, have read the requirements of the *Construction Encroachment Bylaw No. 9833* and of this application and I agree to comply with the requirements contained therein and herein as well as with any permits issued by the City pursuant to this application.

I, the applicant, agree that at all times in connection with the subject matter of this application, I will comply with all federal, provincial and municipal laws, bylaws, regulations, policies, codes, ordinances, guidelines and standards, including, without limiting the generality of the foregoing, in accordance with the City's bylaws entitled *Construction Encroachment Bylaw No. 9833*.

I, the applicant, agree to waive, remise, release, indemnify and save harmless the City and the City's officials, officers, employees and agents from and against all claims, demands, losses, costs (including legal costs), damages, actions, suits, or proceedings whatsoever brought by reason of, or arising from, the issuance of a Permit by the City or the proposed Underpinning Works, Construction Fence, and/or Crane Swing by or on behalf of the applicant.

I, the applicant, agree to release the City and the City's officials, officers, employees and agents from any losses the applicant and/or the applicant's officers, directors, employees, agents, contractors, subcontractors, licensees, permittees and/or visitors may sustain relating in whole or in part to the construction, repair, use, replacement or removal of the Underpinning Works, Construction Fence, and/or Crane Swing.

The terms and conditions of these indemnity and release provisions shall survive the removal of the Underpinning Works, Construction Fence, and/or Crane Swing.

I, the applicant, acknowledges and agrees that by signing this application, I am agreeing that if a permit is issued by the City regarding the subject matter of the application, that the application, all required documentation and the permit shall collectively constitute an agreement between the applicant and the City for the applicant to construct and use the proposed Underpinning Works, Construction Fence, and/or Crane Swing in accordance with this application, the *Construction Encroachment Bylaw No. 9833*, all required documentation and the permit.

Registered Owner of Site: _____
Print Legal Name

Signature: _____ **Date:** _____

Mailing Address: _____

E-mail Address: _____

For Office Use Only
Application / Renewal Fee:

- ❑ Underpinning Works: $573.00
- ❑ Construction Fence: $118.00
- ❑ Crane Swing: $573.00