



Construction Encroachment Bylaw No. 9833 – Crane Swing Permit

No.: ENGINEERING-07
Date: 2025-07-03

Purpose:

To inform owners, applicants, designers, and builders of upcoming construction work of the requirement to obtain a Crane Swing Permit for the installation of a fixed construction crane that will swing over City highway as required by *Construction Encroachment Bylaw No. 9833*.

Background:

Summary of Richmond's Construction Crane Installation Requirements

In 2024, Richmond City Council adopted Bylaw No. 10599, which amended the *Construction Encroachment Bylaw No. 9833* to introduce a requirement for a Crane Swing Permit, which must be obtained prior to the construction or use of any fixed crane that will swing over City roadways. This requirement applies to any fixed construction crane, including tower cranes, used to move materials vertically and/or horizontally, but does not apply to wheel-mounted cranes or crawler cranes.

The Crane Swing Permit application requires the applicant to indemnify the City against all claims for damages, provide proof of insurance, and provide a security deposit. Crane Swing Permits will expire 12 months after the date of issuance or earlier if it is specified in the permit.

Permit Requirements:

Insurance

To receive a Crane Swing Permit the following general liability insurance is required based on where the crane in question will be situated:

- 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.

Insurance Notes:

Please be advised of the following requirement for insurance documents to be submitted.

- 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).

See over →

Third-Party Approval

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.

Requirements

In addition to the insurance mentioned above, please provide the following information:

- Description and location of the crane, including: (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.*
 - Area of crane foundation (m²)
 - Length of crane boom (m)
 - Height of crane (m)
 - Distance to the nearest E-W property line (m)
 - Distance to the nearest N-S property line (m)
 - Approximate duration (MM/YY – MM/YY)
- Crane type credentials/information:
 - Legal name of Crane Operating Company
 - Contact information (email and phone number)

Permit Application Process:

1. The applicant can find the [Construction Encroachment Permit Application Form](#) at the City of Richmond website under [Forms, Records, and Information](#) → Other Applications or under [Application Forms & Information](#) → Construction Encroachment Permit Application.
2. Complete and submit the form to the City of Richmond's Engineering Planning Department at Engineeringrequest@richmond.ca where it will be reviewed for approval. The application must be submitted at least 30 days before the crane activity.
***Note:** 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 information must be included on the current Key/Site Plan of the proposed development and submitted to the Engineering Planning Department for review.*
3. Once the application has been approved, applicants are required to pay the associated fees outlined in the fees section of the [Construction Encroachment Permit Application Form](#) (subject to change in accordance with the *Consolidated Fees Bylaw No. 8636*).
4. Once all associated fees have been paid, the City of Richmond's Engineering Planning Department will issue the permit to the applicant.

Renewal Process:

All issued Crane Swing Permits are valid for a period of 12 months following the date of issue. If a Crane Swing is required for a longer period of time, then the applicant can submit for a renewal. Such request must be submitted at least 30 days before the expiry date of the permit, to the City of Richmond's Engineering Planning Department following the same path as the **Permit Application Process** above.

City Contact:

Should you have any questions, comments, or concerns regarding this bulletin, please contact the City of Richmond's Engineering Planning Department at 604-276-4289.

Additional Resources:

- [Construction Encroachment Permit Application Form](#)
- [Construction Encroachment Bylaw No. 9833](#)