

# A General Guide to Designing and Constructing Works in Surrey Rights-of-Way

*This guide describes the Engineering Department's requirements when constructing municipal infrastructure within Surrey roads and rights of way in conjunction with land development or issuance of a building permit.*

## General Information

All infrastructure which will be owned, operated or maintained by the City of Surrey must be designed and built to City standards and must have permits issued by the Engineering Department prior to starting construction. A professional standard drawing prepared by a qualified consulting professional engineer is required. All consulting engineers should be familiar with the City's design and construction requirements as outlined in the most current versions of the **Design Criteria Manual** and the **Standard Construction Documents**. These documents are available on the City's website at

<http://www.surrey.ca/Doing+Business/City+Utilities/Engineering+Publications.htm>

Bound paper copies are available for purchase at the Engineering Front Counter at City Hall for \$30.00 each.

All construction shall also be completed in accordance with the latest version of the **Master Municipal Construction Document – Volume II (MMCD)**. The MMCD is available at: Support Services Unlimited, Suite 302, 1107 Homer Street, Vancouver, BC V6B 2Y1 (telephone: 604-681-0295).

## Working in the Roads and Rights-of-Way

Prior to starting construction, a **City Road & Right of Way Permit** and a **Traffic Obstruction Permit** issued by the Engineering Department are required to work in the roads and rights of way. Contractors must follow the terms of the City's **Traffic By-law # 13007** and follow traffic control measures specified in the **B.C. Traffic Control Manual for Work on Roadways**. Information is available for all permits at the Engineering Counter at City Hall. A traffic control plan may be required.

When working within Provincial Highways, a permit from the Ministry of Transportation is also required.

Contractors must be skilled with all aspects of construction when working within the City's road right of way and must provide the City confirmation in three key areas: Insurance, WorkSafeBC Registration and a City of Surrey Business License.

Contractors are required to provide a \$5,000,000 insurance certificate which names the City of Surrey as an additional insured, as proof of valid insurance prior to the start of construction. The Certificate of Insurance is obtained from your insurance broker. The Certificate is available on the City's website using the Search utility on the home page.

The Contractor is also required to provide the City confirmation of current registration in good standing with WorkSafeBC. Confirmation that for purposes of the Occupational Health and Safety Regulation of the Province of British Columbia, B.C. Regulation 296/97, the Contractor shall be the "prime contractor" for the work and shall comply with all requirements of the aforesaid regulation, and shall provide a copy of his Safety Program as accepted by WorkSafeBC.

## Further Information

For further information or to obtain permits please contact:

City of Surrey – Engineering Department - Engineering Counter  
14245 – 56 Avenue, Surrey, BC V3X 3A2  
Telephone: 604-591-4340 Fax: 604-591-8693  
[engineering@surrey.ca](mailto:engineering@surrey.ca)

This guideline is intended to provide general information only. City bylaws and policies shall take precedence.