

**Requirements for Environmental/Geotechnical Drilling/Monitoring Permits  
on City Right-of-Way or Property**

A City Road and Right-of-Way Use Permit (CRRP) and Traffic Obstruction Permit (TOP) are required when working on a City Right-of-Way or property and/or when creating an obstruction.

Prior to permits being issued, the Prime Contractor must have the following documents:

- Designation of Prime Contractor (DPC) form fully completed with a valid WorkSafeBC account number.
- Valid Insurance Certificate with a minimum \$5M liability coverage with the City of Surrey named as insured.
- Valid City of Surrey business license or Inter Municipal business license.
- A site plan drawing showing the locations of the wells/boreholes. Wells/boreholes should be referenced by distances from property lines and property corners in two (2) directions for their accurate locations and be identified with designated well/borehole numbers. Well/borehole locations are to avoid conflict with City infrastructure and wheel paths on the roadway and other City concerns.
- Traffic management plan(s) (TMP) if traffic will be obstructed. The TMP will be forwarded to our Traffic Operations Section for approval and time restrictions could be applied as to when the obstruction is allowed, depending on traffic counts for the location. Night time work or non-peak hours could be implemented.
- Depending on the permitted hours of work, a Noise Exemption Permit may be required by our By-law Enforcement and Licensing Section depending on the location, amount of noise created, and proximity to residents.

**Fees:**

- Security deposit of \$1,000.00 is to be submitted for initial drilling of each monitoring well/borehole. **Security deposits must be paid for by cheque** and are fully refunded upon passing of surface restoration and decommissioning inspection to City standards. Cheques are to be payable to the "City of Surrey."
- CRRP fee is \$54.00 per well.
- TOP fee is \$54.00 per well.
- Inspection fee is \$70.00 per well.
- Noise Exemption Permit fee is \$50.00 (Contact By-law Enforcement and Licensing Section at 604-591-4370).

Note: CRRP, TOP, and inspection fees may be included in the security deposit cheque total or may be paid separately by cash or credit card.

**Annual Monitoring Permits:**

Additional CRRP and TOP are required for annual monitoring of the wells at a fee of \$108.00 **per well**, and are valid for a one-year period. The initial period begins from the date which the first annual monitoring permits are requested up to the Certificate of Insurance expiry date. Thereafter, the annual monitoring permits will be effective for a one-year period based on the Insurance expiry date.

TOP and fees may be waived for wells that do not obstruct traffic or where previous recent (less than one year old) TMPs are up to date and can be re-used at the discretion of our Traffic Operations Section. Wells located on the sidewalk will still require a TMP showing pedestrian detours.

If any monitoring wells/boreholes are installed on the sidewalk, then full panel replacement of sidewalk (expansion joint to expansion joint) is required when the monitoring well/borehole is decommissioned.

All documents, forms, and fees must be submitted prior to issuance of permits. Dates and duration of planned work must be provided.

Upon receipt of all required documentation, permits will be processed in receipt order.

BC One Call (1-800-474-6886) must be contacted for locations of any other utility company (BC Hydro, Telus, FortisBC, etc.) buried utilities information three (3) days prior to the work. DIGSHAW (1-866-344-7429) must also be contacted for locations of their underground infrastructure two (2) days prior to the work. Any other utility company with known buried infrastructure in the vicinity of work must also be contacted for their buried utilities location information prior to work.

All fees are subject to change.

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