

**PLEASE NOTE:** Work may not proceed until a Permit has been issued by the Transportation Maintenance Branch, Department of Highways and Public Works.

### **INSTRUCTIONS AND DESCRIPTION OF THE APPLICATION PROCESS**

1. The applicant shall provide the following required documents:

- Application form, completed and signed by applicant. Attach additional information as required to fully describe the proposed work;
- \$100.00 Application Fee (Cheques to be made payable to Government of Yukon; major credit cards and debit cards are accepted in Whitehorse office or by phone);
- Proof of insurance must be provided for the duration of work - see following note #2;
- A map (scale 1:50,000) or detailed sketch indicating the location and extent of work.

**All the above items are mandatory - the application process cannot proceed without them.**

**In Whitehorse** – the above documents may be submitted in person at 9029 Quartz Road, upstairs in Building 1275 or sent by email, fax, or mail (see bottom of page).

**In the communities** – provide the above documents to the local Road Foreman during normal working hours, the application will be forwarded to the Whitehorse office. The documents may also be sent by email, fax, or mail.

2. Insurance is a requirement for work in a highway or road right-of-way. Please provide a copy of liability insurance in the amount of \$2 million; the Government of Yukon must be named as “additional insured” on the policy.
3. If the work requires screening through Yukon Environmental and Socio-economic Assessment Board (YESAB) or requires other associated permits such as land use permits, copies of those authorizations will be required prior to the permit being processed.
4. Please note that depending on the extent and complexity of the work, as well as the current volume of permit applications received, the application process could take up to four to six (4-6) weeks to be approved.
5. If the permit has been approved, the applicant will be notified to review and sign the permit, agreeing to the conditions. A copy of the permit will be forwarded to the applicant and work may proceed. The permit will contain an expiry date. If the permit is denied, the applicant will be notified.
6. The applicant will be responsible to ensure that all conditions of the permit are adhered to during the work.

#### **Transportation Maintenance Branch (W-12)**

P.O. Box 2703, Whitehorse, Yukon, Y1A 2C6

Phone: 867-667-8250 • Toll-free: 1-800-661-0408 Ext 8250

Fax: 867-667-3648

Email: [highway.permits@gov.yk.ca](mailto:highway.permits@gov.yk.ca)



PERFORMANCE OF WORK WITHIN HIGHWAY RIGHT-OF-WAY  
**PERMIT APPLICATION**

Name of applicant / company	
Complete mailing address	
Phone number	
Fax number	
Email	

**WORK DETAILS**

Description of work:

Equipment to be utilized:

Contractor name (if applicable):

Proposed schedule: Start date: \_\_\_\_\_ Duration: \_\_\_\_\_

**LOCATION OF WORK**

Highway / road name <i>(if access is not to a main or secondary highway, provide normally used road name)</i>	Kilometer location
<input type="checkbox"/> Right side <input type="checkbox"/> Left side <input type="checkbox"/> Road surface <i>Right/left side is determined when looking in direction of increasing Kms</i>	Map coordinates\datum <i>(if no km available)</i>

**TYPE OF WORK (CHECK ALL THAT APPLY)**

<input type="checkbox"/> Installation of utilities/infrastructure	<input type="checkbox"/> Road maintenance (winter)
<input type="checkbox"/> Brushing/clearing/tree removal	<input type="checkbox"/> Road maintenance (summer)
<input type="checkbox"/> Earthworks (road surface)	<input type="checkbox"/> Work on roadway
<input type="checkbox"/> Earthworks (not road surface)	<input type="checkbox"/> Work off roadway

**TRAFFIC DETAILS (CHECK ALL THAT APPLY)**

<input type="checkbox"/> Temporary road closure	<input type="checkbox"/> Temporary lane closure
---	---

**ASSOCIATED PERMITS AND SCREENING (IF APPLICABLE). SUBMIT COPY OF PERMIT/APPLICATION.**

YESAA # \_\_\_\_\_  Other: Type: \_\_\_\_\_

**DECLARATION**

I understand that this is an application only and approval to perform said work has not been given at this time. Receipt of the signed permit from the Transportation Maintenance Branch will constitute permission to perform said work, subject to the conditions attached to the permit.

Applicant's name (print)	
Applicant's signature	Date

The personal information gathered on this form is collected under the authority of s29(c) of the *Access to Information and Protection of Privacy Act* and will be used for the purposes of administering any Yukon highway right-of-way under the *Highways Act* and associated regulations. All collected information will be managed in accordance with the *Access to Information and Protection of Privacy Act*. For further information, please contact the Director, Transportation Maintenance, Transportation Maintenance Branch, Box 2703 W-12, Whitehorse, Yukon Y1A 2C6 or (867) 667-5644.