

Guide To Special Event and Road Occupancy Permits

Most planned activities that take place within the City's roads or right of ways (including sidewalks and boulevards) require a permit. These permits are required to ensure the safety of the activity participants and the public in addition to ensuring repairs and clean-up are completed after the activity.

Special Event Permit

This permit is required for parades, farmers markets, walks/runs, sidewalk sales and any other related events that occupy the City's roads or right of ways. Special Events that require road closures, such as parades, will be reviewed by other departments and authorities (RCMP, Fire & Emergency Services, and BC Transit) for safety and dispatching implications. Events that require use of City owned parks or facilities will also require separate approval from the City.

Road Occupancy Permit

This permit is required for construction and utility related works and activities that occur within the City's road or right of ways. This includes but is not limited to water and sewer service installation/repair, new shallow or overhead utility installation (Hydro/TELUS/Shaw), large container placement and building construction/renovation that requires occupying the road, sidewalk or boulevard. Work calling for significant excavation and repair of the road or right of way surface will require the submission of a performance deposit.

Making an Application:

Applications or inquiries for both permit types may be made at the Engineering Department.

1212 2nd Street North (at rear of Cranbrook Public Library)
Cranbrook, BC V1C 4T6
(250) 489-0230
Or emailed to engineeringpermits@cranbrook.ca

[Special Event Permit Application](#) *click to download

[Road Occupancy Permit Application](#) *click to download

Both the Special Event and Road Occupancy Permit require certificates of insurance along with a detailed drawing and description of the planned activity.

Please allow for a minimum of 1 week for Special Event Permits requiring road closures and 48 hours for all Road Occupancy Permit Applications. Effort will be made to accommodate permits for emergency repairs.