

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 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 submission of a performance deposit.

Making Application:

Inquiries for both permit types and deposit reimbursement may be made by contacting the Construction Compliance Technologist at 250-489-0239 or emailing Engineering.Permits@cranbrook.ca

Completed applications with all supporting documents may be mailed or dropped off to:

City of Cranbrook

40-10th Avenue South, Cranbrook, BC V1C 2M8

[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. Efforts will be made to accommodate permits for emergency repairs