

Temporary Road Closure Application (2026)

(Incomplete Applications will not be accepted - please print in ink)

Temporary Road Closure Applications must be received by the Engineering Department at City Hall at least two weeks (14 days) before your Road Closure.

Applicant Name: _____

1. Special Event Temporary Road Closure ☐ Please Complete Sections A, B and C

Is there construction work or the use of heavy equipment within the road closure?

Yes ☐ No ☐ If Yes, a Street Work Permit is also required.

2. Temporary Construction Closure and Street Work Permit

Please complete Sections A and C and submit an application for a Street Work Permit.

Road ☐ Sidewalk ☐ Multi-Use Pathway ☐

- i. Street Work Permits can be obtained from Public Works (1399 Franklin Street) between the hours of 8 a.m. and 3 p.m., Monday through Friday at an additional cost. The Permit must be obtained 5 business days prior to construction mobilization.
- ii. Please ensure that all workers responsible for installing or removing traffic control devices or measures, and Traffic Control Persons (TCPs):
 - are competent workers and must not perform other functions while installing or removing traffic control devices.
 - are aware of the requirements of the Ontario Health and Safety Act (OHSA)
 - have been trained in the application of the Ontario Traffic Manual Book 7 and
 - have been given written and oral instructions in a language that they can understand.

A detailed map of the Traffic Control Plan must be included with this application detailing roads, sidewalks and multi-use pathways, routing, volunteers, start/finish areas, traffic control, barricades, tents, etc.

Cancellation of Permit:

The Permit may be cancelled immediately if the Applicant fails to comply with any of the terms and conditions of this document. Any unauthorized structures or works left on the permitted space may be removed by The Corporation of the City of North Bay at the Applicant's cost.

SECTION A:

Applicant Name: (First) _____ (Last) _____

Name of Organization, Company or Special Event:

The Applicant must be a person of authority with the Organization.

Phone: (____) ____ - ____ Emergency: (____) ____ - ____ Email: _____

Mailing Address: _____ Apt/Unit No.: _____

City: _____ Province: _____ Postal Code: _____

Proposed Location(s)/Routing: _____

Closure Start Date: _____ Time: _____

Road Re-open Date: _____ Time: _____

Start Time of Actual Event: _____ Finish Time of Actual Event: _____

In consideration of granting the Applicant a Road Closure Permit, the Applicant covenants and agrees as follows:

1. The Applicant shall use due care in the permitted space to ensure that no person is injured, no property is damaged or lost and no rights are infringed.
2. The Applicant shall be solely responsible for and shall indemnify and save harmless The Corporation of the City of North Bay, its officers, employees and agents from and against, all losses, claims, liabilities and demands arising from or in any way incidental to or connected with the use of the permitted space and the special event referred to below.
3. The applicant must supply to this office and maintain in effect a Certificate of Insurance and name **The Corporation of the City of North Bay** as an additional insured and confirming a minimum coverage of \$5,000,000 per occurrence of general commercial liability or a combination of general and umbrella liability. **Please note that additional provisions are required for live animals and pyrotechnics (fireworks).**

Please check the applicable boxes for signs, barricades, supplies and parking.

☐ The event organizer will pick up and return signs and barricades from the Public Works Yard. The complete, approved Road Closure Permit must be brought to Public Works, located at 1399 Franklin Street, to sign out all of the applicable barricades and signage no later than 1:00 p.m. on the last business day before your event. The additional rates below will not apply, and the cost will be the Application Fee of \$250.00 +HST for a subtotal of \$282.50.

A Contractor may be used for the road closure signs and barricades. There will be no additional cost if the contractor provides the signage, barricades etc.

Contractor Name and Telephone Number: _____

Subtotal #1: \$ _____

☐ The City's Public Works crews are requested to deliver and pick up signs and barricades during regular business hours.

☐ The City's Public Works crews are requested to set up and tear down signs and barricades during regular business hours. This option is only available when operational requirements will allow, and the following fees will apply in addition to the Application Fee of \$282.50. The city will respond within five days of the application as to whether or not this is possible.

Road Closure Size	Delivery & Pickup only of Signs & Barricades by Public Works	Set Up & Tear Down of Signs & Barricades by Public Works (additional fees)
Class A (1 block)	<input type="checkbox"/> \$95.24 + 12.38 HST=\$107.62	<input type="checkbox"/> \$183.75 + 23.89 HST=\$207.64
Class B (2-3 blocks)	<input type="checkbox"/> \$237.26 + 30.84 HST=\$268.10	<input type="checkbox"/> \$597.75 + 77.71 HST=\$675.46
Class C (3-5 blocks)	<input type="checkbox"/> \$382.10 + 49.67 HST=\$431.77	<input type="checkbox"/> \$946.75 + 123.08 HST=\$1,069.83
More than 5 blocks, Partial Closures or After Business Hours	<input type="checkbox"/> Actual Cost Service Contract	<input type="checkbox"/> Actual Cost Service Contract

Subtotal #2: \$ _____

Subtotal #3: \$ _____

Service Contract Number: _____

Subtotal #4: \$ _____

☐ **On-Street Parking within a Road Closure:** All road closures with on-street parking will require each parking stall to be rented.

# Spaces	# Days	Cost	Total
		\$10/day + HST	

Subtotal #5: \$ _____

Please indicate the number of each of the following items required for your event:

- _____ Road Closed Barricades (a minimum set of two in each direction for a two-way street is required, one with a RC sign (RB-92) and one w/o)
- _____ Pylons (TC-51)
- _____ Traffic Barrels (TC-54)
- _____ Construction vests
- _____ Large Directional arrow (TC-4) w/ temp stand
- _____ Small Directional arrow (TC-10) w/ temp stand
- _____ Sandbags

SECTION B: (For Special Events Only)

Name of Special Event: _____

Date(s): _____

Type of Event: Block Party _____ Race _____ Parade _____ Other Event _____

Brief Description of Event:

Total Expected Attendance: _____ (Participants/Volunteers) _____ (Spectators)

Admission Restricted? (Gated or Registration Required to Participate): YES: __ NO: __

Onsite Activities (Check all that apply): Alcohol Vendor ____ Vendor Displays ____

Music/Loudspeakers ____ Demonstrators ____ Temporary Structures ____

Inflatables ____ Staging ____ Food Vendors ____ Lighting ____

Other: ____ (details) _____

Organizers are responsible for litter pickup, sorting of recyclables and removal of all waste created. Please indicate the methods being used:

Garbage Bags ____ Litter Pickers ____ Disposal Bins ____ Recycling Bins ____

Recycling Stations ____ Organic Waste Removal ____ Other (details) ____

Additional Requirements: (By-Laws quoted may be amended from time to time)

- 1) If alcoholic beverages are sold or consumed within the portion(s) of the public right-of-way, the applicant will be required to see the Clerk's Department at City Hall for additional approvals. Alcoholic beverages must be served in a contained area (i.e., barricades/tents) subject to AGCO requirements.
- 2) The applicant is required to review the Public Health Guidelines for the service/selling and/or preparation of food.
- 3) The applicant will require a Building Permit for any tent(s), bleacher(s), stage(s) or any other structure(s) with the Building Department at City Hall.
- 4) The applicant may be required to obtain an Exemption from Noise Control By-Law No. 2014-53 from the City Clerk for the public right-of-way for which this application is made.

5) Check List Prior to Submitting Application:

- _____ Is this application complete and signed?
- _____ Is a Detailed Traffic Control Plan attached?
- _____ Have you consulted with all major affected businesses and attempted to resolve all conflicts?
- _____ Have you addressed how Emergency services will be provided for this event?
- _____ Has a notice of the event been circulated to all area residents and occupants?
- _____ Have all other permits/licences been approved/issued (copies attached)?
- _____ Is a Certificate of Insurance for \$5 Million dollars Liability, with The Corporation of the City of North Bay listed as an additional insured attached?

SECTION C:

Name of Applicant (please print): _____

Signature of Applicant: _____ Date: _____

Name of Witness (please print): _____

Signature of Witness: _____ Date: _____

For office use only:

The total fee for this permit from Page 3 is:

Temporary Road Closure Application Fee	Subtotal #1	\$250.00
City Delivery & Pickup of Signs & Barricades	Subtotal #2	\$ _____
City Set-Up and Tear-Down of Signs & Barricades	Subtotal #3	\$ _____
City Traffic Control/Service Contract	Subtotal #4	\$ _____
On-Street Parking Cost	Subtotal #5	\$ _____
	HST:	\$ _____
	TOTAL:	\$ _____

This permit is: Approved _____ Denied _____

The total fee for this permit is \$ _____ Paid by: _____

_____ Date: _____

Alan Korell, P.Eng., FEC, RPP.
City Engineer, Infrastructure & Operations

Special Instructions:

