



INFORMATION SHEET - PERMIT APPLICATION FOR ACCESS TO HIGHWAYS AND PUBLIC WORKS GRAVEL PIT

NOTE: Work may not proceed until a permit has been issued by the Transportation Engineering Branch, Department of Highways and Public Works.

Provide the following required documents:

- Signed and completed application form
- \$100.00 application fee
- Copy of liability insurance, naming Yukon Government as additional insured
- Copy of other authorizations, if applicable (e.g. YESAB, EMR land use permit)

The above items are mandatory – the application process cannot start without them.

Application instructions and process description:

- Provide all of the required documents listed above to the Transportation Maintenance Branch (TMB) office located at 9029 Quartz Road, Building 1275, in Whitehorse, Yukon (867-667-8250).
- Permit application fee - we accept all major credit cards and/or debit cards at the TMB or by phone. Cheques are to be made payable to Government of Yukon.
- Liability insurance is a requirement for work in Highways and Public Works gravel pits. A copy of liability insurance in the amount of \$2 million must be provided to the Transportation Maintenance Branch prior to approval for beginning any work. Government of Yukon must be named as “additional insured” on the insurance policy.
- Please note that depending on the extent and complexity of the application, the application process could take 4 weeks to be approved.
- If the work requires screening through the Yukon Environmental and Socio-economic Assessment Board (YESAB) or other associated permits (such as land use permits), copies of those authorizations will be required prior to the permit being issued.
- Once the permit has been approved the applicant will be notified and asked to sign the applicant acceptance portion of the permit. By signing the permit, the applicant agrees to comply with all permit terms and conditions. A copy of the signed permit, site plan, and permit conditions will be forwarded to the applicant. If the permit is denied, the applicant will be notified.
- Any issued permits are only valid until the expiry date of the permit.
- The applicant will be responsible for ensuring the conditions of the permit are adhered to for the duration of work.

