

Appendix B
Survey of Municipalities

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Municipality	Permitted Hours	Online or Manual	Fee	Processing Time	Department Responsible for Approval
Burnaby	Mon to Fri 7 AM to 8 PM	Online	\$113 for first week	7 business days after receipt of complete application	Project Managers from Development Services
	Sat 9 AM to 8 PM		\$56.50 for additional weeks		
Coquitlam	Mon to Fri 7 AM to 8 PM	Online	\$78/24 hrs if application is received less than 5 business days	1 to 3 business days to process but must be received 7 days prior to the work	Engineering General Manager officially in Bylaw, but delegated to Senior Manager of Engineering
	Sat 9 AM to 6 PM		\$157/24 hrs if received more than 5 business days		
Delta	Mon to Fri 7 AM to 7 PM	Online	Depends on the type and number	Processing times varies but generally 2 weeks	Planner provides recommendations to General Manager for approval
	Sat 9 AM to 5 PM				
New Westminster	Mon to Fri 7 AM to 8 PM	Manual	\$217	Typically 3 to 4 weeks	Council Report prepared by Property Use Coordinator for approval by City Council
	Sat 9 AM to 6 PM				
North Vancouver (City)	Mon to Fri 7 AM to 8 PM	Online	\$150 if 5 days or more from proposed activity	Minimum 5 business days	Manager of Bylaw, Manager of Building Services, and CAO
	Sat 9 AM to 5 PM		\$300 if less than 5 days from proposed activity		
Richmond	Mon to Fri 7 AM to 8 PM	Online (must submit minimum of 3 weeks prior)	\$250	3 weeks minimum but can be expedited for urgent work	General Manager of Engineering / Director
	Sat 10 AM to 8 PM				
Surrey	Mon to Sat, including holidays 7 AM to 10 PM	Online	\$94/wk	2 weeks minimum	Prepared by Bylaw Officer and signed off by Manager