

**Transportation and Infrastructure Renewal  
List of Local Offices in Nova Scotia**

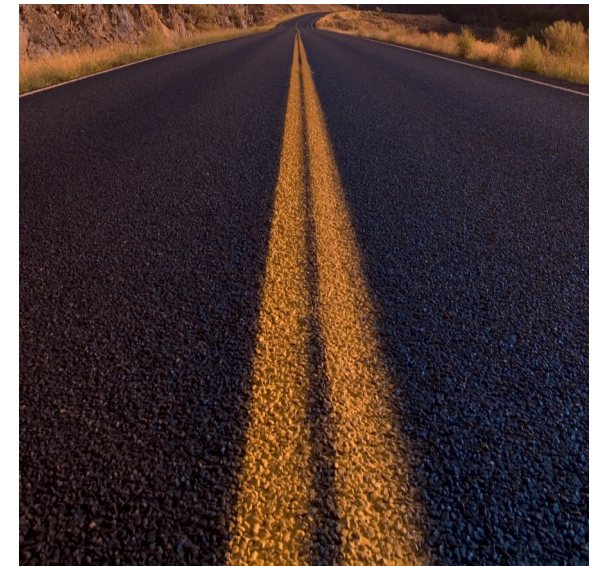
Work County / Area	Street Address	Mailing Address	Phone (P) & Fax (F) #'s
<b>Halifax East</b> (Chezzetcook, Musquodoboit, Spry Bay)	107 Oakmount Dr. Bedford (Across from Bedford Place Mall)	PO Box 44144 Bedford NS B4A 3X5	P: (902) 424-5328 F: (902) 424-0568
<b>Halifax Suburban</b>			
<b>Hants</b>	4 Ivey Lane West Hants Ind. Park, Windsor	PO Box 160 Windsor NS B0N 2T0	P: (902) 798-2369 F: (902) 798-2927
<b>Richmond / Inverness South</b>	1420 Highway 4 Port Hawkesbury	1420 Highway 4 Port Hawkesbury NS B9A 3J3	P: (902) 625-4050 F: (902) 625-0763
<b>Antigonish / Guysborough</b>	128 Post Rd. Antigonish	128 Post Rd. Antigonish NS B2G 2K5	P: (902) 863-3420 F: (902) 863-7365
<b>Victoria / Inverness North</b> (North of Mabou)	6 Campbell St. Baddeck	PO Box 10 Baddeck NS B0E 1B0	P: (902) 295 2700 F: (902) 295-2617
<b>Cape Breton</b>	151 Keltic Dr. Sydney River	PO Box 1180 Sydney River NS B1P 6J9	P: (902) 563-2241 F: (902) 563-0540
<b>Pictou</b>	608 MacLellan's Brook Rd. New Glasgow	PO Box 459 New Glasgow NS B2H 5E5	P: (902) 755-7060 F: (902) 755-7049
<b>Colchester</b>	15 St. David's Ave. Bible Hill	PO Box 218 Truro NS B2N 5C1	P: (902) 893-5781 F: (902) 893-8175
<b>Cumberland</b>	19 Tupper Blvd. Amherst	19 Tupper Blvd. Amherst NS B4H 4J4	P: (902) 667-2972 F: (902) 667-8294
<b>Shelburne / Yarmouth Clare</b>	14 Hardscratch Rd. Yarmouth	PO Box 280 Yarmouth NS B5A 4B2	P: (902) 742-2416 F: (902) 742-6000
<b>Lunenburg / Queens</b>	449 Jubilee Rd. Hebbsville	PO Box 409 Bridgewater NS B4V 2X6	P: (902) 543-4121 F: (902) 543-5596
<b>Annapolis &amp; Municipality of Digby</b>	61 Main St. Middleton	PO Box 820 Middleton NS B0S 1P0	P: (902) 825-4827 F: (902) 825-3593
<b>Kings</b>	67 Crescent Dr. New Minas	67 Crescent Dr. New Minas NS B4N 3G7	P: (902) 679-4308 F: (902) 679-6124

**Before completing your application, please read this information brochure.**

**It contains important information that you will need to know before applying for your permit.**



**INFORMATION  
FOR WORK  
WITHIN HIGHWAY  
RIGHT-OF-WAY  
PERMIT**



# Information for Work Within Highway Right-of-Way Permit

## Who needs this permit?

If you are planning any activity / work on the roadway or within the highway right-of-way, including installing a driveway or erecting a structure within 100 metres of any highway, a permit is required prior to starting the work. Additional permits may be required by Municipal and / or other regulators.

## How do I obtain a permit?

Complete the Work Within Highway Right-of-Way Permit application and submit to the local office for review. At the time of application, a deposit may be required. (See Deposit information below). When the deposit is received, the staff reviews the permit and if approved, a copy will be provided to you. It may take up to ten business days to get the permit if the application is complete. This permit is valid only for the length of time stated on the permit. It is not renewable. This permit may be cancelled at any time.

## Deposit information

Required deposit amounts will be determined by TIR upon review of proposed work. Most driveway deposits are \$300.00 and are refundable upon satisfactory completion of the work, as determined by the Area Manager. Deposits have to be paid by a certified cheque, money order or bank draft and made payable to the Minister of Finance.

## Staking your boundaries for driveways

When application is made, please identify your lot boundaries at the roadway by placing your name or lot number on a set of stakes or posts and place them at both ends of your lot boundary. Also, place another set of stakes or posts at the backside of the ditch seven metres apart at desired access locations. The Area Manager, or other qualified person from the local office, will inspect the site as required.

## Draw a sketch

Please sketch the lot showing the location of the driveway and building, including all dimensions. Attach this sketch to your application.

## Conditions

You must agree to abide by the following conditions when applying and receiving your permit:

1. The driveway entrance from the public highway fronts your property.
2. TIR's consent is given for building set back distance or access to a public highway as provided by The Public Highways Act only. See website: <http://www.gov.ns.ca/legislature/legc/statutes/pubhighw.htm> for this Act. The minimum required setback distances will be as noted herein or as directed by the Municipality, whichever is greater.
3. Carry out work according to the latest edition of TIR's Nova Scotia Temporary Workplace Traffic Control Manual. This manual can be downloaded in pdf format from this website: [www.gov.ns.ca/tran/tcm/](http://www.gov.ns.ca/tran/tcm/) or a copy can be purchased on disk by contacting Service Nova Scotia and Municipal Relations using one of the following ways:
  - a) by e-mailing: [publications@gov.ns.ca](mailto:publications@gov.ns.ca);
  - b) by phoning: (902) 424-5200 or toll free in NS, 1-800-670-4357;
  - c) by faxing: (902) 424-0516; or
  - d) by writing to: Government Publications, PO Box 637, Halifax NS B3J 2T3.
4. Ensure that when the work is completed, the installation meets all requirements stated in the Work Within Highway Right-of-Way Permit and/or the current Instructions for the Installation of Driveway Entrances found on TIR website: <http://www.gov.ns.ca/snsmr/paal/trans/paal289.asp> and click on Instructions for Installation of a Driveway (guidelines).
5. All stones in the backfill placed above the culvert pipe must be less than 75mm in dimension. All backfill must be packed in layers of 160mm. The top two layers must be clean gravel and the top layer must not contain stones larger than 20mm in dimension.
6. When work is completed, the road shoulder is to be left in a neat condition and dressed with gravel that doesn't contain stones larger than 20mm in dimension.
7. Carry out the work without interruption of highway traffic and provide the local office with a schedule of the work.
8. Carry out the work and maintenance of the project in every respect satisfactory to TIR.
9. Repave immediately unless approved otherwise by the Area Manager. If a delay is permitted, the surface of the backfilled trench must be maintained by the applicant to the satisfaction of the Area Manager until repaving is completed. The reinstated asphalt surface must be repaved to a minimum thickness of 75mm or at a thickness to match the existing asphalt or as approved by the Area Manager.
10. Ensure that no more than 120 metres of open excavation is present at any time.
11. Residential garages with entrances facing the highway must be at least 5 metres from the highway boundary.
12. Gasoline delivery pumps must be outside of any highway boundary. The minimum distance between the pumps and highway boundary must be 5 metres.
13. Commercial buildings must be at least 5 metres from the boundary. Other conditions respecting entrance and parking may apply.
14. **For controlled access highways:** permits for buildings or structures within 60 metres of the controlled access highway boundary must be approved by the District Director. All structures must be at least 10 metres from the controlled access highway boundary.

For more information, please go to <http://www.gov.ns.ca/tran/>