

Application Road Occupancy Permit - General



City Of Mississauga
Transportation and Works Department
3185 Mavis Road
Mississauga ON L5C 1T7
Tel: (905) 615-4950 Fax: (905) 615-3172
tw.counter@mississauga.ca

Personal Information on this form is collected pursuant to Section 286 (c) of the Municipal Act 2001, SO 2001, c.25 and City policy 04-05-02, and will be used for the purposes of administering City of Mississauga By-Law 487-78, as amended. Questions about this collection should be directed to the Transportation and Works Customer Service Counter at 3185 Mavis Road, Mississauga, ON L5C 1T7, 905-615-4950, tw.counter@mississauga.ca.

Applicant Information

Company Name

Address

City Prov Postal Code

Reference #

Contact Name

E-mail

Contact # Ext.

Emergency #

In Joint with

Company Name Contact # Ext. Emergency #

Contact Name E-mail

Work Details (Choose only one)

- Environmental
 General Construction
 Mobile Cranes
 No. of days crane on City property
- Secondary Hydro
 Storage Bins
- City of Mississauga Project

Purpose of Work

Location

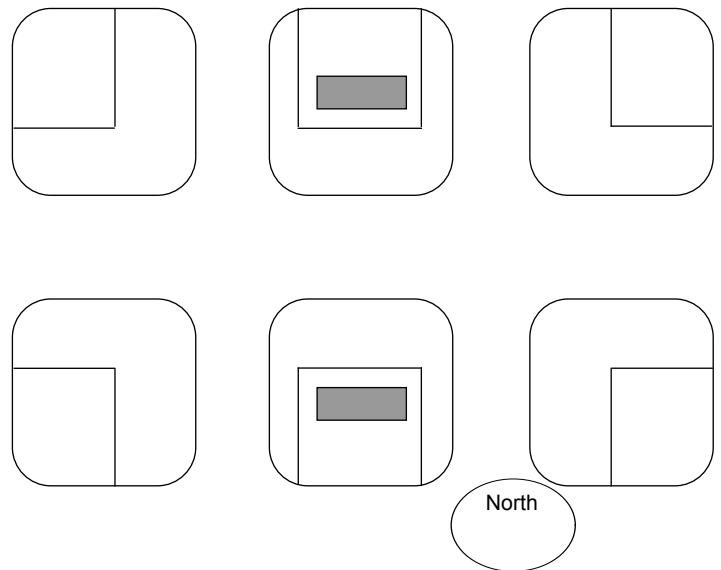
Start Date Completion Date

- Signalised Intersections (within 50m of proposed work)
- Pavement Cut
 Sidewalk Impact
 Boulevard Cut
 Directional Boring

Overall Cut Dimensions: Total Length (m)

Total Width (m)

Show signalised intersections on drawing



Comments

THE APPLICANT WILL BE REQUIRED TO ADHERE TO ALL CONDITIONS AS STATED IN THE APPROVED PERMIT

IMPORTANT INFORMATION TO THE APPLICANT

1. **Work on City Rights of Way is not permissible without a Road Occupancy Permit**
2. Application for a Road Occupancy Permit requires a minimum of three (3) business days to process. Special Provision Schedule 'A' Permits requires a minimum of ten (10) business days to process
3. All work within an un-assumed subdivision must have the Consulting Engineer as the applicant
4. The applicant must obtain the necessary approvals from all the appropriate authorities that will be impacted by this application
5. A copy of the approved permit must be available on the job site at the time of construction
6. The applicant is required to obtain all stake-outs pertaining to any construction within the municipal right-of-way
7. The requirements of the "road occupancy" pertaining to any aspect of the approved permit shall be to the satisfaction of the Commissioner of Transportation and Works, **otherwise the job site will be closed until those requirements have been met**
8. Any alterations to the approved permit must be approved by the Transportation and Works Department prior to such changes taking place
9. Storage bins placed on City property must be secured, have reflective attachments or tape to ensure visibility at night, and have warning signs to ensure that the public does not enter or remove items from the bin.
10. **Insurance requirements**
Proof of Insurance must be presented at the time of the permit application. Without valid proof of insurance, this application will not be processed and a permit will not be issued.

Evidence of insurance must be provided on a **City of Mississauga Certificate of Insurance Form "Construction Liability"** available in a fillable PDF format at www.mississauga.ca/certificateofinsurance. The applicant's insurance provider or an authorized agent must complete, sign and stamp the form.

The completed work must reference the following insurance coverage:

- a) **Commercial General Liability Insurance** for all claims, demands, actions, and causes of action that may be taken or made against the Permit Holder, it's employees or agents, for any loss of or damage to property, and personal injury including bodily injury or death, that may arise with respect to the permitted works or any acts or omissions relating to its obligations as set out in the permit. The insurance will include:
Non-owned automobile liability, contractual liability, owners and contractors' protective liability, broad form property damage, product and completed operations, employees as additional insured's, contingent employer liability, cross liability and severability of interest clauses
- b) In the location and description of work/activity field, indicate if the permit is specific to a site. If work is ongoing throughout the year at various locations, indicate "All Operations of the Named Insured relating to all works performed in the City of Mississauga for which a permit application has been submitted". Please note that permits can only be issued if there is a valid insurance certificate on hand.
- c) Commercial General Liability Coverage requirements are:
 - i. General Construction: a minimum of \$5 million
 - ii. Special Provisions Schedule 'A': a minimum of \$10 million
 - iii. Storage: a minimum of \$2 million
- d) **Additional Insureds: The City of Mississauga and the Region of Peel must be added**
- e) For mailing address, use the drop down menu and select "Engineering & Works, 3185 Mavis Road". The certificate should be directed to the attention of "T&W Customer Service Counter", e-mail address tw.counter@mississauga.ca.
- f) The completed form referencing the works must be signed by the insurer or an authorized agent of the insurer.
- g) For more information or any questions regarding Insurance Requirements, please contact Risk Management at risk.management@mississauga.ca.

11. Applicant must meet all conditions as set out in the permit, including *Road Occupancy Permit - General Conditions Applicable to All Permit Holders*. Road Occupancy General Conditions are available at www.mississauga.ca/twforms
12. Fees: as per current Transportation and Works Fees and Charges By-law, available at www.mississauga.ca/bylaws. An additional fee is applied for expedited permits. Fees are subject to Harmonized Sales Tax (H.S.T.) where applicable.
13. Maintenance Restoration Deposits: as per current Road Occupancy, Lot Grading and Municipal Services Protection Deposit By-law, available at www.mississauga.ca/bylaws. Permanent restoration of City Rights of Way will be carried out by the City of Mississauga. All costs and fees associated with permanent restorations will be deducted from the Maintenance Restoration Deposit.
14. Security Deposits may apply and will be assessed on a permit by permit basis

Method of Payment

**Maintenance/Restoration/
Security Deposit**
Cash
Debit
Certified Cheque
Bank Draft

Permit Fee
Cash
Debit
Certified Cheque
Bank Draft
Visa, MasterCard, American Express

Non-certified Cheques will not be accepted.

Credit Card payments are not accepted for Maintenance/Restoration/Security Deposit Payments