

# Application for Access Modification (Site Plans/Building Permits)



City of Mississauga  
Transportation and Works Department  
Customer Service Counter  
3185 Mavis Road, 1st Floor  
Mississauga ON L5C 1T7  
Tel: 905-615-4950 Fax: 905-615-3172  
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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](mailto:tw.counter@mississauga.ca).

Site Plan No.

Building Permit No.

Property Address

## Permit Holder

Name

Address

City

Postal Code

Phone Number (Bus)

Phone Number (Res)

E-mail

## Agent

Name

Address

City

Postal Code

Phone Number (Bus)

Phone Number (Res)

E-mail

Who to contact regarding payments?

Agent

Property Owner

Property Type:

Detached

Semi Detached

Townhouse

Other

For Office Use Only:

Permit Number:

**IMPORTANT INFORMATION TO APPLICANTS AND PERMIT HOLDERS RE  
GENERAL CONDITIONS - ACCESS MODIFICATION PERMIT**

Please be advised of the following:

1. Works approved by the City under this permit will be performed by City of Mississauga (the "City") between April 1<sup>st</sup> and October 31<sup>st</sup>.
2. The City of Mississauga will not accept responsibility for any damages to private sprinkler/irrigation heads, systems or other fixtures encroaching on City property when performing works approved under this permit.
3. Should the Permit Holder(s) proceed with work which has not been approved by the City of Mississauga, the Permit Holder(s) will be held responsible for any repair of damages and/or restoration of non-approved works back to the original condition at their own expense. **All payments made to the City for a permit application/permit will be forfeited and a refund will not be issued.**
4. Should the Permit Holder(s) on their own carry out work for which an Access Modification permit has been issued but **failed to notify the City of Mississauga prior to work commencing**, all payments to the City for the permit will be forfeited and a refund will not be issued.
5. To facilitate the timely processing of the approved work, the Permit Holder(s) hereby agrees to, and accepts the following responsibilities:
  - a) To clear work area of all vehicles, debris, ramping materials, etc.
  - b) To schedule work, call **905-615-3200 Ext. 3094**.
  - c) Please note that the City of Mississauga will arrange for utility locates where excavation is required.
6. Fees applicable as per current Transportation and Works Fees & Charges By-law, available at [www.mississauga.ca/bylaws](http://www.mississauga.ca/bylaws). Fees may be subject to Harmonized Sales Tax (HST).
7. Method of payment: Cash, Debit Card, Certified Cheque, Bank Draft, Visa, MasterCard, American Express. Certified cheque or bank draft to be made payable to the "City of Mississauga". **Please note that we do not accept uncertified cheques.**