

# Application Road Occupancy Permit- Special Events

**City Of Mississauga**  
Transportation and Works Department  
Traffic Operations Section  
3185 Mavis Road  
Mississauga ON L5C 1T7  
Tel: 3-1-1 (905-615-4311 outside city limits)  
Fax: (905) 615-5583  
[traffic.permits@mississauga.ca](mailto:traffic.permits@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 3-1-1 (905-615-4311 outside city limits).

## Applicant Information

Applicant Name	<input type="text"/>	In Joint With	<input type="text"/>
Address	<input type="text"/>	E-mail	<input type="text"/>
City	<input type="text"/>	Prov	<input type="text"/>
		Postal Code	<input type="text"/>

Contact Name	<input type="text"/>	Contact #	<input type="text"/>	Fax #:	<input type="text"/>	Cell #	<input type="text"/>
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## Event Details and Location

Purpose of Event	<input type="text"/>		
Location	<input type="text"/>		
(address, intersection and/or route)			
Start Point	<input type="text"/>	End Point	<input type="text"/>
Start Date	<input type="text"/>	Completion Date	<input type="text"/>
Start Time	<input type="text"/>	Completion Time	<input type="text"/>
Estimated number of Participants	<input type="text"/>		
Type of Vehicles	<input type="text"/>	Number of Vehicles	<input type="text"/>
(including floats, displays) if applicable			

Comments	<input type="text"/>
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## IMPORTANT INFORMATION TO THE APPLICANT

### 1. **Work on City Right of Way is not permissible without a Road Occupancy Permit**

2. Applications for temporary road closures shall be filed twelve (12) weeks in advance of the special event
3. Prior to determining if a temporary road closure should be permitted, the Commissioner of Transportation and Works may consult with the Chief of Police, Fire Chief, the Director of Mississauga Transit, other emergency response providers, affected utilities, affected property owners and any other person or agency who may be deemed to have an interest in this application. The applicant may be required to obtain the necessary approvals from all the appropriate authorities that will be impacted by this application.
4. A copy of the approved permit must be available on the location at the time of the event
5. 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 event will be closed until those requirements have been met**
6. Any alterations to this permit must be approved by the Transportation and Works Department prior to such changes taking place
7. Applicant must include a detailed sketch of the route and affected highways (including placement of marshals/volunteers on duty and barriers)
8. Proposed event routes, or sections thereof, will be considered based on a number of factors, including but not limited to, roadway classification, proximity to Highways 401, 403, and the Queen Elizabeth Way, traffic volume, proximity to hospitals and fire halls, and lack of alternative detour routes

### 9. **Insurance requirements:**

A permit will not be issued without a valid [Insurance Certificate - Standard Liability](#), on a City of Mississauga Certificate of Insurance form. The applicant's insurance provider or authorized agent (broker) must complete, sign and stamp the form. The Insurance Certificate is available in a fillable PDF format at [www.mississauga.ca/twforms](http://www.mississauga.ca/twforms) under "Road Occupancy Permit -Certificate of Insurance - Special Events".

The following insurance coverage must be in place:

- 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 site of Special Event.
- c) Commercial General Liability Coverage requirements are:
  - i. Comprehensive General Liability Insurance with a minimum of \$2 million; or
  - ii. Comprehensive General Liability Insurance with a minimum of \$5 million
  - iii. as determined by the Transportation and Works Department
- d) **Additional Insureds: The City of Mississauga and the Region of Peel must be added**
- e) For more information or any questions regarding Insurance Requirements, please contact Risk Management at [risk.management@mississauga.ca](mailto:risk.management@mississauga.ca)

10. Fees: as per current Transportation and Works Fees and Charges By-law, available at [www.mississauga.ca/bylaws](http://www.mississauga.ca/bylaws). An additional fee is applied for expedited permits. Fees are subject to Harmonized Sales Tax (H.S.T.) where applicable.

11. Security Deposits may apply and will be assessed on a permit by permit basis

12. Method of Payment:

#### **Security Deposit and Combined Fees**

- Certified Cheque
- Bank Draft

#### **Permit Fee (if no Security Deposit is required)**

- Certified Cheque
- Bank Draft
- Debit
- Visa, MasterCard, American Express
- Cash

**Uncertified Cheques will not be accepted.  
No Split Payments.**