



GENERAL INFORMATION AND TERMS & CONDITIONS ACCESS MODIFICATION PERMIT

1. Review of a submitted application for an Access Modification Permit will take a minimum of ten (10) business days
2. No access modification works shall be carried out without an approved and issued Access Modification Permit.
3. Works approved by the City under an approved and issued Access Modification Permit will be performed by City of Mississauga (the "City") between April 1st and October 31st. Works requested after October 31st will be deferred to the following year.
4. 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 an Access Modification Permit.
5. Should Applicant(s) proceed with work which has not been approved by the City of Mississauga and for which an Access Modification Permit has not been issued; the Applicant(s) will be held responsible for any repair of damages and/or restoration of non-approved works back to the original condition at the Applicant(s) own expense.
6. Should 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 commencing such work, all payments to the City for the permit, including the Administration Fee, will be forfeited and a refund will not be issued.
7. Should Permit Holder(s) decide not to proceed with work for which an Access Modification Permit has been issued and paid; the Administration Fee portion of the payment will not be refunded.
8. To facilitate the timely processing of work to be performed by the City under an approved and issued Access Modification Permit, the Permit Holder(s) 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** a minimum of **six (6) weeks** prior to the required completion date. Please note, the City of Mississauga will not guarantee the completion of any Access Modification works by a specific date as requested by the Permit Holder(s)
 - c. The City of Mississauga will arrange for utility locates where excavation is required (locates do not include sprinkler/irrigation systems/heads).
9. Fees applicable as per current Fees & Charges By-law: Transportation and Works, available at www.mississauga.ca/bylaws. Fees may be subject to Harmonized Sales Tax (HST).
10. Method of payment: certified cheque, bank draft, money order, credit card (Visa, MasterCard, American Express), debit card or cash. Certified cheque, bank draft or money order to be made payable to the "City of Mississauga". If payment by cash, please bring exact change. **Please note that we do not accept uncertified cheques.**