

Permit Application Checklist



Road Occupancy - General

If you are obstructing or occupying the City's right-of-way for construction, storage, equipment, or work on a secondary hydro connection you will require a Road Occupancy Permit.

Your application package should include:

- ✓ A **Road Occupancy – General Construction Including Storage** application form.
- ✓ A **Certificate of Insurance-General** form showing valid liability insurance with minimum coverage of \$5,000,000 (\$5M). OR; A **Certificate of Insurance-Storage \$2M** for storage on the City's right-of-way. The form must be completed by the contractor's insurance company and include an original stamp and signature.
- ✓ Two copies of a scalable drawing of the construction areas, preferably with a key map. OR: Two copies of drawings approved by Enersource Hydro if permit request is for secondary hydro connections.

Application Quick Check

Incomplete or inaccurate applications cannot be processed. Please take a moment to review your application for completeness using the list below.

- ✓ a detailed description of the location, including all street names where construction will occur.
 - If you are working in front of a building with a municipal address and not trenching extensively, use that address in the "location" field.
 - If you are trenching, provide the segment of the road in between the nearest intersections. For example, "Dundas St. W between Mavis Rd. and Wolfedale Rd. on the south side."
- ✓ boxes checked to indicate impacts to the City's right-of-way
- ✓ overall cut dimensions provided (note: This is also required for directional boring.)

Application packages can be submitted via fax, email, regular mail or in person at the Transportation and Works Customer Service Counter (Mon-Fri, 8:30am-4:00pm).

Transportation & Works Customer Service Counter

3185 Mavis Road, 1st Floor

Mississauga, Ontario L5C 1T7

T: 905-615-4950 / F: 905-615-3172

tw.counter@mississauga.ca