

# Permit Application Checklist



## Road Occupancy - Service Connection

If you are obstructing or occupying the City's right-of-way to complete work on water, sanitary or stormwater systems you will require a Road Occupancy Permit specific to service connections

Note: All construction work on City of Mississauga property must be undertaken by a City-approved contractor or sub-contractor. Call 905-615-4950 to enquire about becoming an approved contractor.

### Your application package should include:

- ✓ A completed copy of the **Road Occupancy – Service Connection** application form.
- ✓ A completed **Certificate of Insurance-General** form showing valid liability insurance with minimum coverage of \$5,000,000 (\$5M). 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.
- ✓ **Copy of "C" Receipt** (proof of payment) from the Region of Peel if work includes water or sanitary connection.

### Application Quick Check

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

- ✓ detailed description of the location
- ✓ boxes checked to indicate impacts to the City's right-of-way
- ✓ overall cut dimensions provided (note: This is also required for directional boring.)
- ✓ accurate number of trenches and number of connections.

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, 1<sup>st</sup> Floor

Mississauga, Ontario L5C 1T7

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

[tw.counter@mississauga.ca](mailto:tw.counter@mississauga.ca)