

Permit Application Checklist



Road Occupancy – Special Event

If you are obstructing or occupying the City's right-of-way for a special event you will require a Road Occupancy Permit specific to special events. This includes requests for temporary road closures. Applications must be filed at least 12 weeks in advance of the event.

Your application package should include:

- ✓ A signed copy of the **General Terms & Conditions – Road Occupancy**.
- ✓ A completed copy of the **Road Occupancy – Special Event** application form.
- ✓ A completed **Certificate of Insurance – Special Events** form showing valid liability insurance for \$2M, or as otherwise indicated by Traffic Operations. The form must include the original stamp and signature of the insurance company.
- ✓ **A detailed sketch** of the route and affected highways, including placement of marshals/volunteers on duty and barriers.

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 on route, if applicable.
- ✓ start date/time and end date/time identified

Should you have questions or require assistance with your application, please contact (905) 615-3200 x.3638.

Application packages can be submitted via fax, email, regular mail or dropped off in person at the Transportation and Works Customer Service Counter (Mon-Fri, 8:30am-4:00p.m) at 3185 Mavis Road (1st Floor).

Transportation & Works – Traffic Operations Section

3185 Mavis Road

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