

Permit Application Checklist



Road Occupancy - Utility

Utility companies require a Road Occupancy – Utility Permit prior to using or obstructing the City's right-of-way.

Your application package should include:

- ✓ A completed **Road Occupancy – Utility** application form.
- ✓ **Two copies of a scalable drawing** of the construction areas, preferably with a key map.

Important Note: If PUCS circulation is required, please obtain the PUCS approval first.

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
- ✓ measurements of the intended work 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

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