

Permit Application Checklist



Road Occupancy Permit - General

If you are occupying the City's right-of-way for construction, storage of materials and equipment, mobile crane, secondary hydro connection or borehole investigations, you will require a Road Occupancy Permit.

Incomplete or inaccurate applications cannot be processed.

Your application package should include:

- ✓ A completed **Road Occupancy Permit – General** application form.
- ✓ A **Certificate of Insurance-General Form (must be provided on the City's form)** showing valid:
 - a. General Liability Insurance minimum coverage \$5,000,000 (\$5M)
 - b. Automobile Insurance minimum coverage \$5,000,000 (\$5M)
 - c. No XCU Exclusion
 - d. Sudden & Accidental Pollution Liability
 - e. For storage on the City's right-of-way: General Liability Insurance minimum coverage \$2,000,000 (\$2M)

The form must be completed by the contractor's Insurance Company and include an original stamp and signature.

Application Quick Check:

Please take a moment to review your application for completeness using the list below:

- ✓ 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."
- ✓ Boxes checked to indicate impacts to the City's right-of-way.
- ✓ Overall cut dimensions (note: this is also required for directional boring).
- ✓ Scalable drawings for the proposed works including:
 - Scale 1:200 – 1:500 will be accepted.
 - A key plan to show the major intersections in close proximity to the proposed work location.
 - North arrow on all drawings.
 - Legend including describing symbols and line types.
 - City of Mississauga infrastructure (curb, concrete sidewalk, multi-use trail, interlocking areas, existing storm sewers, existing transit infrastructure and trees) to be shown on all drawings.

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- All offsets must be referenced to the existing property line and back of curb. In addition, the offsets from proposed grade level and above ground infrastructure to the edge of adjacent City infrastructure are required.
- Proposed geotechnical investigation locations with clear differentiation between borehole locations and monitoring well locations.
- Additional drawing requirements may be required at the City's discretion.
- ✓ Scalable drawings are not required for mobile crane requests. Mobile crane requests to include a digital map (on an aerial base) of the mobile crane locations.
- ✓ Secondary hydro connections require submission of the drawings approved by Alectra Utilities.
- ✓ The applicant may be required to provide a detailed cost estimate for the area of restoration upon the City's request.
- ✓ For those not submitting their application package electronically, two hard copies of the scalable drawings are required. Paper size is to be no greater than 24" x 36" sheets. No photocopied drawings will be accepted.

Note: Should any road/boulevard works (including lane disruptions) impact existing transit infrastructure (stops/shelters) or service (routes), the applicant is required to contact MiWay's Infrastructure Management Section at 905-615-3200 ext. 8750 or email at MiWay.Infrastructure@mississauga.ca at least two weeks prior to submission of the Road Occupancy Permit.

Application packages can be submitted via email (preferred), regular mail, fax 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

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