

# Permit Application Checklist



## Road Occupancy Permit - Service Connection

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

Note: All construction work on City of Mississauga property must be undertaken by a City-approved contractor or sub-contractor. Call 905-615-4950 or email [tw.counter@mississauga.ca](mailto:tw.counter@mississauga.ca) to enquire about becoming an approved contractor.

**Incomplete or inaccurate applications cannot be processed.**

### Your application package should include:

- ✓ A completed copy of the **Road Occupancy Permit – Service Connection** application form.
- ✓ A **Certificate of Insurance-Construction 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

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).
- ✓ Accurate number of trenches and number of connections.
- ✓ Verify storm approval is in place, if required.
- ✓ Copy of approved Region of Peel drawings for connection(s) to Regional services. Further, Copy of the "C" Receipt (proof of payment) from the Region of Peel if work includes water and/or sanitary connections.
- ✓ 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.
  - Property address(es).

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- 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.
  - All elevations of crossings at existing infrastructure.
  - Additional drawing requirements may be required at the City's discretion.
- ✓ 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.

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).

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](mailto:MiWay.Infrastructure@mississauga.ca) at least two weeks prior to submission of the Road Occupancy Permit.

## **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

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