

# Permit Application Checklist



## Road Occupancy Permit - Utility

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

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

### Your application package should include:

- ✓ A completed **Road Occupancy Permit – Utility** 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 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.
- ✓ Measurements of the intended work (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.
  - 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.
  - Where a utility plant is crossing a road, a cross-section is to be provided and must include the vertical offsets to existing storm infrastructure.
  - Additional drawing requirements may be required at the City's discretion.

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- ✓ 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.

## Notes:

- If PUCS circulation is required, PUCS approval is required prior to submission of a Road Occupancy Permit (ROP) application. The scope of the ROP application is to be the same as the PUCS approval. If the ROP scope includes additional works, the application will be denied.
- 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 ROP.

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, 1<sup>st</sup> Floor

Mississauga, Ontario L5C 1T7

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

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