

# Permit Application Checklist



## Permit Application Checklist for Application Form 2925 Road Occupancy Permit Alteration of Road or City Equipment

If you're occupying the City's assumed right-of-way to complete works requiring geometric design changes to the road or City equipment and associated works, you may need to apply for this Road Occupancy Permit type.

An executed agreement with the City with respect to alteration of the road or City equipment is required for this permit type.

Please note, incomplete or inaccurate applications will not be processed.

### Your application package must include:

- [Road Occupancy Permit Certificate of Insurance - Construction Liability Form.](#)

For detailed requirements please see page 2 of the application form. Please ensure:

- Beneath Location & Description of Work/Activity it must say "All Operations of the Named Insured relating to all works performed in the City of Mississauga for which a permit application has been submitted".
  - General Liability Insurance minimum coverage \$5,000,000 (\$5M)
  - Automobile Insurance minimum coverage \$5,000,000 (\$5M)
  - Check off "No XCU Exclusion" and "Sudden and Accidental Pollution Liability" under number 1 of "Liability Insurance Extended to Include".
  - Under provision 5, the mailing address should be addressed to "Permit Administration Services, 3185 Mavis Road, Mississauga ON L5C 1T7".
  - The Certification portion of the form must be completed in full. Must include original stamp, signature and be dated by the insurance provider authorized official.
  - Proof of insurance will be accepted on this form only (with no amendments). Any changes to the form will result in the delay of processing or denial of the permit application.
- Scalable drawings for the proposed works including:**
  - Scales 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.

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- 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 requested at the City's discretion.
- **A completed application form [2925 – Road Occupancy Permit Alteration of Roadway or City Equipment](#)**

## How to Complete the Road Occupancy Permit Alteration of Roadway or City Equipment Application Form 2925:

After filling out all the relevant fields on the application, please take a moment to review your application for completeness using the quick tips below:

### Section 1 (Applicant Information):

- "Reference Number", this is a general field where you can include your internal project number or PUC number for your own reference.
- "Contracted By" and "Contractor" information fields must be filled out completely. Please leave a 24/7 emergency phone number and email addresses for both parties. When issued, both parties are permit holders.

### Section 2 (Location of Proposed Works):

- Please specify the "Municipal Address" and/or "By Location" to list each of the roadways that you will occupy during the works.
  - If you are working in front of a building with a municipal address and not working across multiple municipal addresses, use the "Municipal Address" use field.
  - If you are working across multiple municipal addresses, provide the segment of the road between the nearest intersections. For example, when working on Dundas Street West, between Mavis Road and Wolfedale Road, fill out "Street Name" Dundas St. West, "From Nearest Intersection" Mavis Rd. "To Nearest Intersection" Wolfedale Rd.
  - If you need to add more streets than spaces available on the application form, please submit an additional separate page 1 of the application with the remaining locations or use the comments section of the form.
  - Fill out the "Length of Work" in meters per location or municipal address.

### Section 3 (Description of Work):

- Include a brief description of work (less than 50 characters) in the "Purpose of Work" field. Please only describe the proposed works on the assumed right-of-way.
- When filling out your "Requested Start" and "End Date", please note that the permit issuance date may affect your requested dates. Please allow enough time for City staff to process and review the application. If a completion date change is required after a

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permit has been issued, you will need to submit a Permit Extension Request (Form 2927). The permit extension fee and other fees may apply. Permits cannot be issued past the expiry date on your submitted insurance certificate.

## Section 4 (Traffic Management):

- You will need to specify your requested construction hours for review.
- Please allow up to four weeks for road closure requests to be processed. City staff will review the proposed closure, and seek approvals from the affected Ward Councillor and Commissioner of the Transportation and Works Department. Upon approval, the applicant will be responsible for installing advance warning signs two weeks prior to the closure and may be responsible for distributing notices to residents affected by the closure.
- A “Noise By-law Exemption” request may be required, when working within the right-of-way. Please indicate in Section 7 (Additional Comments). Be advised that the City of Mississauga has a Noise By-law exemption in place for any work required after 7:00 p.m. This involves City staff reviewing the proposed night work, seeking approvals from the affected Ward Councillor and Commissioner of the Transportation and Works Department. Upon receiving these approvals, the applicant will need to send out notices to impacted residents within 500m from the noise source. Please allow five to six weeks for this process.

## Section 5 (Impact of Work):

- Please ensure that you check the appropriate box if your works are part of, or will impact the area of, any City Rapid Transit projects such as Hurontario Light Rail Transit, Eglinton Crosstown West Extension (ECWE), Dundas Bus Rapid Transit or Lakeshore Bus Rapid Transit. You can view additional ongoing City projects on our [Construction Map](#).
- If the work is development related, please include your City file reference number.
- Please indicate the executed agreement (with the City), and the City staff member who is providing oversight for the agreement works and their contact information (mandatory).

## Section 6 (Required Supporting Documents):

Please ensure you have attached the required documents in order for the application form to be processed.

- Certificate of Insurance
- Scalable Drawings of Proposed Works

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## Notes:

- Please read the [General Conditions for Road Occupancy Permits](#) and review the current Road Occupancy Permit [By-law](#) here as they apply to any issued Road Occupancy Permits.
- 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. If there are any impacts to existing transit infrastructure (stop/shelters) fees will apply.
- Please be advised that the City of Mississauga is not responsible for guaranteeing the work or performance of a contractor/sub-contractor nor does the City recommend any contractor/subcontractor that applies for and/or obtains a permit.

## How to Submit Your Application:

Application packages can be submitted via email to: [tw.pas@mississauga.ca](mailto:tw.pas@mississauga.ca)

## TW Permits Administration Services

T: 905-615-4950

Monday to Friday (8:30 a.m. to 3:30 p.m.)