

# Permit Application Checklist



## Permit Application Checklist for Application Form 2921 Road Occupancy Permit Complex Construction

You may need to apply for a Complex Construction ROP if you need to occupy the City’s right-of-way for complex construction, including:

- Complex or multiple construction operations by various contractors, subcontractors, suppliers and other persons required or related to a development application approved by the City or where a Building permit has been issued.

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

### Your application package must include:

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

**For detailed requirements, please see page 2 of the application form. Please ensure you meet the requirements below:**

- 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”.
  - \$10 Million Commercial General Liability.
  - \$5 Million Motor Vehicle Liability.
  - \$5 Million Environmental Impairment Liability.
  - \$5 Million Aerial Crane Trespass (if included in Commercial General Liability/Wrap-Up Liability please list under “other” on form with the policy number, dates and liability amount).
  - Under number 1 of “liability insurance extended to include”, you must check off “No XCU Exclusion” and “Sudden and Accidental Pollution Liability”.
  - 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.
  - 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.
- A Construction Management Plan (CMP)**
  - A completed application form [2921 – Road Occupancy Permit Utility Complex Construction](#)**

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## How to Complete the Road Occupancy Permit Complex Construction Application Form 2921:

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

### Section 1 (Applicant Information):

- “Reference Number”: you can reference an approved City PUCC number or your project number here.
- “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 (i.e. usage of City right-of-way to accommodate a development).
- When filling out your “Requested Start” and “End Date”, please note that the permit issuance date may affect your requested dates. Please allow time for City staff to process and review the application. If a completion date change is required after a permit has been issued, you will need to submit a Revision/Extension Request. Additional fees will apply.
- This permit can be issued for up to 12 months. Permits can not 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.

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- 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 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 works are in relation to a Development Application, please indicate this on the form and provide any related the City file reference number.
- Provide the encroachment area in metres squared where you will be occupying the City roadway for the proposed works. Indicate the duration of the encroachment in months. If there is a proposed surface impact please fill out the cut dimensions.
- If you are proposing to have a tower crane operate and free swing over the City roadway please indicate on the form how many days each crane will swing over the roadway. Please note this permit allows for Ariel Crane Trespass only and does not substitute any approvals required to operate or erect the crane.

## 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 – Construction Liability Form
- Construction Management Plan (CMP)
  - Once the CMP is submitted to Permit Administrative Services, it will be forwarded for review. This review is outside of the Road Occupancy Permit approval process. For inquires on the CMP please reach out to the reviewer directly.
  - Any changes to the CMP shall be re-submitted to Permit Administrative Services, where they will be recirculated for review.

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## Notes:

- Please read the [General Conditions for Road Occupancy Permits](#) and review the current [Road Occupancy Permit Bylaw](#) 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.)**