

Permit Application Checklist



Permit Application Checklist for application form 2920 Temporary Roadway Occupation Permit

You must apply for a Temporary Road Occupation ROP if you need to occupy a City's right-of-way for temporary occupation, involving placement or operation of the below for construction purposes:

- Mobile Cranes
- Construction Materials and Equipment
- Waste Bins and Storage Containers

Where the activities are not already included as work under a Road Occupancy Permit – Complex Construction.

This permit type does not include impacts to the road surface.

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

Your application package must include:

- The correct insurance filled out on the City's Certificate of Insurance form. The type of form and insurance requirements vary depending on the type of work, see below for further instructions.**

For Mobile Crane - [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".
- \$5 Million Commercial General Liability
- \$5 Million Motor Vehicle Liability
- Check off "Sudden and Accidental Pollution Liability" and "hook/crane/hoist with the liability amount" 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.
- 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.

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

Requirements:

- 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”.
- \$5 Million Commercial General Liability.
- \$5 Million Motor Vehicle Liability.
- 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.

For Waste Bin, Storage Containers - [Road Occupancy Permit Certificate of Insurance – Standard Liability Form](#)

Requirements:

- 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”.
- \$2 Million Commercial General Liability.
- The Region of Peel must be added as additional insured.
- 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.

Drawings of the proposed works, that include:

- 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.
- 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

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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.
- Additional drawing requirements may be requested at the City's discretion which may include the requirement scalable drawings assessed on a case-by-case basis.

- A completed application form [2920 Temporary Roadway Occupation Permit](#)

How to Complete the Temporary Roadway Occupation Permit Application Form 2920:

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 agreement 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 locations 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.

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- 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 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, Dundas Bus Rapid Transit, Eglinton Crosstown West Extension (ECWE) or Lakeshore Bus Rapid Transit. You can view additional ongoing City projects on our [Construction Map](#).
- For Mobile Cranes, provide the number of days you are planning to have the crane on the City’s roadway. Please note, if you need to change the number of days after the permit is issued, additional fees will apply.
- For Construction related waste bins and storage containers, indicate if you are proposing the use of Bins and storage containers for construction related purposes. Please include Bin dimensions in Section 7, “Additional Comments”.
- For construction materials, equipment and vehicles:
 - This permit type is not issued for vehicle parking. For parking vehicles, please reach out to our bylaw or paid parking sections.
 - Please indicate if you will be operating or placing vehicles, generators, fuel, or motorized equipment, and if you will be placing soils.

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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

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 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

TW Permits Administration Services
T: 905-615-4950
Monday to Friday (8:30 a.m. to 3:30 p.m.)