

IMPORTANT INFORMATION TO THE PERMIT APPLICANT

1. Application for an Excess Load Moving Permit requires a minimum of three (3) business days to process. Superload Permit requires a minimum of five (5) or more business days to process.
2. The applicant must obtain the necessary approvals from all the appropriate authorities that will be impacted by this application. All authorized signatures of the appropriate road authorities and the agencies indicated as required on this permit shall be obtained before this permit is considered to be valid.
3. The requirements of the move pertaining to any aspect of the approved permit shall be to the satisfaction of the Commissioner of Transportation and Works, **otherwise the permit will be cancelled.**
4. Any alterations to the approved permit must be approved by the Transportation and Works Department prior to such changes taking place.
5. The applicant shall show proof of having obtained a building permit where applicable for the movement of buildings.
6. Insurance requirements Proof of Insurance must be presented at the time of the permit application. Without valid proof of insurance, this application will not be processed and a permit will not be issued.

This application will not be processed without an evidence of insurance on a City of Mississauga Certificate of Insurance Form - Standard Liability available in a fillable PDF format at www.mississauga.ca/certificateofinsurance. The applicant's insurance provider or authorized agent (broker) must complete, sign and stamped the form.

The following insurance coverage must be in place:

- a) **Commercial General Liability Insurance** for all claims, demands, actions, and causes of action that may be taken or made against the Permit Holder, it's employees or agents, for any loss of or damage to property, and personal injury including bodily injury or death, that may arise with respect to the permitted works or any acts or omissions relating to its obligations as set out in the permit. The insurance will include:
Non-owned automobile liability, contractual liability, owners and contractors' protective liability, broad form property damage, product and completed operations, employees as additional insured's, contingent employer liability, cross liability and severability of interest clauses.
 - b) In the Location and Description of Work/Activity field, indicate "All operations of the Named Insured as stated on a permit application which has been submitted and approved". Please note that permits can only be issued if there is a valid insurance certificate on hand.
 - c) Coverage requirements for an Excess Load Moving Permit are:
 - i. Motor Vehicle Liability Insurance with a minimum of \$3 million; **and**
 - ii. Comprehensive General Liability Insurance with a minimum of \$2 million
 - d) **Additional Insureds: The City of Mississauga, The Region of Peel, City of Brampton, and Town of Caledon must all be added.**
 - e) For mailing address, use the drop down menu and select "Works Operations & Maintenance, 3185 Mavis Rd. ON L5C 1T7". The certificate should be directed to the attention of "Permit Administration Services", e-mail address: tw.pas@mississauga.ca
 - f) The completed form referencing the works must be signed and stamped by the insurer or an authorized agent (broker) of the insurer.
 - g) For more information or any questions regarding Insurance Requirements, please contact Risk Management at risk.management@mississauga.ca.
7. Applicant must meet all conditions as set out in the permit, including *Excess Load Moving Permit - General Conditions* which are available at www.mississauga.ca/twforms.
 8. Fees: as per current Transportation and Works Fees and Charges By-law, available at www.mississauga.ca/bylaws. An additional fee is applied for expedited permits. Fees are subject to Harmonized Sales Tax (H.S.T.) where applicable.
 9. Security Deposits may apply and will be assessed on a permit by permit basis.
 10. Method of Payment:

Permit Fee

Certified Cheque
Bank Draft
Visa, MasterCard, American Express

Non-certified Cheques will not be accepted.

Credit Card payments are not accepted for Maintenance/Restoration/Security Deposit Payments