

Application Road Occupancy Permit - General

City Of Mississauga
Transportation and Works Department
3185 Mavis Road
Mississauga ON L5C 1T7
Tel: (905) 615-4950 Fax: (905) 615-3172
tw.counter@mississauga.ca

Personal information on this form is collected pursuant to Section 286 (c) of the Municipal Act 2001, SO 2001, c.25 and City policy 04-05-02, and will be used for the purposes of administering City of Mississauga By-Law 487-78, as amended.

Primary Applicant Information

Reference #

Contact Name

E-mail

Contact # Ext.

Emergency #

Company Name

Address

City Prov Postal Code

In Joint with

Company Name Contact # Ext. Emergency #

Contact Name E-mail

Choose one of the following lane occupations:

- Waste Bin Storage Container
 Environmental General Construction Secondary Hydro Construction Material or Equipment
 Mobile Cranes No. of days crane on City property City of Mississauga Project

Purpose of Work

Type of Licensed Vehicles being used

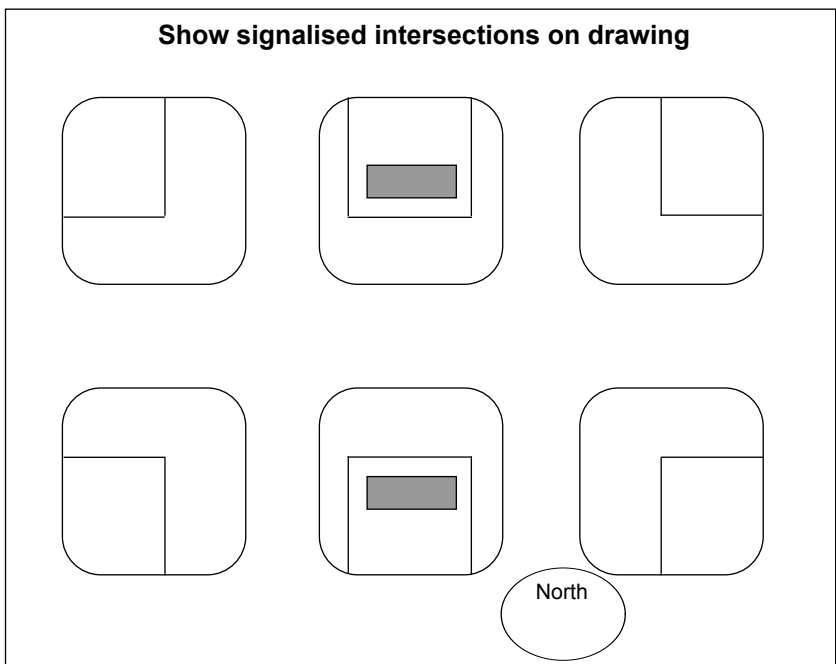
Location Municipal Address

or/ Roadway from Intersection

to Intersection

Start Date Completion Date

Directional Boring Boring Length (m)
 Pavement Cut Overall Cut Dimensions:
 Boulevard Cut Total Length (m)
 Total Width (m)
 Sidewalk Impact
 Signalised Intersections (within 50m of proposed work)
 City Tree (within 5m of proposed work)



Comments / Work Details

THE APPLICANT WILL BE REQUIRED TO ADHERE TO ALL CONDITIONS AS STATED IN THE APPROVED PERMIT

IMPORTANT INFORMATION TO THE APPLICANT

1. **Work on City Rights of Way is not permissible without a Road Occupancy Permit**

2. Application for a Road Occupancy Permit requires a minimum of five (5) business days to process. Complex Construction Permit requires a minimum of ten (10) business days to process
3. The applicant must obtain the necessary approvals from all the appropriate authorities that will be impacted by this application
4. A copy of the approved permit must be available on the job site at the time of construction
5. The applicant is required to obtain all stake-outs pertaining to any construction within the municipal right-of-way
6. The requirements of the "road occupancy" pertaining to any aspect of the approved permit shall be to the satisfaction of the Commissioner of Transportation and Works, **otherwise the job site will be closed until those requirements have been met**
7. Any alterations to the approved permit must be approved by the Transportation and Works Department prior to such changes taking place

8. **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.

Evidence of insurance must be provided on a **City of Mississauga Certificate of Insurance Form "Construction Liability"** available in a fillable PDF format at www.mississauga.ca/certificateofinsurance. The applicant's insurance provider or an authorized agent must complete, sign and stamp the form.

The completed work must reference the following insurance coverage:

- a) **Commercial General Liability Insurance** for all claims, demands, actions, and causes of action that may be taken or made against the Permit Holder, its 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 as well as sudden and accidental pollution liability insurance coverage, and no XCU exclusion (for works involving underground work);
Required Limits of Liability per occurrence are:
 - i. General Construction - minimum of \$5,000,000
 - ii. Complex Construction and Site Protection - minimum \$10,000,000
 - iii. Ariel Crane Trespass - minimum of \$5,000,000
 - iv. Storage - minimum of \$2,000,000
- b) **Automobile Liability Insurance** with limits of not less than five million (\$5,000,000) dollars per occurrence. The policy must provide coverage for bodily injury or property damage arising out of the ownership, use or operation of all owned and/or leased automobiles of the Applicant. **NOTE: It is the responsibility of the Applicant to obtain evidence of Automobile Insurance as stated above for any and all automobiles owned, and/or leased by contractors or subcontractors and used in the performance of the works, as outlined in this Agreement.**
- c) **Environment Impairment Liability Insurance** in the amount of \$5,000,000 is required for **Complex Construction and Site Protection Permits**.
- d) In the location and description of work/activity field, indicate if the permit is specific to a site. If work is ongoing throughout the year at various locations, indicate "All Operations of the Named Insured relating to all works performed in the City of Mississauga for which a permit application has been submitted". Please note that permits can only be issued if there is a valid insurance certificate on hand.
- e) Commercial General Liability Coverage requirements for Road Occupancy Permit are a **minimum of \$5 million**
- f) Additional Insureds: **The City of Mississauga and the Region of Peel must be added**
- g) For mailing address, use the drop down menu and select "Engineering & Works, 3185 Mavis Road". The certificate should be directed to the attention of "T&W Customer Service Counter", e-mail address tw.counter@mississauga.ca.
- h) The completed form referencing the works must be stamped and signed by the insurer or an authorized agent of the insurer.
- i) For more information or any questions regarding Insurance Requirements, please contact Risk Management at risk.management@mississauga.ca.

9. Applicant must meet all conditions as set out in the permit, including *Road Occupancy Permit - General Conditions Applicable to All Permit Holders*. Road Occupancy General Conditions are available at www.mississauga.ca/twforms

10. 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. For questions about fees or method of payment contact 905-615-4950.

11. Maintenance Restoration Deposits: as per current Road Occupancy, Lot Grading and Municipal Services Protection Deposit By-law, available at www.mississauga.ca/bylaws. Permanent restoration of City Rights of Way will be carried out by the City of Mississauga. All costs and fees associated with permanent restorations will be deducted from the Maintenance Restoration Deposit.

12. Security Deposits may apply and will be assessed on a permit by permit basis