

# Road Occupancy Permit

## Service Connection

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



Personal information on this form is collected under the authority of section 11 of the *Municipal Act*, 2001, and the City of Mississauga Road Occupancy Permit By-law 0173-2020, as amended. The information collected will be used for processing applications for road occupancy permits. Questions about the collection of this information should be directed to 311 (905-615-4311 outside city limits).

### Section 1: Applicant Information

#### Contracted By:

Reference Number (if applicable)

Company Name

Company Phone Number

Contact Name

Address

City

Province

Postal Code

Email

Phone Number

Ext.

Emergency Phone (available 24/7)

#### Contractor:

Company Name

Company Phone Number

Contact Name

Address

City

Province

Postal Code

Email

Phone Number

Ext.

Emergency Phone (available 24/7)

### Section 2: Location of Proposed Works

Municipal Address

Additional Impacted Streets (if applicable)

Street Name	From Nearest Intersection	To Nearest Intersection	Length of Work (M)

### Section 3: Description of Work

Purpose of Work (limit of 50 characters)

Requested Start Date

Requested End Date

### Section 4: Traffic Management (select all that apply)

Requested Daily Working Hours - Start Time

AM

PM

Requested Daily Working Hours - End Time

AM

PM

Signalized Intersection within 50m of proposed work

Lane closures within 50m of the intersection  
(Please attach a plan that specifies which lane(s) will be closed including duration of closure(s).)

Proposed Lane Closures

a. Proposed Number of Lanes to be Closed

b. Direction of Closure:

Eastbound  Westbound

Northbound  Southbound

Proposed Intermittent Lane Closure

Proposed Sidewalk Closure

Proposed Cycling Facility Closure (e.g. bike lane, cycle track)

Proposed Multi-use Trail Closure

Proposed Transit Infrastructure and/or Service Impact

Proposed On-street Parking Closure

Working Within a School Zone

Proposed Full Road Closure

Steel Plates Requested (Expressed City Approval is Required for Use)



## IMPORTANT INFORMATION TO THE APPLICANT

1. **Work on City Rights of Way is not permissible without a Road Occupancy Permit.**
2. An application for this permit does not guarantee issuance. All ROP applications will be processed in the order in which we receive them.
3. The applicant must obtain the necessary approvals from all the appropriate authorities 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 locates 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](http://www.mississauga.ca/certificateofinsurance) (with the exception of Storage where "Standard Liability" is required). 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 insureds, 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 five million (\$5,000,000) dollars 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 five million (\$5,000,000) dollars.**
  - 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 "Works Operations and Maintenance, 3185 Mavis Road". The certificate should be directed to the attention of "T&W Permit Administration Services", e-mail address [tw.pas@mississauga.ca](mailto:tw.pas@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](mailto: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 <https://www.mississauga.ca/publication/road-occupancy-permit-general-terms-and-conditions/>

10. Fees: as per current User Fees and Charges By-law, available at <https://www.mississauga.ca/publication/general-fees-and-charges-by-law/>. 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/amended Road Occupancy Permit Bylaw 173-2020, available at <https://www.mississauga.ca/publication/road-occupancy-permit-by-law/>. 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 and/or invoiced. Security Deposits may apply and will be assessed on a permit-by-permit basis.