

**Application for Road Occupation Permit**

**Road/Street Occupation**       **Sidewalk/Boulevard Occupation**

1. Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Roll Number: 41-02- \_\_\_\_\_

2. Contractor Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

3. The undersigned hereby applies for a permit on (road name) \_\_\_\_\_

for the premises described as (legal description): \_\_\_\_\_

4. Location Address: \_\_\_\_\_

5. Details of Occupation

Purpose of Occupation: \_\_\_\_\_

Description of work to be performed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if excavating the roadway, curb, sidewalk or boulevard, applicant must also submit an application for a Cut Permit)

6. Proposed Occupation Date(s): \_\_\_\_\_

7. **Attach sketch of proposed occupation** (scale drawing not required): Include all dimensions, proximity to existing and proposed buildings, driveways, roads, boulevards, etc. **(Please include on page 3 if drawing yourself, or provide drawing of site plan from your engineer)**

8. Road Closure: \_\_\_ No      \_\_\_ Yes      Details: \_\_\_ Single lane      \_\_\_ Multiple lanes

Detour Route: \_\_\_\_\_

\_\_\_\_\_

9. A Traffic Control Plan shall be submitted to provide worker and road user safety as well as road user mobility. Plans may include layouts, detours (vehicle and/or pedestrian), staging sequences, construction vehicle ingress to and egress from work sites, temporary barriers, etc. Refer to the newest version of the Ontario Traffic Manual (OTM) Book 7: Temporary Conditions, for specific instructions on developing traffic control plans.
10. The contractor, applicant, owner or any agent thereof is responsible for arranging and ensuring completion of all locates (including but not being limited to gas, hydro, phone, sewer, water, cable TV, etc). No work is to begin without proper clearance from each agency. The Town assumes no liability or responsibility for clearance of utilities, lines, etc. or any damage thereto. For utility locates, contact Ontario One Call at 1-800-400-2255 or online: [www.on1call.com](http://www.on1call.com)
11.

Permit Application Fee	\$175.00
Additional Inspection Fee (as required)	\$60.00
Refundable Deposit (Certified Cheque) for Road Occupation	\$1000.00

**The application for a road occupation permit must be accompanied by the associated application fee in order for the application to be processed.** Processing of the permit includes one site inspection performed by Town officials prior to the works being performed and one inspection performed upon completion of the work. Additional inspections may be required and are subject to the applicable fee. All proposals of work must meet with the approval of the Town prior to any construction/occupation being commenced.

12. Applicant must provide a Liability Insurance Certificate in the minimum amount of \$2,000,000 with the Town of South Bruce Peninsula named as an additional insured.

It is understood that all works will be constructed, altered, maintained or operated at the expense of the undersigned and/ or the owner and that work must not begin before a permit has been issued by the Town. The issue of a permit by the Town does not relieve the contractor(s), the owner(s), the applicant(s), their heirs, executors, administrators, successors and assigns from any liability and further, the contractor(s), the owner(s), the applicant(s), their heirs, executors, administrators, successors and assigns hereby agree to observe, keep, perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless the Town of South Bruce Peninsula from and against all loss, cost, charges, damages, expenses, claims and demands whatsoever for which the Town of South Bruce Peninsula may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration, or operation of the works authorized.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only** **Permit Number** \_\_\_\_\_

**Fee Received** \_\_\_\_\_ **Deposit Received** \_\_\_\_\_

Status of Permit:   Approved       Denied       Permit Expiry Date: \_\_\_\_\_

**A) Initial Inspection Date:** \_\_\_\_\_ **Town Signature:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**B) Post Construction Inspection Date:** \_\_\_\_\_ **Town Signature:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

### Sketch of Proposed Occupation

Include all dimensions, proximity to existing and proposed buildings, driveways, roads, boulevards, etc.  
(scale drawing not required but you may provide the drawing of your site plan from your engineer)

