



REQUIREMENTS FOR ROAD OCCUPANCY PERMITS

The following information is required in order to process and approve a Road Occupancy Permit.

APPLICANT COMPLETED INFORMATION (UNSHADED AREA) of Road Occupancy Form

Permit application may be completed electronically (Microsoft Word) by **tabbing** throughout the various boxes.

GENERAL INFORMATION

1. Applicant's name including surname, or company name.
2. Home Phone No. if filled out by private individual.
3. Business Phone to be filled out by all applicants.
4. After hours contact and number must be completed by all applicants.

TYPE OF WORK AND LOCATION

5. Applicant must indicate whether a repair or new installation is being performed, and the current road surface type to which the road shall be restored.
6. Road name, and section where work is being performed.
7. Insurance certificate must be provided with each permit unless indicated otherwise
8. State type of occupancy (Boulevard Cut, Access, Pavement Cut, Augered/Bored Road Crossing, or Sidewalk Cut)

LOCATION

9. Which Town of Caledon Road the permit is required for
10. Generalized location - i.e. major or minor cross streets
11. The Area Municipality in which the property is situated.
12. Indicate northerly direction

GENERAL CONDITIONS

13. Provide a non-refundable application fee of \$238.00 made payable to the Town of Caledon.
14. Prior to obtaining this permit, P.U.C.C. approval may be required for relocation / installation of public utilities.
15. All applicants excluding Municipalities, Plant owners and their designated Contractors require:
 - a) Insurance Certificate- \$5 million minimum, naming the Town of Caledon as additional insured.

I. applicable only if applicant proposes to carry out the work

Please allow a minimum of three (3) business days to process upon receipt of both the completed application and an updated insurance certificate.

**The Town of Caledon
6311 Old Church Rd.
Caledon, ON L7C 1J6
Phone (905) 584-2272, Fax (905) 584-4325**