

**ROAD OCCUPANCY PERMIT**  
**GUIDELINES AND PROCEDURES**

## When is a Road Occupancy Permit Required?

- When work is to be done near or on a roadway, be it on the road or boulevard.
- Work such as repairs on utilities, reconstruction of road, installation of new utilities, bore holes, temporary signage, etc.
- Road may or may not need a full/single lane closure.

## Application Process

- Application fills out Road Occupancy Permit (ROP) application online.
  - Ensure that you choose which class of permit you will need.
    - Class I: special events, storage, long term parking.
    - Class II: No design works required – paving, utility companies, hydro pole installation.
    - Class III: New works within the ROW where design is required. InnServices will review and is subject to their own special conditions, scheduling and securities.
- Submit Municipal Consent (MC) to Operations (where applicable).
- The Roads Department ensures traffic plan and insurance are in place and MC numbers are valid.
- The Operations Technologist receives permit and approves or declines permit.
  - Permit may be declined if:
    - Road is not a Town Road.
    - Road is not assumed yet.
    - Application comes on or after the work date requested.
    - If the permit is not legible.
    - Proper insurance coverage is not supplied (min. \$5 million).
    - Legal issues – firm is deficient on other outstanding ROPs or municipal permits.
- The Roads Department contacts the applicant with approved/declined permit, provides a copy of the permit (applicant must keep permit onsite while work is being done along with a copy of insurance).
- When finished, the Operations Technologist will conduct a final inspection of work area to ensure area is back to original state or better.

## Insurance Required

- Applicant must maintain and pay Comprehensive General Liability Insurance.
- The insurance must be a minimum of \$5 million.
- Insurance policy must include The Corporation of the Town of Innisfil as an additional insured party.
- Insurance must be up to date and not have an expiry date before the ROP expiry date.

## Permit Conditions

- There are additional conditions that the issuer (Operations Technologist) can choose to put on the permit which include:
  - Copy of permit must be present on the job site while work is underway.

- As per OTM Book 7 “temporary conditions.”
- Traffic control as per OTM.
- Flag persons required.
- All asphalt repairs must be done within 48 hours with hot mix asphalt to match existing thickness.
- The following conditions are on each and every ROP permits:
  - Road crossing will be bored or pushed, open road cut will require consideration and authorization.
  - Prior to any road cut crossing, written authorization shall be obtained from the Roads Services Department.
  - Any and all damage caused by or during construction will be reported forthwith.
  - The applicant shall be solely responsible to protect all persons that may enter the site in accordance with the Occupational Health and Safety Act, Town of Innisfil Safety Policy and or all other Provincial or Municipal Acts, By-Laws or Policies.
  - All traffic signing must be erected and maintained as directed by the Ministry of Transportation, Ontario Manual of Uniform Traffic Control Devices. All devices must be in place prior to commencement of any work.
  - Any and all excavations shall be compacted to a minimum of 95% standard proctor density when backfilled.
  - Elevations prior to construction shall be maintained after construction to ensure proper drainage.
  - Restoration shall be carried out expediently and continually until completed to a value equation or better than that prior to construction infraction of the conditions contained herein regulation, or by-law.
  - This permit shall be revoked, and a stop work order issued by any Municipal Inspector or designate for any contravention or infraction of the conditions contained herein, regulation, or by-law.
  - Notice of **Stop Work Order** will cause all construction to cease immediately, until written notice is received by the applicant, from the Town, to continue work.
  - When it becomes necessary to detour traffic due to construction, the applicant shall submit a drawing showing proposed detour route and location of all signs for the proposed route. This proposal shall be subject to approval from Roads Services Department.
  - Where **Extensions** are required, the holder of this permit shall apply for such extension at least 48 hours in advance of the stated date for reopening. Time extensions must be authorized by the Operating Technologist of his authorized before taking effect. Failure to comply will render this permit void.

## Permit Instructions

1. All information must be legible and clear. Failure to meet this condition will result in a delay and/or request being denied.
2. Permit Fees – see **Town Fee’s By-Law** for current rates.
3. All permit applications must be submitted online at least **5 business days** prior to requested work date.

4. Roads Closures – Operations Department will give notice to police, fire, school boards, ambulance, or any other persons as may be determined by the Roads Services Department 48 hours prior to the closure. Where possibly advanced warning shall be provided a minimum of two weeks prior to work.
5. One lane will be maintained for traffic where possible.
6. The occupied site will be properly signed, lighted, protected, and have personnel properly outfitted to comply with the Occupational Health and Safety Act.
7. Advanced Warning

### **Who Can Approve an ROP**

- Operations Manager.
- Operations Manager's designate.

### **Town Contact Information for ROPs**

Town of Innisfil  
2101 Innisfil Beach Road  
Innisfil, Ontario  
L9S 1A1

Phone: 705-436-3710  
Fax: 705-436-7120  
Email: [inquiry@innisfil.ca](mailto:inquiry@innisfil.ca)

**OR**

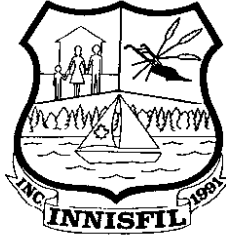
Roads Services  
7253 Yonge St  
Innisfil, Ontario  
L9S 0J3

Phone: 705-436-3710  
Fax: 705-436-2366  
Email: [roadspermits@innisfil.ca](mailto:roadspermits@innisfil.ca)

# THE CORPORATION OF THE TOWN OF INNISFIL

Roads Services  
a Division of  
Infrastructure & Engineering

2183 Innisfil Beach Road  
Innisfil, ON  
L9S 1A3



Town Hall  
2101 Innisfil Beach Road  
Innisfil, ON, L9S 1A1

Tel: (705) 436-3710  
From 775 Exc.: (705) 456-3353  
Fax: (705) 436-7120  
Web Site: [www.innisfil.ca](http://www.innisfil.ca)

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## Road Occupancy Permit Procedures

Issued November 24, 2003

### All permits must be accompanied by:

1. Traffic Protection Plan.
2. Insurance Certificate (minimum \$5 million).
3. It is the contractor's responsibility to ensure all requirements of Book 7 are complied with. Failure to meet any Book 7 requirement shall result in cancellation of the road occupancy permit.

### Single Lane Closure:

1. As noted above under all permits.
2. If open road cut is part of the works a security deposit shall be posted with the Town.

### Road Closure:

1. As noted above under all permits.
2. As per Book 7 one week prior to the road closure a TC-65 shall be installed at appropriate locations as accepted by the Town.
3. Detour route and traffic protection plan shall be provided and accepted by the Town prior to the installation of the TC-65.
4. If open road cut is part of the works a security deposit shall be posted with the Town.