

ROAD OCCUPANCY PERMIT
GUIDELINES

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

- Applicant fills out Road Occupancy Permit (ROP) application form.
- ROP application is submitted to customer service:
 - In person
 - Via fax 705-436-7120
- Submit Municipal Consent (MC) to development engineering services (where applicable).
- Customer Service ensures traffic plan and insurance are in place and MC numbers are valid.
- Customer Service assigns permit number and forwards to Roads Services.
- Roads Services receives permit and manager/designate 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 other municipal permits.
- Roads Services sends permit back to Customer Service.
- Customer Service contacts applicant with approved/declined permit, provides copy of permit (applicant must keep permit onsite while work is being done along with copy of insurance).
- When the work is completed applicant must inform Customer Service, who then tells Roads Services.
- Roads Services 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 for 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 (Roads Services Manager or designate) can choose to put on the permit which include:
 - Copy of permit must be present on job site while work 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 where required will be bored or pushed, open road cut will require consideration and authorization.
 - Prior to any open 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 and 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 equal or better than that prior to construction of 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 re-opening. Time extensions must be authorized by the Manager of Roads Services of his authorized before taking effect. Failure to comply will render this permit void.

Permit Instructions

1. All information must be printed and legible. 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 to Customer Service **5 business days** prior to requested work date.

4. Road Closures - Roads Services 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.
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.

Who Can Approve an ROP

- Roads Services Manager.
- Road Services Manager's designate (i.e Roads Supervisor).

Town Contact Information for ROPs

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

OR

Roads Services
2183 Innisfil Beach Road
Innisfil, Ontario
L9S 1A3

Phone: 705-436-3710
Fax: 705-436-7120

Phone: 705-436-3710
Fax: 705-436-2366

Documents Attached

- Road Occupancy Permit Application.
- Insurance Requirements.
- Road Occupancy Permit Procedures.