



Corridor Management Section
 Public Works Department | City of Hamilton
 320-77 James St. N. | Hamilton, Ontario | L8R 2K3
 Tel: (905) 546.2424 x4577
 Email: roadwaypermits@hamilton.ca
 Permit Applications: http://hamilton.ca/cm

TEMPORARY LANE & SIDEWALK OCCUPANCY PERMIT APPLICATION

A minimum 5 days notice is required for processing

Subject to Permit Fee upon approval (see instructions)

Previous Permit # (if applicable):

APPLICANT INFORMATION

Company Name

Address

Contact Name

Telephone Ext. Mobile

Fax

E-mail

(To be completed by the company occupying or supplying the property to occupy the road or sidewalk. ie: dumpster or crane company must complete and submit this application)

OCCUPANCY INFORMATION

Application Date Occupancy Start Date Occupancy End Date

(permits are issued at a maximum duration of 14 days)

Type of Occupancy
 Construction Filming Special Event Other (detail below)

Location of Occupancy (Municipal Address or Street Limits)

Roadway Sidewalk Alley Length (m) Width (m)

Parking Restrictions (how is the lane currently signed)
 Unrestricted No Parking No Stopping Alternate Side Time Limit

Note: For an Occupancy Permit at a Parking Meter, contact Municipal Parking at (905) 540-6000

Reason for Occupancy
 Dumpster/ Container Work Vehicle Scaffolding Hoarding Crane

Description of Occupancy (ie. for the placement of a dumpster on the east curb lane of Street A...)

SKETCH

Show street names, north arrow, house/building number, curb lines, sidewalks, property lines etc. as it relates to the work area. If additional space is required a drawing may be submitted as an attachment to the application. If submitting electronically, TIFF, JPG or PDF formats are acceptable

DISCLAIMER

Upon submission, the applicant agrees to indemnify and hold harmless the City of Hamilton for any claim for injury or damage including lien claims arising from the construction, operation and or maintenance of the work referred to in this application. Provisions of this section to continue after the expiry of this permit. The applicant agrees to all terms and conditions set out on page two of this Road Occupancy Permit and accepts responsibility for all costs incurred for permanent repairs carried out by the City of Hamilton or its agents

INSTRUCTIONS

a. The permit fee is required upon issuance of permit. Cash, Cheques, or Visa and Master Card are accepted. Cheques should be made payable to the City of Hamilton. Permit fee's are as follows,

Unrestricted ROP (unsigned, alternate side, time limit, partial sidewalk use or walk-through hoarding)
\$50.00 per 14 day period

Restricted ROP (no parking, no stopping, sidewalk closures, alley closures, bike lane closures)
\$50.00 per lane, per day

Sidewalk Closure ("Pedestrians Use Other Sidewalk" signs are to be installed by and at the applicant's expense)
\$110.45 per 14 day period

****IF AT ANY TIMES THESE WORKS REQUIRE A FULL CLOSURE OF ONE OR BOTH DIRECTIONS OF TRAFFIC, A "TEMPORARY FULL CLOSURE APPLICATION" IS REQUIRED. THESE APPLICATIONS ARE AVAILABLE AT HAMILTON.CA/CM****

b. Permit will be issued with a signature from the Public Works Department, Corridor Management Section. Permit is not valid until signed by and returned by fax by applicant.

c. It is the Applicant's responsibility to ensure that the permit is on-site at all times and available for review by City of Hamilton Enforcement Staff.

CONDITIONS

1. Site must be left in the same condition as existed at time of permit issue. All damage to city property shall be made good or paid for.

2. Should signing or delineation be required, it must conform with the Ministry of Transportations' Book 7 Signing Requirements for Temporary Conditions at the applicant's cost. Should you not have this training, a third party should be hired by the applicant for preparation of the traffic plan and setup/takedown. A list of known Book 7 companies can be made available upon request.

3. The applicant will be liable for, and shall indemnify and save harmless the City for, any damages or injuries which may arise through the execution of the work for which this permit is issued.

4. The applicant when requested shall provide proof of \$2,000,000 public liability insurance naming the City of Hamilton as an added insured.

5. The occupancy of the highway is only permitted on the condition that the requirements of the City By-laws are complied with. All works must be in accordance with and subject to the approval and satisfaction of the General Manager of Public Works.

6. Unless specifically noted below in the "as follows" section, vehicles are not to be parked any closer than 3m from fire hydrants; 6m from crosswalks (marked or unmarked). No Stopping Zones (Full-Time, Part-Time, or rush hour) must be adhered to. Any hoses or cords or pipes that cross the sidewalk must be ramped.

7. Should a sidewalk closure be approved, ground-mounted 'sidewalk closed' (TC-40) signs at the protected crossings upstream and downstream from the closure are required.

8. This permit is not for use by personal vehicles.

9. For occupancies at Parking Meters or Municipal Parking Lots, please contact Municipal Parking at (905) 540-6000



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Permit Applications: <http://hamilton.ca/cm>
Closure Notices: <http://hamilton.ca/roadclosures>

Permit Fee Credit Payment Information

Please provide our office with your credit card information below so that your application can be processed in a timely manner. Credit Card information must include:

Card Holder's Name: _____

Card Type: VISA MASTERCARD

Transaction Amount: \$ _____

Credit Card Number: _____

Expiry Date: _____

Thank you.