



**SPECIAL VEHICLE PERMIT APPLICATION – ANNUAL**

**PERMIT #** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

**APPLICANT INFORMATION**

Company: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CARRIER INFORMATION** (If different than above)

Company: \_\_\_\_\_  
Carrier Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**TRACTOR/TRUCK DETAILS**

Brand: \_\_\_\_\_ Model: \_\_\_\_\_ Licence Plate: \_\_\_\_\_  
VIN: \_\_\_\_\_ RGWV: \_\_\_\_\_ # of Axles: \_\_\_\_\_

**TRAILER DETAILS**

Brand : \_\_\_\_\_ Model: \_\_\_\_\_ Licence Plate: \_\_\_\_\_  
VIN: \_\_\_\_\_ RGWV: \_\_\_\_\_ # of Axles: \_\_\_\_\_

*Annual Permits allow multiple tractors and trailers. If more than one (1) tractor/truck and trailer required, please complete the Tractor and Trailers list and submit it with your application.*

**ANNUAL PERMIT DETAILS**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
Number of Permits Required: \_\_\_\_\_

# TERMS AND CONDITIONS

## Permit Types and Fees

Single Trip Permit \$25

- Each load requires a permit.

Annual Permit \$100

- Annual permits are valid for a 12-month period and allow multiple tractors and trailers.

## Insurance

Applicants must provide a certificate of insurance. Coverage must include evidence of Automobile Liability Insurance and five million dollars Commercial General Liability naming "The Corporation of the Separated Town of Smiths Falls" as an additional insured.

## Permit Restrictions

- Restricted to daylight hours
- Not permitted on weekends or statutory holidays

Annual Permits with loads exceeding 3.7 m in width or 36.75 m in overall length requires notification to the Town of Smiths Falls.

## Structure Heights within Town Limits

- Queen Street VIA underpass (Highway 43 Link) = 5 m
- Chambers Street Subway CPR underpass = 3.7 m
- Cornelia Street Subway underpass (Highway 15 Link) = 4.7 m

## Pre-Trip Inspections and Escorts

Applicants should check their route before the move to ensure no obstructions (Municipal 511).

Applicants are responsible for all costs and must arrange for required escorts.

- Loads between 3.71 m to 4.99 m in width and between 36.75 m to 45.74 m in overall length must have a front and rear escort.
- Loads exceeding 4.99 m in width or 45.74 m in overall length must have a Town of Smiths Falls Police escort (613-283-0357).

## Utility Company Notification

Applicants must notify affected utility companies 48 hours in advance of the move to arrange for protection or alteration of utility plant.

## Permit Cancellation

Permits may be cancelled without prior notice if any terms and conditions are violated. Applications will not be processed if applicants account is not in good standing.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### **FOR OFFICE USE ONLY**

Permit # \_\_\_\_\_

Application Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Yes  No

Payment Received: \_\_\_\_\_  Cash  Cheque  To be Invoiced (# \_\_\_\_\_)

Special Conditions: \_\_\_\_\_

\_\_\_\_\_