

STREET OCCUPANCY PERMIT APPLICATION FORM

PERMIT # _____
(# to be assigned by the Town)

By-Law #5783-91 - Regulation:

2(l) No person shall demolish, build, or repair a structure adjacent to Town streets without first constructing hoarding of sufficient quality to prevent injury to pedestrians and vehicular traffic as in the Ontario Occupational Health and Safety Act, May 10, 1991, Chapter 321, Section 21 to 26 and amendments thereto. The contractor shall notify the Public Works & Utilities Department at least twenty-four (24) hours in advance of any such construction in order that adequate inspection of provisions for public safety may be made.

PERMIT HOLDER: ☐ Owner ☐ Contractor

PROPERTY INFORMATION

Owner's Name: _____

Address: _____

Telephone: _____ Email: _____

CONTRACTOR INFORMATION

Contractor's Name: _____

Address: _____

Telephone: _____ Email: _____

PROPOSED WORKS/REASON FOR OCCUPANCY

DIMENSIONS OF SIDEWALK/STREET TO BE OCCUPIED

Length _____ metres x Width _____ meters = _____ metres² **or**

Length _____ feet x Width _____ feet = _____ feet²

Driveway access maintained (if applicable): ☐ Yes ☐ No

FEE FOR PERMIT

Start Date: _____ End Date: _____

\$25.00/day x _____ # of days = _____ (Total Fee)

PLEASE NOTE: It is the responsibility of the Permit Holder to ensure that all other permits are completed and approved.

TRAFFIC CONTROL

Application must include a sketch of work details, control method and location (including distances, property lines, street names, etc.). Depending on the extent of proposed works, Permit Holders may be required to submit a Traffic Control Plan and/or a Pedestrian Control Plan in accordance with Ontario Traffic Manual (OTM) Book 7. The Permit Holder assumes all responsibility for the protection of the public during the works. If at any point during the works, the Town is of the opinion that works are taking place in an unsafe manner, the Town will issue a stop work order. Works will be permitted to commence following all safety concerns being addressed.

SKETCH

- Work Areas to be delineated by temporary steel fence for long term works (more than 2 days).
- Work Areas to be delineated by pylons and caution tape/construction fencing for short term works.
- Should the work be of a hazardous nature; temporary steel fencing is to be used no matter the duration of works.

INDEMNIFICATION

I/We hereby indemnify and save harmless the Corporation of the Town of Smiths Falls, its servants, workmen, contractors, and agents from all loss, damage, damages, law suits, costs, and expenses of every nature and kind arising from or in consequence of the issuance of the permit or permits and any work done thereunder whether such loss, damage, damages, costs, and expenses arise by reason of negligence or without negligence on my/our part or of my/our employees, servants, workmen, contractors, or agents and whether such loss, damage, damages, costs, and expenses are occasioned to the Corporation of the Town of Smiths Falls or to any other person or Corporation whatsoever.

INSURANCE

A Certificate of Insurance for all Contractors performing work under this permit must be provided. Coverage must include five million dollars Commercial General Liability naming "The Corporation of the Town of Smiths Falls" as an additional insured. The policies shall not be cancelled, permitted to lapse or materially changed unless the Insurer notifies the Corporation of the Town of Smiths Falls in writing at least thirty (30) days prior to the effective date of the cancellation, lapse or material change.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY	Permit # _____
Application Reviewed By: _____ Date: _____ Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Payment Received: _____ Cash <input type="checkbox"/> Cheque <input type="checkbox"/> To be Invoiced <input type="checkbox"/> (# _____)	
Comments: _____ _____	