

MUNICIPAL UTILITY PERMIT PROCESS

APPLICATION PROCESS

1. Submit a Municipal Utility Permit Application to engineeringdept@citywindsor.ca or to 350 City Hall Square East 2nd floor, Suite 210, Engineering Department, Attention: Manager of Right-of-Way.
2. Municipal Utility Permit Application shall be completed, submitted, and include the following information;
 - a. UTILITY name and Project Identification Number
 - b. UTILITY's contact information (name, phone and e-mail)
 - c. Contractor
 - d. Contractor's contact information (name, phone number and e-mail)
 - e. Location and brief description of work
 - f. Indicate whether permit to be issued to Utility
 - g. Application Type – must check off the following two possibilities:
 - **Level 1** - (Excavation required new or existing Plant)
 - **Level 2** - (No Excavation - Existing Plant)
 - Whether the permit application is **Streetlight Related**
 - h. Restoration: # of pits in grass, sidewalk and road.
 - i. Sketch detailing proposed work (clearly identify Project ID# on all drawings)
 - i. Approximate location of all pits in hard surface to be shown on drawing
 - ii. Running line – City of Windsor Standard to be followed
 - iii. Location of any equipment being place on site
3. The applicant is required to notify all other Utilities of the municipal permit application.
 - The City will not circulate the application or re-notify.
 - The applicant is required to check off all Utilities notified on the application and allow five (5) business days for their response.
 - Comments from the Utilities and proof of notification shall be attached to application email.
4. A Conditional Approval will be issued via e-mail to Utility including conditions of the approval. Typical conditions include permit fee, indemnities, traffic control plan, restoration requirements, utility locates prior to commencing work, depth requirements for buried plant, and plant alignment in right-of-way.
5. The Utility or Contractor is responsible for satisfying conditions of approval and obtaining necessary permits prior to commencing work.
6. Any emergency repairs must be reported to the City by completing the application form in the hyperlink below;
 - <https://apps.citywindsor.ca/eservices/MainMenu.aspx>

FINAL INSPECTION PROCESS

1. Final inspections to close out permits are to be requested by email to engineeringdept@citywindsor.ca on or prior to permit expiry date.
 - a) Email subject should read "Utility name – Request for final – Permit #22-222222"
 - b) Body of email to include any additional information (ie. Running line deviations, hard surface pit relocations, ufill tickets not being required with rational etc.)
 - c) Attachments to be included with the email;
 - As-Built Drawings
 - Ufill tickets
 - Any documentation relating to the project (ie. Revisions, onsite deviations from running lines etc.)

2. As-Built Drawing Requirements

- “As Built” section of drawing to be completed OR the drawing is to be stamped “AS BUILT” with signature and signee’s designation.
- If a deviation to the underground running line was approved, location of the new running line should be accurately shown on the drawing in **RED** and documentation of approval should be included in package.
- All pits in hard surface to be shown in **RED** with dimensions.

NOTES:

- i. Municipal Utility Permits are required under Bylaw 25-2010
- ii. Utility installations in Developments, which are subject to a Development Agreement between a Developer and the City, do not require Utility Permits if completed prior to the City assuming the Development. Utility installations in assumed Developments and any work outside the limits of the subdivision will require permits.
- iii. Utility relocations required for City of Windsor projects (ie. Capital Works, road/sewer rehabilitations, Local Improvements, etc., are required to follow the process above, however are exempt from permit fees.