

Call 519 255 6257 ext 2 FOR PERMIT

CITY OF WINDSOR
 Traffic Operations
 (519) 255-6247 Ext. 6727
 OSL@CITYWINDSOR.CA
 FAX (519) 973-5476

**THIS IS NOT
A PERMIT**

Reference # _____

APPLICATION FOR ROUTE APPROVAL TO MOVE A BUILDING OR EQUIPMENT
*****72 HOURS NOTICE REQUIRED*****

| | | |
|---------------------------|--|---|
| Date of Application _____ | Number of Identical Loads _____ (Same Dimensions, Same Route) | |
| APPLICANT | MOVER (if different from Applicant) | Mark the load as per MTO regulations |
| Contact Name _____ | Contact Name _____ | |
| Company _____ | Company _____ | |
| Address _____ | Address _____ | |
| E-mail _____ | E-mail _____ | |
| Telephone _____ | Telephone _____ | |
| Fax No. _____ | Fax No. _____ | |
| Moving Date(s) _____ | | |

Include Axle Load Diagram if Over 12 Axles
 ***** (Tractor + Trailer) *****

**BUILDING/EQUIPMENT OVERALL DIMENSIONS
REQUESTED VARIANCES FROM:**

Overall Dimensions (Load & vehicle) ↓Please Check One

Weight which Vehicle is Licensed to carry
 In Ontario Without Special Permit

_____ kg lb

Licensed Vehicle Weight (Tare)

_____ kg lb

Please Check One↑

Item to be moved _____

Width: _____ m ft
(Legal Width - 8.5 ft. (2.6m))

Length: _____ m ft
(Legal Length - 75.0 ft (23.0 m))

Height: _____ m ft
(Legal Height - 13.5 ft (4.1 m))

Total Gross Weight: _____ kg lb

Overhang _____ m ft

Approval of the following is hereby granted by the Transportation Planning Division for the issuance of a permit under By law 25 from the Engineering Department to move an oversized building or equipment, subject to.

ROUTE (Please specify addresses or entry/exit points in Windsor)

From: _____

Signature of Applicant (digital signatures and stamps are acceptable)

▲ FILL OUT ABOVE THIS LINE ONLY

FILL OUT ABOVE THIS LINE ONLY ▲

Subject to Police Escort _____

Subject to Signals Crew Attendance* _____

(cost to be borne by Applicant)

Subject to Adequate Private Escort _____

Confirm with Signals Division if they are required to be present * _____

* Signals Division to be notified 48 hours prior to move at (519) 255-6293

NOTE: ABOVE ROUTE IS APPROVED SUBJECT TO RECEIVING APPROVAL FROM:

Engineering Department _____

Enwin Utilities (Hydro) _____

NOTE: APPROVALS OF OTHER AGENCIES REQUIRED FOR MOVES OUTSIDE CITY LIMITS.

Community Services (Parks) _____

Bell Canada _____

Railways _____

Cogeco Cable _____

MNSi _____

Telus _____

* Refer to page 2 for contact information

Date of Approval

Executive Director of Operations

City Engineer

CITY OF WINDSOR
ROUTE APPROVAL CONTACTS

Updated May 2026

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|--|--|---|--|
| <u>Enwin Utilities(Hydro)</u> 4545 Rhodes Drive Windsor, Ontario (519) 255-2727 Fax (519) 251-7309 tsd@enwin.com (Preferred) | <u>Cogeco Cable</u> Anthony.nohra@cogeco.com (226) 345-1359 | (Permit) <u>Engineering Dept.</u> 2 nd Floor, City Hall (519) 255-6257 Ext 6483 engineeringdept@citywindsor.ca | <u>Bell Canada</u> 1149 Goyeau Street Tyson.Fuerth@bell.ca (519) 973-4711 Fax (519) 258-4543 |
| <u>Parks & Rec. Dept.</u> 2450 Mc Dougall Windsor, Ontario (519) 253-2300 Ext. 6709 | <u>MNSi</u> (519) 985-8434 mjones@mnsi.net hartleib@mnsi.net | (Route Application) <u>Traffic Operations</u> (519) 255-6727 Fax (519) 973-5476 osl@citywindsor.ca | <u>Town of La Salle</u> (519) 969-4143 <u>Town of Tecumseh</u> (519) 735-4225 |
| <u>Police Escorts</u> (519) 255-6700 ext. 4202 Fax (519) 255-9880 | <u>Ministry of Transportation</u> (800) 387-7736 ext 2312 | <u>County of Essex</u> (519) 776-6441 Ext. 317 | <u>Signals Division</u> (519) 255-6293 |
| <u>E.T.R.</u> dcvetkovski@etr.ca (519) 973-8222 Ext 2270 rjean@etr.ca | <u>Railways</u> <u>C.N.</u> permits.gld@cn.ca (888) 888-5909 | <u>C.P.</u> Bryan Stiefel (226) 236-3663 | <u>Telus</u> Frederick.Sua@Telus.com (416) 912-5607 Konstantinos.Koromilos@Telus.com (416) 885-7563 |
| | <u>Notification of Emergency Services</u> Fire (519) 258-4444 Police (519) 258-6111 (Phone Numbers) Ambulance (519) 258-2158 | | |

Moving permits are necessary when moving oversized loads on the Public Right Of Way within the City of Windsor. An oversized load is defined in the Highway Traffic Act of Ontario.

Obtaining a moving permit is a 2-step process involving the following:

1. Obtaining a Route Approval

An Application for Route Approval (this form) must be completed at least 72 hours before the move and faxed to the Traffic Operations Division at (519) 973-5476 or email osl@citywindsor.ca. This form will explain all other required information and approvals needed before the permit can be issued. Include an axle load diagram if over 12 axles. The approved Route Application will be returned to the applicant and the Engineering Dept. For inquiries regarding the Application for Route Approval form, call (519) 255-6727 between 8:00 a.m. and 4:30 p.m.

2. Applying for a Moving Permit

Once the applicant receives the signed route approval, they must contact Public Works Engineering at (519) 255-6257 ext. 6483 to obtain the moving permit. Before the permit can be issued, the following must be provided by email to engineeringdept@citywindsor.ca or in person:

Provide an Insurance Certificate showing proof of motor vehicle liability insurance having a minimum limit of \$5,000,000, comprehensive general liability insurance having a minimum limit of \$5,000,000 including a cross liability clause and a 30-day cancellation notice; naming "The Corporation of the City of Windsor" as an additional insured. This insurance certificate must be approved by the Risk Management Department. In order to expedite the insurance approval process, it is advised to submit the insurance certificate as soon as possible.

Articles of Incorporation or Legal Document showing Name of Company

In consideration of the issuance of this permit and other good and valuable consideration, the applicant, their heirs, executors, administrators, or assigns, hereby agree to indemnify and save harmless, The Corporation of the City of Windsor, from any action, claim, damages, costs (including legal costs) or loss whatsoever, arising from operations carried out under this permit.

Any additional approvals as required from the route approval process.

A permit fee, as per the City's fee schedule, must be made by either cheque or credit card (VISA and MasterCard accepted) or debit card by phone or in person.

Right-of-Way Division - Hours of Operation: 8:30 A.M. - 4:30 P.M.

350 City Hall Square West, 2nd Floor
Windsor, Ontario
Canada
N9A 6S1

***The above information is subject to
change as required.***