

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)
<b>APPLICANT</b>	<b>MOVER (if different from Applicant)</b>
Contact Name _____	Contact Name _____
Company _____	Company _____
Address _____	Address _____
E-mail _____	E-mail _____
Telephone _____	Telephone _____
Fax No. _____	Fax No. _____
Moving Date _____	

**Mark the load  
as per MTO  
regulations**

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

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

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

\_\_\_\_\_ kgs / lbs

Licensed Vehicle Weight (Tare)

\_\_\_\_\_ kgs / lbs

**Please Check One↑**

Item to be moved \_\_\_\_\_

↓Please Check One

Width: \_\_\_\_\_ m / ft

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

Length: \_\_\_\_\_ m / ft

(Legal Length - 75.0 ft (23.0 m))

Height Loaded: \_\_\_\_\_ m / ft

(Legal Height - 13.5 ft (4.1 m))

Total Gross Weight: \_\_\_\_\_ kgs / lbs \_\_\_\_\_  
 Overhang \_\_\_\_\_ m / ft City Engineer

**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

▲ 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 24 hours prior to move at (519) 255-6293 or (519) 255-6843

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

Engineering Department _____	Enwin Utilities (Hydro) _____	* Refer to page 2
Community Services (Parks) _____	Bell Canada _____	for contact information
Railways _____	Cogeco Cable _____	
	MNSi _____	

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

\_\_\_\_\_  
 Date of Approval Executive Director of Operations

**Fax Information \* Office Use Only \* No. Pages \_\_\_\_\_**

To: _____	Fax No. _____
c.c. _____	Fax No. _____
c.c. _____	Fax No. _____
From _____	Phone No. _____

**CITY OF WINDSOR**  
**ROUTE APPROVAL CONTACTS**

Updated July 2019

( Permit )

**Enwin Utilities(Hydro)**

4545 Rhodes Drive  
Windsor, Ontario  
(519) 255-2727  
Fax (519) 251-7309  
tsd@enwin.com (Please email)

**Cogeco Cable**

raymond.frank@cogeco.com  
(519) 972-4061  
Fax (519) 972-6688

**Engineering Dept.**

3<sup>rd</sup> Floor, City Hall  
(519) 255-6257 ext 6359  
engineeringdept@citywindsor.ca

**Bell Canada**

1149 Goyeau Street  
Windsor, Ontario  
(519) 973-6761  
Fax (519) 258-4543

**Parks & Rec. Dept.**

2450 Mc Dougall  
Windsor, Ontario  
(519) 253-2300  
Ext. 6709

**MNSi**

(519) 985-8434  
Fax (519) 258-3009

( Route Application )

**Traffic Operations**

(519) 255-6727  
Fax (519) 973-5476  
osl@citywindsor.ca

**Town of La Salle**

(519) 969-4143

**Town of Tecumseh**

(519) 735-4225

**Police Escorts**

(519) 255-6700 ext. 4202  
Fax (519) 255-9880

**Ministry of Transportation**

(800) 387-7736 ext 2312

**County of Essex**

(519) 776-6441  
Ext. 317

**Signals Division**

(519) 255-6293

**Railways**

**E.T.R.**

(519) 973 – 8222 Ext 226  
Fax (519) 977 - 1505

**C.N.**

Bryan Stiefel  
(226) 236-3663

**C.P.**

Brandon Daynard  
(647) 688-8301

**Notification of Emergency Services**

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 steps:

**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](mailto: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. 6359 to obtain the moving permit. Before the permit can be issued, the following must be provided by email to [engineeringdept@citywindsor.ca](mailto:engineeringdept@citywindsor.ca) or in person:

*Provide an Insurance Certificate showing proof of motor vehicle liability insurance having a minimum limit of \$2,000,000, comprehensive general liability insurance having a minimum limit of \$2,000,000 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 (only VISA and MasterCard accepted) 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.***