



# UTILITY AUTHORIZATION PERMIT

A Utility Authorization Permit (UAP) is required when working on any **utility related works** within the Town's public lands, or right-of-ways. Utility companies or their contractors can apply for a Utility Authorization Permit to allow for activities such as the installation of new utility infrastructure and/or service lines that cross the Town's right-of-ways, relocate/repair/abandon/replace an existing utility infrastructure.

## UTILITY AUTHORIZATION PERMIT APPLICATION • FOR COMPANIES



The Utility Authorization Permit Application is available online at:

<https://www.tillsonburg.ca/business-and-development/building-and-renovating/utility-authorization-permit/>

Complete the online application, answering all questions.

Be prepared to upload these four documents (in PDF format) during your online application:

- 1 Liability Insurance Certificate, with \$2,000,000 minimum coverage, naming the Town as an additional insured.
- 2 WSIB Clearance Certificate
- 3 Sketch of the work area, with measurements  
Note: For **new installations**, you MUST include existing conditions (i.e. road, sidewalk, driveway, curb, hydro/utility poles and an anchors, existing utilities and infrastructure, all Town infrastructure, etc.). Dimensions must be shown from existing R.O.W. limits as well as from existing Town infrastructure. Please reach out to the Town if you require As-Builts.  
For all other utility related work, submit a marked sketch of the area.  
If you know of any road cuts/excavation pits, clearly mark it on your sketch.
- 4 Traffic Control Plan  
Note: If no equipment is encroaching on Town property, the sketch of the work area can be uploaded in this field, indicating that no traffic control is required.

Note: there is a \$107.00 permit fee required at the end of the application.

Permits will be valid for 90 days from date of approval.

Your application will be sent to the Town of Tillsonburg for review. You will receive a confirmation email that your application has been received and a receipt of payment. Applications can take up to 7 days to process. Upon approval, you will receive an email containing your approved permit, (or permit denial, if denied). Approved permits must be displayed at each work site. If your permit is time sensitive, please email us. Note: An application must be submitted for each location where work is being conducted.

**Questions? Email: [UAP@tillsonburg.ca](mailto:UAP@tillsonburg.ca)**