



Corporation of the Town of  
Oakville  
Development Engineering  
1225 Trafalgar Road, Oakville ON  
L6H 0H3 905-845-6601

## Engineering Permit Application

I am the  **OWNER** or  **AUTHORIZED AGENT OF THE OWNER**, named in this application and confirm the information below and the plans / specifications properly describe the work for which a permit is being sought.

Applicant \_\_\_\_\_ Signature \_\_\_\_\_  
(printed name)  
Dated \_\_\_\_\_

Location of Works	Municipal Address:	
	Legal Property Description:	
Owner	Name:	Phone:
	Mailing Address: <small>(If different from above)</small>	email:
Contractor and Sub-contractors <small>Use 2<sup>nd</sup> page if req'd.  (required for Pool, Driveway, Excavation activities)</small>	Name of Firm:	Phone:
	Type of Work:	
	Mailing Address:	email:
	Contact:	24hr Contact Phone:
Applicant <small>(if not Owner)</small>	Name of Firm:	Phone:
	Type of Work:	
	Mailing Address:	email:
	Contact:	24hr Contact Phone:

### Permit Requirements

1. Four (4) copies of a plan/s certified by a Professional Engineer or other qualified persons. One (1) electronic copy.
2. Application Fee: cash, cheque, debit or credit card. (as per the current Rates and Fees By-law).
3. Cost estimate for all works. (subdivision, site plan and ROW works)
4. Two (2) copies of a Stormwater Management Report. One (1) electronic copy. (subdivision and DESP)
5. One (1) copy of an Arborist Report. One (1) electronic copy
6. Approved, Phase 1 Environmental and Archaeological Reports (subdivision and site plan).
7. Insurance Certificate in the amount of 5 million with the Town as additional insured (ROW works)
8. All other Permits and Sign-offs required (both Town and external agencies).
9. Securities: certified cheque; or for subdivisions and site plans a Letter of Credit. These may be posted prior to issuance of permit or approval.

### Works on Private Property (Check all that apply) note: DESP applies to all properties Zoned RLX-0

<input type="checkbox"/> Site Alteration – Residential; additions < 50m <sup>2</sup> , pools, landscaping, etc.	<input type="checkbox"/> Site Alteration – Commercial; subdivisions, site plans, condos
<input type="checkbox"/> Pool Enclosure - new and retrofit <input type="checkbox"/> Check if pool is salt water	<input type="checkbox"/> Tree Protection / Removal
<input type="checkbox"/> Development Engineering Site Plan (DESP) – Residential; new, infill & additions > 50m <sup>2</sup>	
<b>Further description of Works:</b>	

### Works on Town Property, Municipal Right of Way, ROW (Check all that apply)

<input type="checkbox"/> Excavation - utility, private servicing, bore holes, etc.	<input type="checkbox"/> Driveway – Residential; new and modifications	<input type="checkbox"/> TSO – Cranes; fixed/ mobile, tracked equ, hoarding, shoring
<input type="checkbox"/> Tree Protection / Removal	<input type="checkbox"/> Driveway – Multiple Residential & Non-residential; new and modifications	<input type="checkbox"/> TSO - Bins, rubber tire equipment, materials, vehicles
<b>Further description of Works:</b>		

Engineering Permit Conditions are attached to the approved permit based on the works indicated above

**Please note;** Section 9.1 of the Site Alteration By-Law allows Town inspectors to enter and inspect any land to determine whether the provisions of this by-law have been complied with.

Personal Information on this form is collected and used for the purpose collected under the authority of the Municipal Act, as amended.

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