



ORILLIA CITY CENTRE  
50 ANDREW STREET S., SUITE 300  
ORILLIA, ONT. L3V 7T5  
TELEPHONE: (705) 325-1311  
FACSIMILE: (705) 325-5178

ENVIRONMENT AND INFRASTRUCTURE  
SERVICES DEPARTMENT

MUNICIPAL OPERATIONS  
CENTRE  
20 JAMES STREET W.  
ORILLIA, ONT. L3V 6Y3  
TELEPHONE: (705) 326-4585

**OVER-DIMENSIONAL VEHICLE AND LOAD  
PERMIT**

Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \$ \_\_\_\_\_

Permit Type:  Single-Trip  Annual  Project  Super-load Police Escort:  Yes  No

Company/Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Tel. No. \_\_\_\_\_

Insured By: \_\_\_\_\_ Expiry: \_\_\_\_\_

Date of Move: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Vehicle Licence #: \_\_\_\_\_ V.I.N. #: \_\_\_\_\_ No. of Axles: \_\_\_\_\_

Description of Load: \_\_\_\_\_

Overall Width (m.): \_\_\_\_\_ Overall Height (m.): \_\_\_\_\_ Overall Length (m.): \_\_\_\_\_  
(3.99 m Max. Annual Permit) (4.26 m Max. Annual Permit) (25.0 m Max. Annual Permit)

Gross Registered Weight (kg.): \_\_\_\_\_ (Highway Traffic Act)

Gross Weight of Proposed Vehicle and Load (kg.): \_\_\_\_\_

Route From: \_\_\_\_\_ Route To: \_\_\_\_\_

Route Description: \_\_\_\_\_

Security Deposit Required:  Yes  No  Received Permit Fee:  Paid  Invoiced

I, THE PERMIT HOLDER, attest that the information in this Permit is true to the best of my knowledge and that I have read, understood and accepted the OVER-DIMENSIONAL VEHICLE AND LOAD PERMIT GENERAL CONDITIONS which form part of this Permit. I, THE PERMIT HOLDER, hereby agree that I will be responsible for any damages incurred under this Permit. Permits are invalid if false information is given.

\_\_\_\_\_  
PERMIT HOLDER'S SIGNATURE

\_\_\_\_\_  
NAME (please print)

\_\_\_\_\_  
DATE

PERMIT REVIEWER: \_\_\_\_\_ TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVAL SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

General Manger of Environment and Infrastructure Services or Designate

**Please Refer to Back of Form For Other Permit Conditions and Provisions**

## OVER-DIMENSIONAL VEHICLE AND LOAD PERMIT

### General Conditions:

1. This Permit is issued under section 110 of the Highway Traffic act and is subject to these general conditions.
2. This Permit is issued on the condition that the Permit Holder/Operator accepts full responsibility for complying with all municipal by-laws regulating weights and dimensions of vehicles, as signed on the roadways and for any and all damages that may be caused to overhead wires, structures, roads, infrastructures, signs or railway rights-of-way.
3. The Permit Holder must obtain all the necessary approvals from relevant Provincial and Municipal Road authorities for the subject move(s).
4. Any violations of this Permit and the conditions herein stated will result in the Permit being cancelled.
5. The requirements pertaining to any aspect of this Permit shall be to the satisfaction of the General Manager of Environment and Infrastructure Services or Designate, **otherwise the Permit will be cancelled.**
6. The Permit Holder shall ensure that any alterations to this Permit are approved by the General Manager of Environment and Infrastructure Services or Designate prior to such changes taking place.
7. This Permit **must** accompany the vehicle for which this Permit has been issued. In the case of multi-vehicle moves, a copy of the Permit must accompany each vehicle. The Permit and all attachments must be produced upon request of a police officer or any authorized authority.
8. This Permit is issued pursuant to all relevant City By-Laws.
9. Notwithstanding any of the provisions of this Permit, the police or appropriate road authority may change or cancel this Permit and may cause the vehicle(s) and load(s) to be removed from the roadway due to congestion or hazardous conditions being encountered as a result of the unit(s) being on the road, and may require the operator(s) to wait for an escort to continue the move.
10. The Permit Holder shall verify all structure and utility clearance heights, on site, 72 hours prior to any move.
11. The Permit Holder shall show proof of having obtained a City of Orillia Building Permit, where applicable, for the movement of buildings.
12. All authorized signatures as required on this Permit must be obtained **before** this Permit will be considered for approval and issue.
13. The Permit Holder may be required to file a bond and/or certified cheque deposit with this application in such an amount as at the discretion of the appropriate road authority, utility, or railroad, as deemed necessary to cover the cost of facilitating the move(s) and of repairing any damages resulting therefrom.
14. The Permit Holder must comply with all axle load weights and heavy truck restrictions as required. A Load Distribution Diagram is required for all loads over 45,000 kilograms.
15. **This Permit is not valid at any time from one-half hour after sunset to one-half hour before sunrise, or at any other time when, due to insufficient light, or unfavourable atmospheric conditions, persons and vehicles on the roadway are not clearly discernable at a distance of 150 metres or less, or from Monday to Friday inclusive during the hours of 6:30 a.m. to 9:00 a.m., and 4:00 p.m. to 6:00 p.m.**
16. **Limited Liability and Release:** The Permit Holder hereby releases and forever discharges the City, including its elected officials, officers, employees, agents and contractors, and the Permit Holder further agrees that notwithstanding anything to the contrary contained herein, the City, including its elected officials, officers, employees, agents, contractors and sub-contractors shall not be liable to the Permit Holder or to anyone for whom the Permit Holder may be in law responsible for, any loss of or damage to property, personal injury or death, or any other losses, action, claims, causes of action, damages, both direct or indirect and such other costs and expenses, howsoever and whatsoever incurred, suffered or sustained by the Permit Holder or any of the Permit Holder's employees, agents, contractors or sub-contractors during or otherwise in relation to or in connection with the Permit Holder's activities relating to any matters under this Permit, negligent misrepresentation, or breach of statutory duty on the part of the City or on the part of anyone for whom the City is in law responsible, the condition or state of repair of the roadway and the breach of any of the provisions of this Permit by the City, including, but not limited to, any negligent act or omission of the City, its employees, agents, contractors or sub-contractors, which causes or contributes to any such injury, damage or loss.
17. **Indemnity:** The Permit Holder shall indemnify and save the City harmless, including the City's elected officials, officers, employees, agents and contractors, from and against any loss, cost and expense incurred by the City because of any demand, action or claim brought against the City as a result of any loss of or damage to property, personal injury or death, or any other losses or damages, both direct or indirect, including such other costs and expenses, howsoever and whatsoever incurred, suffered or sustained by the Permit Holder using the roadways, or by anyone else permitted on the roadway by the Permit Holder or by anyone for whom in law the Permit Holder is responsible, including any losses or damages which have been caused or contributed to by any negligence, negligent misrepresentation, or breach of statutory duty on the part of the City or on the part of anyone for whom the City is in law responsible, by the activities of the Permit Holder, the condition or state of repair of the roadway and the breach of any of the provisions of this Permit by the City, including, but not limited to, any negligent act or omission of the City, or its employees, agents, contractors or invitees, which causes or contributes to any such injury, damage or loss.

### **Annual Over-dimensional Vehicle and Load Permit**

18. The maximum dimensions and weight of vehicle plus load allowed under this Permit are as follows:  
**Width** – 3.99 metres; **Height** – 4.26 metres; **Length** – 25.0 metres; **Weight** – as per Highway Traffic Act.
  - a) Vehicles and loads in excess of width and/or length prescribed under Section 92 (109) of the Highway Traffic Act shall be marked with four or more flags, one as near as practicable to each corner of the vehicle or load. The flag shall be bright red or orange in colour, and shall be not less than 400 mm. square. Where a vehicle or load is wider at any point or points on either side than at the corner, it shall, where practicable, be so marked with such a flag at the nearest point on each side.
  - b) Vehicles and loads in excess of the length prescribed under Section 92 (109) of the Highway Traffic Act shall, in addition to the flags required under provision 18 a), display on the rear, in a clearly visible position, a sign bearing the words "LONG LOAD" in black letters at least 200 mm. high, with lines forming the letters at least 30 mm. wide on a yellow retro-reflective background, or an approved M.T.O. "D" sign. This sign is to be removed or covered when not in use.

***This Permit applies to City of Orillia roadways only. Applicants may be required to obtain a permit from the MTO or other municipalities if your route is other than on City of Orillia roadways.***



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## **OVER-DIMENSIONAL VEHICLE AND LOAD PERMIT APPLICATION FORM**

This permit is for the moving of vehicles, loads, buildings, objects, or structures excluding farm tractors and vehicles of self-propelled implements of husbandry on any highway within the jurisdiction of The Corporation of the City of Orillia Section 110 of the Highway Traffic Act (R.S.O. 1990, Chapter H.8) gives a municipal corporation or other authority having jurisdiction over the roadway, upon application in writing, the right to grant a permit for the moving of heavy vehicles, loads, objects or structures in excess of the dimensional limits set out in Section 109, Part VII, or the weight limits set out in Section 114, Part VIII, and whereas the Ontario Municipal Act states that councils of all municipalities may pass by-laws for prohibiting or regulating the obstructing, encumbering, injuring or fouling of highways and bridges.

The following information is required for the purpose of obtaining an Annual, Project, Single-Trip or Single-Trip Superload Over-dimensional Vehicle and Load Permit:

### **1. CERTIFICATE OF INSURANCE**

A valid Certificate of Insurance (form attached) is required for all permit application approvals with the following minimum complete coverage:

Motor Vehicle Liability Insurance:	\$2,000,000
Comprehensive General Liability Insurance:	<u>\$2,000,000</u>
Total Insurance of:	<b>\$4,000,000</b>

The Corporation of the City of Orillia is to be named on the Insurance Certificate as additional insured under the policy for the purposes of the permit activities.

### **2. VEHICLE INFORMATION**

A complete listing of all vehicles including: vehicle type, year, make, model, license number, equipment number and Vehicle Identification Number are required.

### **3. APPROVALS CHECKLIST (Required Only If Load Exceeds 4.26 m. in Height)**

Approval of all affected agencies is to be verified by signature in accordance to the attached permit checklist. The Over-dimensional Vehicle Permit **will not be issued** until all required signatures are obtained on the attached Approvals Checklist Form (Page 4) and the Application Signature has been signed and completed fully.

### **4. FORM COMPLETION**

Please fill out the following required four pages of information completely so your permit can be processed. Once received by the City (e-mail, facsimile, mail, or hand delivered), please allow a **minimum of 48 hours** (excluding weekends and holidays) for your application to be processed.

OFFICE USE ONLY				
Permit Fee Paid: \$ _____	Security Deposit \$ _____	Staff Initial:	PERMIT No.:	Date Processed:

City of Orillia

**OVER-DIMENSIONAL VEHICLE AND LOAD PERMIT APPLICATION FORM**

Name of Company/Individual:(*must be the actual mover of the goods*)

Address:

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Contact Name:

Contact Phone No.:

E-mail Address:

Facsimile No.:

**SINGLE TRIP & SINGLE TRIP SUPERLOAD PERMIT VEHICLE INFORMATION:**

Year:                      Make:                      Model:                      LIC. #:                      VIN. #:

**ANNUAL PERMIT & PROJECT PERMIT VEHICLE INFORMATION: (Maximum 5 Vehicles)**

**Vehicle Info:**

Year:                      Make:                      Model:                      LIC. #:                      VIN. #:

**Vehicle Info:**

Year:                      Make:                      Model:                      LIC. #:                      VIN. #:

**Vehicle Info:**

Year:                      Make:                      Model:                      LIC. #:                      VIN. #:

**Vehicle Info:**

Year:                      Make:                      Model:                      LIC. #:                      VIN. #:

**Vehicle Info:**

Year:                      Make:                      Model:                      LIC. #:                      VIN. #:

**LOAD INFORMATION:**

**Overall Width:**

(3.99m. – Max. Annual)

**Overall Height:**

(4.26m. – Max. Annual)

**Overall Length:**

(25.0m. – Max. Annual)

**Overall Weight (kg.):**

(Highway Traffic Act)

**Gross Weight of Proposed Vehicle and Load (kg.):**

**Number of Axles (including tractor):**

**Description of Load:**

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City of Orillia

**OVER-DIMENSIONAL VEHICLE AND LOAD PERMIT APPLICATION FORM**

**PERMIT TYPE:** Single-Trip  Single Trip - Superload  Project  Annual

Move Date(s): \_\_\_\_\_

Move Time(s): \_\_\_\_\_

Route From: \_\_\_\_\_

Route To: \_\_\_\_\_

Route Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERMIT FEES:**

**Annual Permit:** (Valid from Jan. 1 to Dec. 31) **\$200.00**

(One Annual Permit cost will be charged for up to a maximum of 5 units.)

**Please note: Annual Permit Holders must email Jason Flemming, Supervisor of Roads, Source and Storm at [jflemming@orillia.ca](mailto:jflemming@orillia.ca) 24 hours prior to entering the City of Orillia limits for every over-dimensional vehicle and load within the year of the permit.**

**Project Permit:** (Valid for up to 6 months) **\$150.00**

(One Project Permit cost will be charged for up to a maximum of 5 units.)

**Single-Trip Permit:** **\$60.00**

**Single-Trip Superload Permit:** **\$500.00**

**See attached Schedule "21" to By-Law No. 2007-55 City of Orillia Reduced Loads**

Payment by cash, cheque and debit card only, made payable to: **City of Orillia**

Additional Notes: \_\_\_\_\_  
\_\_\_\_\_



## City of Orillia

# **OVER-DIMENSIONAL VEHICLE AND LOAD PERMIT APPLICATION FORM**

### **IMPORTANT INFORMATION TO THE APPLICANT**

1. Application for an Over-dimensional Vehicle and Load Permit requires a minimum of five (5) business days prior to the proposed move date to process the application however, depending on the complexity of the permit, additional time may be required. When applying for a Single-trip Super Load Permit, application must be made at least forty-five (45) calendar days prior to the proposed move date due to the more involved approval process required.
2. The applicant must obtain the necessary approvals from all appropriate authorities that will be impacted by this application. All authorized signatures of the appropriate road authorities and the agencies indicated as required on this application shall be obtained before a permit is considered to be valid. Fourteen (14) calendar days may be required for the approval of the authorized route before the issuance of the permit.
3. The requirements of the move pertaining to any aspect of the approved permit shall be to the satisfaction of the General Manager of Environment and Infrastructure Services or Designate, **otherwise the permit will be cancelled.** Any alterations to the approved permit must be approved by the General Manager of Environment and Infrastructure Services or Designate prior to such changes taking place.
4. The applicant shall show proof of having obtained a building permit, where applicable, for the movement of buildings.
5. Where the loaded height exceeds 4.15 metres (13.5 feet) or the loaded width exceeds 4.0 metres (13.1 feet), the applicant shall provide a cheque or money order in the sum of \$1,000.00 to be deposited with the Corporation of the City of Orillia to offset any damage to Municipal Infrastructure during the move. This sum to be returned not later than thirty (30) days after the date of moving, less charges against the account.
6. The General Manager of Environment and Infrastructure Services or his designate, will require that an Engineer's Report be provided on any moves where a bridge, culvert, etc., in his opinion, may be unsound in the case of overweight loads. The cost for this Engineer's Report will be borne by the applicant.
7. The applicant may be required to provide private escort vehicle(s) or police escort(s). Police escort(s), if required, will be arranged through the City's Ontario Provincial Police Detachment in Orillia at. (705 326-3536. Where police escort is required, all movement is at the discretion of the escorting police officer(s) and the permit holder must bear the cost of the escort.
8. After the permit is issued, the Permit Holder must give confirmation to all applicable Utilities/Agencies/Police Services at least seven (7) days prior notice to the move taking place and must personally arrange with various parties involved for any escorts, raising of wires, etc., and pay these individuals involved for any charges.
9. **Insurance requirements**

Insurance Certificate must be presented at time of application. No permit will be issued without proper proof of valid insurance.

Insurance coverage requirements are:

- Motor Vehicle Liability Insurance with a minimum of \$2 million; **and**
- Comprehensive General Liability Insurance with a minimum of \$2 million.

Insurance Certificate must name The Corporation of the City of Orillia as additional insured. Other road authorities affected by this application must also be named as additional insured.

The Insurance Certificate must bear the original stamp and signature of the insurance company. The Insurance Certificate must be valid throughout the period for which the permit is issued.

10. Security deposits may apply and will be assessed on a permit by permit basis.

**Note: A permit will not be issued for any move if any of the applicable conditions are not met.**

**THE CORPORATION OF THE CITY OF ORILLIA**

**CERTIFICATE OF INSURANCE (OVER-DIMENSIONAL VEHICLE AND LOAD)**

(to be completed only by the Insurer or its authorized representative)

**THIS IS TO CERTIFY TO:** THE CORPORATION OF THE CITY OF ORILLIA  
50 ANDREW ST. S., SUITE300, ORILLIA, ON  
L3V 7T5

that Policy/Policies of Insurance as herein described have been issued to the Insured named below and are in force at this date.

<b>Insured:</b>			<b>Address:</b>		
			<b>Phone:</b>		<b>Fax:</b>
<b>TYPE OF INSURANCE</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE (dd/mm/yyyy)</b>	<b>EXPIRY DATE (dd/mm/yyyy)</b>	<b>AMOUNT OF COVERAGE</b>	<b>DEDUCTIBLE AMOUNT</b>
Commercial General Liability				\$	\$
Motor Vehicle Liability				\$	\$
Umbrella Liability				\$	\$
Non-Owned Auto Liability				\$	\$
All Risk and/or Professional Liability				\$	\$

City of Orillia Contract  
or Approval Number:

**Site Location and Description of Work to which this Certificate of Insurance applies:**

**Provisions and amendments or endorsements of listed Commercial General Liability Policy/Policies to reflect the following:**

- A. Commercial General Liability Policy is extended to include Personal Injury Liability, Contractual Liability, Owner's and Contractor's Protective Coverage, Products-Completed Operations, Contingent Employers Liability, Cross Liability and Severability of Interest.
- B. It is understood and agreed that THE CORPORATION OF THE CITY OF ORILLIA is added as an Additional Insured to these policies with respect to liability arising out of the operations at the above mentioned project.
- C. It is agreed and understood that the deductible or self-insured retention (SIR) arranged between the Named Insured and the Insurer, must be declared herein and is subject to approval by The Corporation of the City of Orillia Treasurer. It is further understood and agreed that claims arising out of the operations of the above mentioned project which fall within the deductible or SIR limit are the sole responsibility of the Named Insured.
- D. If the insurance is cancelled or changed in any manner, for any reason, during the period of coverage as stated herein so as to affect this certificate, thirty (30) days prior written notice by Registered Mail notice or Courier will be given by the Insurer(s) to the Corporation of the City of Orillia, 50 Andrew Street S., Orillia, Ontario L3V 7T5, attention: City Treasurer.
- E. The Commercial General Liability Policy(ies) identified above shall protect each insured in the same manner and to the same extent as though a separate policy has been issued to each, but nothing shall operate to increase the Limits of Liability as identified above beyond the amount or amounts for which the Company would be liable if there had been only one Insured.
- F. The Commercial General Liability Policy(ies) identified above shall apply as primary insurance and not excess to any other insurance available to the Additional Insured as set out in Item B.
- G. Any Deductible or Reimbursement Clause contained in the policy/policies shall not apply to the Corporation of the City of Orillia and shall be the sole responsibility of the Insured named above.

<b>DATE:</b>	<b>INSURANCE COMPANY NAME, ADDRESS and TELEPHONE NO.</b>

**CERTIFICATION**

I certify that the above-listed insurance is in effect as stated in this certificate and that I have authorization to issue this certificate for and on behalf of the Insurer(s). This certificate is valid until the expiration date(s) shown unless notice is given in writing in accordance with Item 'D' above.

<b>INSURANCE BROKER NAME, ADDRESS and TELEPHONE NO.</b>	<b>SIGNATURE AND STAMP OF CERTIFYING OFFICIAL</b>