

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>Mark the load as per MTO regulations</b>
<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(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*

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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 for  
contact information

Community Services (Parks) \_\_\_\_\_

Bell Canada \_\_\_\_\_

Railways \_\_\_\_\_

Cogeco Cable \_\_\_\_\_

MNSi \_\_\_\_\_

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

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Executive Director of Operations

\_\_\_\_\_  
City Engineer

By submitting this application, I certify that the information filled in this application is true and correct to the best of my knowledge

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

Updated December 2022

( Permit )			
<b><u>Enwin Utilities(Hydro)</u></b> 4545 Rhodes Drive Windsor, Ontario (519) 255-2727 Fax (519) 251-7309 tsd@enwin.com (Preferred)	<b><u>Cogeco Cable</u></b> raymond.frank@cogeco.com (519) 972-4061 Fax (519) 972-6688	<b><u>Engineering Dept.</u></b> 3 <sup>rd</sup> Floor, City Hall (519) 255-6257 ext 6359 engineeringdept@citywindsor.ca	<b><u>Bell Canada</u></b> 1149 Goyeau Street Windsor, Ontario (519) 973-6761 Fax (519) 258-4543
( Route Application )			
<b><u>Parks &amp; Rec. Dept.</u></b> 2450 Mc Dougall Windsor, Ontario (519) 253-2300 Ext. 6709	<b><u>MNSi</u></b> (519) 985-8434 mjones@mnsi.net hartleib@mnsi.net	<b><u>Traffic Operations</u></b> (519) 255-6727 Fax (519) 973-5476 osl@citywindsor.ca	<b><u>Town of La Salle</u></b> (519) 969-4143
( Route Application )			
<b><u>Police Escorts</u></b> (519) 255-6700 ext. 4202 Fax (519) 255-9880	<b><u>Ministry of Transportation</u></b> (800) 387-7736 ext 2312	<b><u>County of Essex</u></b> (519) 776-6441 Ext. 317	<b><u>Signals Division</u></b> (519) 255-6293
<b><u>Railways</u></b>			
<b><u>E.T.R.</u></b> (519) 973 – 8222 Ext 226 eFax (519) 973 - 7234 info@etr.ca (Preferred)	<b><u>C.N.</u></b> Bryan Stiefel (226) 236-3663	<b><u>C.P.</u></b> Brandon Daynard (647) 688-8301	
<b><u>Notification of Emergency Services</u></b>			
	Fire	(519) 258-4444	
	Police	(519) 258-6111	(Phone Numbers)
	Ambulance	(519) 258-2158	

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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](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.***