

Application for a Service Installation Permit

The Corporation of The Town of Fort Erie
1 Municipal Centre Drive,
Fort Erie, ON L2A 2S6

INFRASTRUCTURE
SERVICES
USE ONLY

Application number
SIP -

Information on this form is collected pursuant to the *Municipal Act* 2001, S.O. 2001, c.25 and will be used for the purposes of administering Town of Fort Erie [By-Law No. 66-2016](#), as amended.

Please check the guidance in this form carefully.

- Your application may be delayed if you make a mistake, if you do not enclose the necessary documents or if you send documents that do not meet our guidance.
- Your application must be received by Infrastructure Services at least five (5) business days prior to your proposed work.
- Permit fees must be paid and your approved permit collected prior to any encroachment of the right-of-way.

1. Property this application relates to

Property street address	Street number (required)	Street name

Legal description (if known)	Lot number	Legal description

Is this a new build / vacant lot? No Yes → Building Permit Application Number
See note 1

If yes, does any part of the Building Permit involve the approval or consent of an Outside Agency or another Town Department? No Yes → See note 1

Is this on a road allowance administered by the Niagara Region or the Niagara Parks Commission? No Yes → See note 2

2. Details of proposed works

Services being proposed as part of this application package	Type	Fee Schedule	Installation Method	
		See note 3	Open Trench	Boring
<input type="checkbox"/>	Sanitary Sewer Service	\$275.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Storm Sewer Service	\$275.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Water Service	\$275.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Live Water Tap	\$178.25		
<input type="checkbox"/>	Other Work(s)	\$ N/A		

Is any of the infrastructure owned/operated by the Niagara Region? No Yes → Please specify Regional Water Connection Regional Sewer Lateral Connection
See note 4

3. Applicant (Private Contractor) Information

Company name

Site representative

Street address

Street no	Street name		
Town/City		Province	Postcode

Email address

Phone/fax

Phone no	Fax
----------	-----

Insurance provider
See note 9

Expiry date

WSIB Clearance
certificate number
See note 10

Expiry date

4. Property Owner details

Where there are multiple owners, please attach a list with the names and details of each owner.

Owner's name

Street address

Street no	Street name		
Town/City		Province	Postcode

Email address

Phone/fax

Phone no	Fax
----------	-----

General Requirements and Specifications

Make sure you are using the latest version of this application form. You can find the version date at the bottom of the form. For example, "SIP1 (11-2021)" means the version date is November 2021. The date you sign or send your form does not change the version date. The latest version can be found at <https://forterrie.ca/pages/EngineeringDivision> under 'Permits'. If you submit your application on an older form, we will return it to you and ask you to resubmit using the newest version of the form.

1. **Building and Planning Control, Internal Departments & Outside Agencies** – Where there is a need for Building and/or Planning Control, a Service Installation Permit shall not be issued until such time as a Building Permit has been finalized and issued by Building Department. Further, the Town reserves the right to delay issuance of a service installation permit for any application that is subject to additional consent(s) from other Town Departments and/or Outside agencies.
 - a. Town Departments and Outside agencies include, but are not limited to: *Building and Planning Control, Minor Variance(s), Consent(s), Rezoning(s), the Town's Planning Environmental Conservation Overlay Zone, NPCA Clearance(s) and Niagara Region Septic Clearance(s)*
2. **Third-Party Permit(s)** – The owner/contractor must obtain all applicable permits and approvals, i.e., Municipal Plumbing, Sewer Permit, Regional Niagara Utility Permit, Niagara Parks Commission Encroachment Permit, Ministry of Labour Trench Permit, etc.
 - a. For works involving (parts of) *Bowen Road, Central Avenue, Dominion Road, Garrison Road, Gilmore Road, Gorham Road, Helena Street, Montrose Road, Netherby Road, Phipps Street, Sodom Road, Stevensville Road and Thompson Road*, these are considered road allowances administered by the *Niagara Region*.
Further information on requirements for these roads can be found by contacting (905) 980-6000 or at the following weblink: <https://www.niagararegion.ca/living/roads/permits/default.aspx>
 - b. For works involving *Cairns Crescent, Frenchman's Lane*, (parts of) *Lakeshore Road, Niagara Boulevard, Niagara Parkway Boulevard, Niagara River Parkway*, or any *Service Roads* attached to these streets, these are considered road allowances administered by the *Niagara Parks Commission*.
Further information on requirements for these roads can be found by contacting (905) 356-2241 or at the following weblink: <https://www.niagaraparks.com/permits/>

Proof of all third-party permission(s) shall be provided to the satisfaction of the Town no later than two (2) business days prior to excavation.

3. **Permit Fee(s)** – Fees and Charges are calculated prior to permit issuance and may include Road Reinstatement charge(s); all fees and charges are subject to change. The most current Schedule of Fees can be found by visiting the following weblink and selecting the current year: <https://www.forterrie.ca/pages/FeesandCharges>
4. **Regional Infrastructure** – To verify if the infrastructure is owned/operated by the Niagara Region, please visit the following weblink for more information: <https://maps.niagararegion.ca/navigator/>
There are separate requirements for applications involving Regional infrastructure, including separate fees. Applications can only be made through the Town; however, it is the responsibility of the Applicant to verify that the proposed works are acceptable to the Niagara Region prior to submission.
5. **Servicing Schematic** – Applicant shall supply a plan showing the details of the proposed installation(s) and all other relevant connection(s) to the existing watermain and/or sewer(s). Plan must be measured in metric units from a fixed infrastructure asset (sanitary manhole, fire hydrant etc) and specify dimensions, including horizontal separation(s), size(s), material(s) etc. **Plan must be legible, scaled and field verified.**
6. **Traffic Control** – For any highway within and under jurisdiction of the Town the Applicant shall prepare and submit, at the Applicants sole expense, a Traffic Control Plan which shall conform to the Ministry of Transportations' most recent Ontario Traffic Manual, Book 7, Temporary Conditions. Plan must include the relevant section(s) of the manual applicable to their proposed works as well as a diagram of the affected roadway(s) and Signing Requirements that will be used.
 - a. Approval for a road closure will only be granted if all options on completing the approved work, without closing the road, have been exhausted. Should this be the case a detailed explanation of the reason(s) should accompany the Traffic Control Plan.
 - b. Any plan involving a roadway owned or operated by either the *Niagara Region* and/or the *Niagara Parks Commission*, **including detours over these roads**, shall also provide proof of permission and/or a letter of non-objection from the relevant authority, as may be applicable. **See note 2 for further details.**

7. **Accessibility for Ontarians with Disabilities Act** – The Applicant shall not commence construction until the Town has given notice of service disruption in accordance with the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11 and regulations thereto, as may be amended or replaced from time to time.
8. **Notification to Emergency Services & Public Transit** – The Applicant shall notify the following service providers, together with a copy of the **approved** Service Installation Permit, prior to construction and on each day the right-of-way is impeded:
- | | |
|--|---------------------------------|
| <i>Fort Erie Fire Department</i> | <i>(905) 871-1600 Ext. 5600</i> |
| <i>Niagara Regional Police Service (NRPS)</i> | <i>(905) 871-2300</i> |
| <i>Emergency Medical Services (EMS)</i> | <i>(905) 984-5050</i> |
| <i>Niagara Student Transportation Services (NSTS)</i> | <i>(905) 346-0290</i> |
| <i>Fort Erie Transit</i> | <i>1-833-287-5463</i> |
| <i>Fort Erie Accessible Specialized Transit (FAST)</i> | <i>1-833-933-3278</i> |
| <i>Town of Fort Erie: Road Operations</i> | <i>(905) 871-1600 Ext. 2466</i> |
| <i>Niagara Regional Waste Management</i> | <i>(905) 356-4141</i> |
9. **Insurance Requirements** – During the period of any authorized work(s) the contractor shall keep and maintain insurance coverage as outlined below, provided by (an) insurance company(ies) licensed to transact business in the Province of Ontario, and of satisfactory financial standing to The Corporation of the Town of Fort Erie.
- Commercial general liability insurance in the minimum amount of **two million dollars (\$2,000,000)** inclusive per occurrence. Coverage shall include but not limited to bodily injury including death, damage to property including loss of use thereof, personal injury, premises and operations liability, tenant legal liability and shall contain a cross liability, severability of insured clause. Such policy shall be endorsed to protect the Corporation of the Town of Fort Erie as an Additional Insured as the owner of the highway against all liability but only with respect to the construction of the Applicant.
 - Such insurance shall be primary and will not call in to contribution any other insurance that may be available to the Town.
 - The Applicant shall provide an insurance certificate to the satisfaction of the Town that confirms the Town's requirements as stated above. If requested by the Town the Applicant is to provide a certified true copy of the policy certified by an authorized representative of the insurer.
 - The policy shall be endorsed to provide the Town with not less than thirty (30) days' written notice of cancellation. If the policy is cancelled for any reason or if the permit holder fails to confirm that insurance coverage is in place at all times the permit holder will be required to immediately remove their operations from the Town's premises.
10. **Workplace Safety & Insurance Board** – Applicant shall supply a valid Workplace Safety and Insurance Board (WSIB) Certificate of Clearance certifying that the contractor is in good standing with the Board.
11. **Health & Safety** – All work must be carried out in strict accordance with the Town of Fort Erie's most recent Health and Safety Policy as well as the *Occupational Health and Safety Act*.
- Town of Fort Erie Health & Safety Policy: <https://www.forterrie.ca/pages/ContractorSafetyProgram>
The Occupational Health & Safety Act: <https://www.ontario.ca/laws/statute/90o01>
12. **Ontario OneCall** – Applicants performing excavation, drilling, blasting or auguring must obtain all utility locates before they dig. Due to the potential of serious injury / death and interruption of essential service occurring if an underground pipe is accidentally severed, the Ontario Occupational Health and Safety Act requires that all underground services shall be accurately located and marked prior to excavation (O. Reg 213/91 Sect. 228).
13. **Scheduling Inspection(s) and Live Taps** – The contractor must notify the Town for inspection(s) and/or Live Tap(s) for Water Service a minimum of two (2) business days prior to commencement of work; live taps shall only be done by Town Staff. To schedule a service or inspection please call (905) 871-1600, Ext. 2404.
14. **Installation Guidelines** – All work must conform to Town of Fort Erie specifications as detailed by O.P.S. Specifications and Drawings or as modified hereunder. **Unless otherwise approved in writing, and specified on your Permit, servicing shall be as per page 5 of 6 without substitution or improvisation.** The Town of Fort Erie will not be responsible for the supply of any materials or equipment required to complete the job.

15. **Water Services** – Installation shall include supply of 19mm diameter type 'K' soft copper service and fittings including all main stops, curb stops and boxes in accordance with OPSD 1104.010, including tapping the existing watermain being broadband stainless-steel saddle (No. 302) by Cambridge Brass or equivalent (A/C & PVC only).
- Connection to existing watermain shall be "wet tap" with stainless steel tapping sleeve and valve. Where "wet tap" connection is not feasible due to watermain sizes limitation, an anchor tee and valve shall be installed.
Where existing watermains are tapped, the pipe surface at the location of the tap shall be cleaned and disinfected using a minimum 1% sodium hypochlorite solution. Where applicable, the drill/cutting/tapping bits and all surfaces of mainstops, service saddles, tapping sleeves and valves which will come into contact with drinking water shall likewise be cleaned and disinfected using a minimum 1% sodium hypochlorite solution immediately prior to installation. If any of the disinfected surfaces come into contact with the soil and/or water in the excavation prior to use, the cleaning and disinfection procedure shall be repeated. Stainless steel tapping sleeve and valve is to be affixed such that the tap will be made at the 10:00 o'clock or 2:00 o'clock position. Teflon thread tape is to be applied to the inlet thread of the main stop. After the tap has been completed and the tapping equipment removed, the connection will be visually inspected to ensure there are no leaks.
 - Cathodic Protection of Watermains & Appurtenances: All connections shall be made in accordance with the most recent revision of the Niagara Peninsula Standard Contract Document; Special Provisions, *Section D10*. <https://www.niagararegion.ca/business/tenders/npscd/default.aspx>
 - Installation shall maintain a minimum 0.5m vertical separation between Water service(s) and Sewer/Sewage works complete with 1.5m minimum cover.
16. **Sanitary Services** – Installation shall include supply of 100mm diameter, PVC DR28, lateral pipes, gaskets and fittings including tees, bends, adapters and end caps, etc., where required in accordance with OPSD 1006.01, including connection to the existing main by an Emco Concord D-50 Sewer Saddle, or approved equivalent.
- Minimum Grade 2% to Maximum Grade 8%
 - Maintain minimum 2.5m horizontal separation between water service(s) and sewers/sewage works.
 - Services to be installed 90 degrees from sewer main to property.
17. **Backfilling of Excavations**
- Travelled Portions of Road/Asphalt Areas and Shoulders – Backfill to be Granular 'A' material compacted to one hundred (100%) percent standard proctor density.
 - Boulevards and Grassed Areas – Backfill may be select native materials, as approved, compacted to ninety-five (95%) percent standard proctor density.
18. **Reinstatement of Damaged and Disturbed Areas** – Reinstatement shall be carried out in accordance with municipal standards and shall match or exceed existing conditions, however, the more stringent of these two (2) cases shall apply. The contractor shall guarantee the installation and reinstatement for a one (1) year period the workmanship of the installation including restoration. The one-year period shall start on the date of acceptance by the Town. During the maintenance guarantee period the contractor shall, within forty-eight (48) hours of notification, make good any defects/deficiencies in the installation/reinstatement. In the event of emergency repairs by Town forces within the guarantee period all costs shall be the responsibility of the contractor.
- Asphalt Roads and Asphalt Areas: Reinstatement with minimum 75mm H.L.8 HS and a minimum 40mm H.L.3 HS. All trenches within the travelled portion of the roadway must be hard surfaced after backfilling. If permanent reinstatement is not carried out on day of installation, then temporary reinstatement must be undertaken with the application of cold patch asphalt.
 - Surface Treated Roads: Reinstatement with minimum 50mm H.L.3 or if H.L.3 not available due to asphalt plant winter closing, then use a minimum 50mm QPR 2000.
 - Boulevards & Grassed Areas: Reinstatement with a minimum 100mm approved top soil and nursery sod.
 - Sidewalks: All sidewalks shall be reinstated in accordance with the most recent revision of the Niagara Peninsula Standard Contract Document; Special Provisions, *Section B9/B10*.
<https://www.niagararegion.ca/business/tenders/npscd/default.aspx>

5. Supporting documents / checklist

Send the following documents with your application. Check each box once you have included it. If you do not enclose all the required documents, your entire application will be returned to you.

- Application for a Service Installation Permit - (SIP1)** application must be completed, signed and dated. *All pages must be returned.*
- Servicing Schematic.** See **note 5** of the General Requirements and Specifications.
- Traffic Control Plan.** See **note 6** of the General Requirements and Specifications.
- Certificate of Insurance.** See **note 9** of the General Requirements and Specifications.
- Workplace Safety and Insurance Board (WSIB) Certificate of Clearance.** See **note 10** of the General Requirements and Specifications.
- Where Applicable:** A valid Certificate of Approval (Cs of A) issued by the Ministry of the Environment, Conservation and Parks.

6. Declaration by Applicant

Permits are issued based on the information supplied by the Applicant. This application form, as well as any supporting documents, will form part of your permit. Knowingly providing false or misleading information may render any permit issued as invalid. You are required to have a copy of this permit on site at all times while working in the public right-of-way.

I/We hereby apply for prior approval as described in the pages of this application. I/We have been provided, have read and agree to adhere to the General Requirements and Specifications document contained in this package. I/We agree to follow all directives noted on the permit and/or those subsequently issued on authority of the Town, including all attached reinstatement standard drawings. My/Our signature(s) agree to guarantee the above noted service installation(s), including restoration, for a period of one (1) year.

I/We, our heirs, executors, administrators and assignees will indemnify and save harmless the Corporation of the Town of Fort Erie, the "Town", and any Public Utility / Telecommunication Company, agency, board or commission having utilities within the Right of Way, which may in any manner be affected through the right of occupation hereby granted, from any and all claims, demands, suits, actions and judgements made, brought or recovered against the Town and from all loss, costs, damages, charges or expenses that may be incurred, sustained by reason of the granting of this Service Installation Permit, including any loss resulting from any violation under the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, together with defence costs, fines and penalties. The Applicant shall be considered the "constructor" for the purposes of the *Occupational Health and Safety Act*. The indemnity provisions of this Agreement shall survive the termination of the Agreement.

I/We agree to pay all fees in advance and, where the Town costs exceed any deposits, I/we hereby agree to pay the balance within 10 calendar days from the date of invoice.

Where applicable: I/We have the authority to bind the company/corporation.

Applicant's
signature

Name (print)	
Signature	Date