





**TRANSPORTATION & WORKS - ENGINEERING DIVISION
OPERATIONS MANUAL**

SECTION: 8.2 – UTILITY LOCATION PERMITS/PROCEDURE	REVISION #: 0	
DOCUMENT TITLE: UTILITY LOCATION PERMIT - SUBMISSION REQUIREMENTS	ORIGIN DATE: JUNE 14, 2010	
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1.0 Purpose

To inform applicants when a Utility Location Permit is required and what information must be included in the submission.

2.0 Scope

Any work done within a City road allowance, laneway, easement or property that involves excavating, breaking up, or breaching the existing surface or involves underground installation of plant (including plant installed using directional drilling methods) shall require a Utility Location Permit.

Refer to your agreement held between your company and the City for complete obligations and responsibilities.

3.0 Procedure

3.1 Insurance

Applicant shall provide proof of general liability insurance (complete a City of Thunder Bay "Certificate of Insurance" form).

3.2 Drawing/Sketch

All applications shall be accompanied by a drawing/sketch. Information required on the sketch shall be as follows:

- Identify entire area of excavation or installation
- Show all proposed utilities being constructed that relate to the permit
- Show all new structures related to the proposed utility and dimension their location (concrete pads, poles, etc)
- If the permit is for a service connection only, the existing main line that it is connected to shall also be shown

- North arrow, street names, lot #'s or house #'s
- Property/legal lines
- Dimension all proposed utilities to property/legal lines, +/- 0.1m accuracy
- Show all existing buildings/structures in close proximity to the proposed utility
- Denote proposed depth of the utility

3.3 Notification of Location Change

If the field conditions require the location of the utility to deviate more than 1.0m from the location defined on the permit contact the engineering office prior to installation so that conflicts with clearances can be assessed.

3.4 Exclusions and Clarifications

Replacement of existing poles will not require a Utility Location Permit unless the new pole is being installed more than 1.0m from its original location.

Major pole replacement projects (i.e. where most or all of the poles along the street are being replaced) will require a single Utility Location Permit to be obtained for the project. Detailed drawings defining the work will be required in order to complete the permit review.

Projects that cover a large site and incorporate multiple installations may be submitted under a single Utility Location Permit application. Detailed drawings defining the work will be required in order to complete the permit review.

Utility installations that are minor in size or length may be granted exceptions with respect to the level of detail required on the drawing/sketch. These exceptions will be granted on a case by case basis with the individual applicants.