



**Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), including (but not limited to) your name, contact information, and any comments, is collected and will be used in accordance with MFIPPA and all other relevant privacy laws. All information received will be used by City staff in the provision of services. Questions regarding the collection, use, and disclosure of your personal information should be directed to Supervisor, Corridor Control, 216 Ontario Street, Kingston ON K7L 2Z3, [contactus@cityofkingston.ca](mailto:contactus@cityofkingston.ca) or 613-546-4291.**

**Permit Type:**

Annual Oversize Move

Special Move Permit – Single Trip

Winter Operations

Other

**Applicant/Contractor:**

Company Name:

Email:

Contact Name:

Phone Number:

Address:

City:

Province:

Postal Code:

**Emergency Contact Information:**

**Route Details:**

**Operational Details (If Applicable):**

**Start Date:**

**End Dates:**

**Vehicle and Cargo Information:**

Vehicle Type	Cargo Description	License Plate Number	Length (m)	Height (m)	Width (m)	Weight (kg)

(Winter Operations – maximum blade width can be noted in “Width” in the table above)

**Considerations:**

1. Excess Load Permits are at the sole discretion of the City of Kingston. There are no exceptions to the Seasonal Load Limits as per the City of Kingston's By-law Number 2003-209, A By-Law To Regulate Traffic, as amended from time to time.

Fees: as per the current [City of Kingston Fees and Charges By-law](#).

By signing this Application Form, the Applicant agrees that they have familiarized themselves with the Excess Load Requirements attached as Schedule "A" and shall adhere to any, and all conditions, including site specific conditions, as stated in the applicable Permit documents.

Applicant's Signature:

Please submit the completed Application Form and all supporting documents to:

Email: [transportation@cityofkingston.ca](mailto:transportation@cityofkingston.ca)

Mail: City of Kingston, 216 Ontario Street, Kingston, ON K7L 2Z3 Attn: Transportation Services, Corridor Control

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### Schedule "A"

1. The Applicant shall provide a copy of insurance providing for a minimum of \$5,000,000.00 liability and the City of Kingston named as additional insured. Insurance in accordance with City of Kingston requirements shall be kept in full force during the period of the proposed move.
2. Moves may be made during DAYLIGHT HOURS, except Saturdays, Sundays and holidays and except between the hours of 7:30 to 9:30 a.m. or 4:30 to 6:30 p.m. when in congested areas. This permit is not valid when lighted lamps are required, pursuant to the Highway Traffic Act.
3. Every precaution must be taken to safeguard other users of the highways. Escort vehicles shall be as required by the Ontario Provincial Police or City of Kingston Police and the present qualified holder must have approved training as required by MTO guidelines for private Over-Dimensional escorts, or representative signing the permit, guarantees to notify all Emergency Services, Police and all Pole Line Utility Companies 48 hours in advance of the move.
4. Private Over-Dimensional Escorts are required for widths greater than 3.85 meters. Police escorts are required for widths greater than 5.00 meters.
5. This permit is valid only upon the, (City of Kingston) roads between the points named. If other roads must, of necessity, be used, permission must be secured from proper authorities.
6. The person or Company for whom this permit is issued agrees to hold blameless the City of Kingston for any damage which may result from the movement of this load or object, and to indemnify the City of Kingston for any damage caused to City property or other property. The permit holder must report damage to City infrastructure.
7. This permit is subject to half load restrictions when and where applicable in accordance with Section 94 of The Highway Traffic Act, RSO 1980. The City of Kingston permit is subject to conditions as per The Highway Traffic Act for all moves.
8. This permit is to be carried by the driver and is subject to the provisions of the Commercial Vehicles Act. A copy of the permit must be carried in all equipment listed in the Oversized Permit and surrender to Police or MTO officers upon request.
9. This permit is not valid for passage over bridges on which signs are displayed indicating restricted loads or gross weights.
10. Subject to condition (1) vehicles and loads having a width in excess of 2.60 meters and/or an overall combined length in excess of 23 meters or a height exceeding 4.15 metres must display in a conspicuous position to the front and rear a clearly discernible sign reading "CAUTION WIDE LOAD" or the symbol "D" sign as detailed in the MTO manual "A Guide To Oversize/ Overweight Vehicles and Loads in Ontario in conjunction with The Highway Traffic Act. (Road Building Machinery will be except from displaying the signage).
11. This permit may be cancelled without prior notice and is automatically terminated if any of the above conditions have been violated. No travel is allowed when road conditions, weather conditions, or visibility make traveling hazardous to the operator or to the driving public.

12. The City of Kingston must be notified twenty-four hours prior to larger escorted moves greater than 5.0 metres (width) and 45.75 metres (length) and 4.15 metres (height) to ensure all conditions have been met.
13. Subject to condition (1) vehicles and loads having a width in excess of 2.60 meters and/or an overall combined length in excess of 23 meters or a height exceeding 4.15 m must display in a conspicuous position to the front and rear a clearly discernible sign reading "CAUTION WIDE LOAD" or the symbol "D" sign as detailed in the MTO manual "A Guide To Oversize/ Overweight Vehicles and Loads in Ontario in conjunction with The Highway Traffic Act. (*Road Building Machinery will be except from displaying the signage*).
14. No travel is allowed when road conditions, weather conditions, or visibility make traveling hazardous to the operator or to the driving public. \*Permitted winter control equipment may be moved during these hours. Winter control equipment and (RBM)- Road Building Machines must display a slow-moving vehicle sign, company name and phone number must be visible on both sides of equipment. Flashing beacon lights as required must also be utilized.
15. As per regulation 398/16 referring to "ROCK TRUCK". Rock Trucks will not be permitted on any highway/city street and will not be issued a permit. Rock Trucks will only be permitted in a marked construction zone within areas which are closed to regular traffic. Road-building machines are designated as slow-moving vehicles and subject to Section 76 of The *Highway Traffic Act* and Regulation 616 (Slow Moving Vehicle Sign).
16. This permit may be cancelled without prior notice and is automatically terminated if any of the above conditions have been violated. The City of Kingston reserves the right to amend a permit at any time.