

# ROAD CUT PERMIT REQUIREMENTS



## AFTER A ROAD CUT PERMIT HAS BEEN ISSUED, THE PERMIT HOLDER MUST:

1. Notify City staff before starting work
2. Notify the public and the Ward Councillor before starting work
3. Comply with the Road Activity By-law and the conditions of the Road Cut Permit during work
4. Submit a Road Cut Completion Report once reinstatement is complete

Visit [ottawa.ca/roadactivity](http://ottawa.ca/roadactivity) for more information.

## NOTIFY CITY STAFF OF START OF WORK

City staff must be notified at **least 10 business days BEFORE** starting work that involves:

- the full closure of at least one direction of vehicle traffic,
- the re-routing of OC Transpo buses,
- the closure of a sidewalk, or
- a duration of at least seven (7) calendar days.

In all other instances City staff must be given at **least two (2) business days' notice**.

### All notifications to the City must include:

- the location of the work;
- the scheduled start date and estimated duration of the work,
- the Road Cut Permit number, and
- any changes to the Traffic Management Plan, or if work is on a local road, the closure of any vehicle lane, bicycle lane or sidewalks.

Notifications must be sent to [inspection\\_office@ottawa.ca](mailto:inspection_office@ottawa.ca).

For questions related to traffic control conditions or set-up, contact the Traffic Management Inspector.

## NOTIFY RESIDENTS, BUSINESSES AND WARD COUNCILLOR OF START OF WORK

**Bilingual notification in writing** must be provided to residents and businesses beside or near the work **BEFORE** work starts.

Notice must be provided at **least 10 business days** before the work is scheduled to begin if the work involves:

- the full closure of at least one direction of vehicle traffic,
- the re-routing of OC Transpo buses,
- the closure of a sidewalk, or
- a duration of at least seven (7) calendar days.

The Ward Councillor must also be notified.

In all other instances, residents and businesses beside or near the work must be given at **least two (2) business days' notice**.

### Public Notices must include:

- a brief description of the work and its location,
- the anticipated start date and duration,
- the name of the Permit holder and contractor,
- a description of any mobility or access impacts, and
- a 24/7 maintained telephone number.

Visit [ottawa.ca/roadactivity](http://ottawa.ca/roadactivity) for bilingual notification templates.

If work is stopped for longer than three (3) months City staff, residents, businesses and the Ward Councillor must be re-notified before work restarts. The same timelines and notification requirements apply.

## COMPLY WITH BY-LAW AND ROAD CUT PERMIT CONDITIONS

Permit holders must comply with the Road Activity By-law and the conditions on the Road Cut permit.

This includes respecting peak hour work restrictions during 7 to 9 am and 3:30 to 6 pm, Monday to Friday, except on holidays or where permission has been granted.

Work under a Road Cut permit must begin within 60 days of permit issuance. Otherwise an application to renew the permit must be submitted to the ROW Permit Office.

## SUBMIT ROAD CUT COMPLETION REPORT

Permit holders must submit a Road Cut Completion Report within 10 business days of final reinstatement of the road cut.

The Road Cut Completion Report can be downloaded from [ottawa.ca/roadactivity](http://ottawa.ca/roadactivity).