



Online Permitting Portal
Utilities Department
Applicant User Manual

Table of Contents

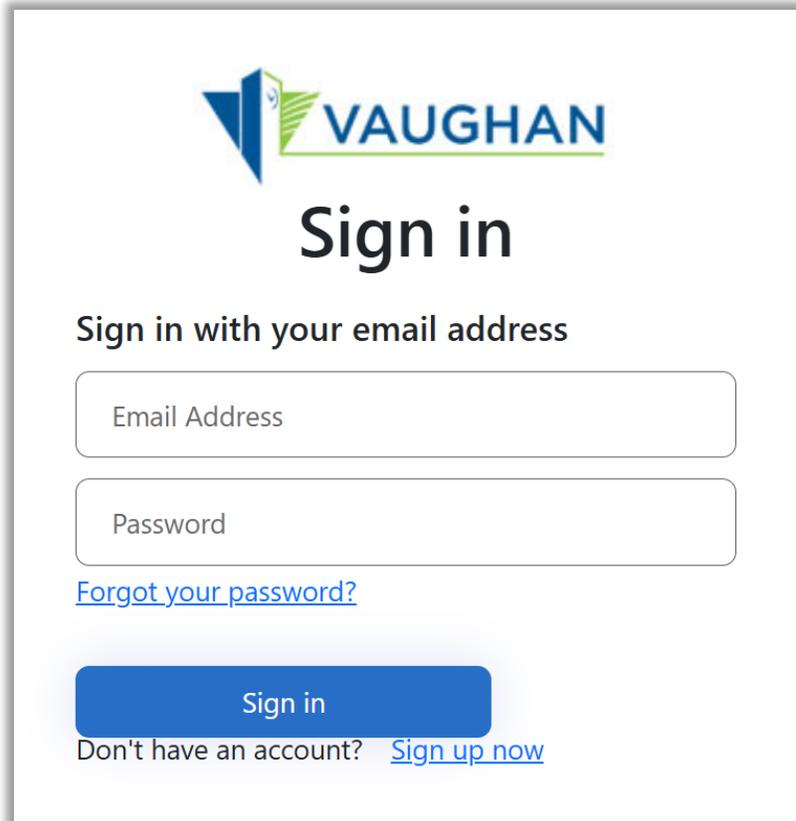
Online Permitting Portal Access	1
Existing User Log In.....	1
New User Sign Up.....	2
Creating Your User Profile	3
Creating a Service Request	4
Road Occupancy Permit (ROP).....	5
Municipal Consent (MC).....	11
Road Closure (RC)	16
Resubmitting a Service Request Due to a Change.....	21
Requesting an Extension.....	24
Submitting As-Builts, Pre/Post-Construction Photos, Extra Docs	26
Making Payments	28

Online Permitting Portal Access

- Access the City of Vaughan Online Permitting Portal [here](#)

Existing User Log In

- Enter your email address and password you created for this account
- Select “Sign in”

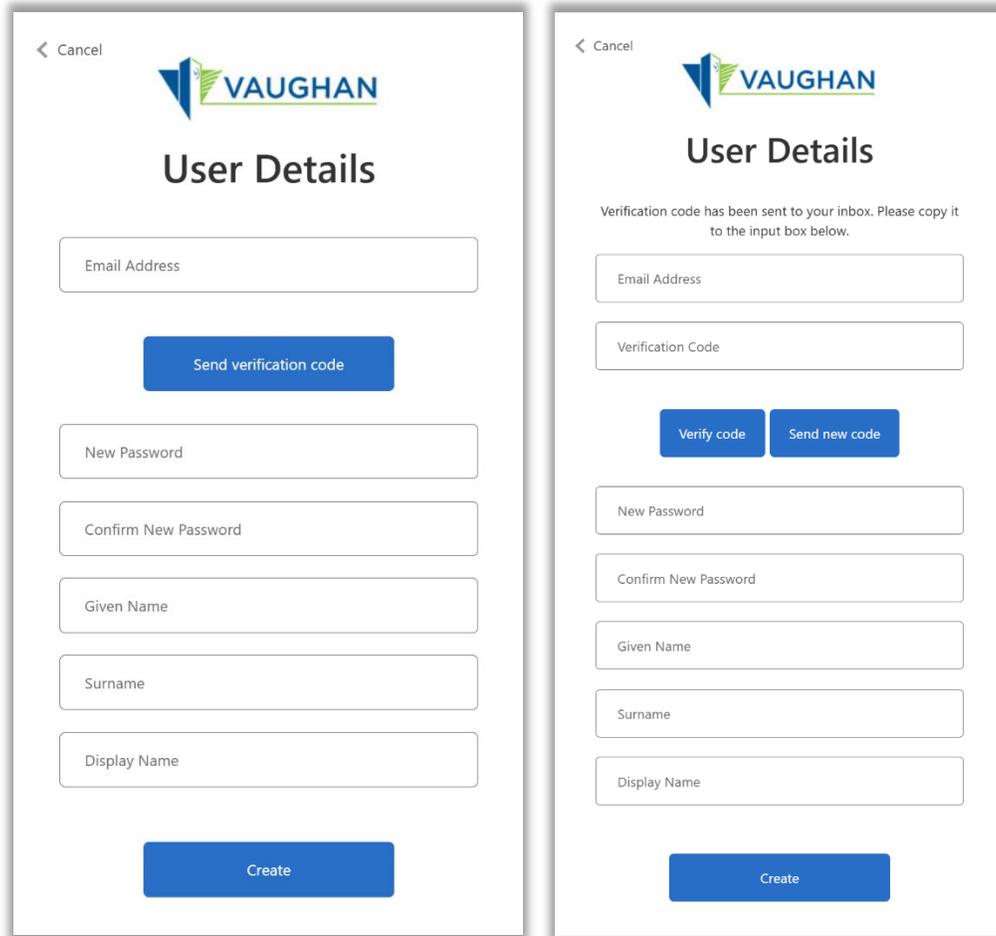


The screenshot shows the Vaughan Sign in page. At the top is the Vaughan logo. Below it is the heading "Sign in". Underneath is the instruction "Sign in with your email address". There are two input fields: "Email Address" and "Password". Below the password field is a link for "Forgot your password?". At the bottom is a blue "Sign in" button. Below the button is the text "Don't have an account?" followed by a link for "Sign up now".

[Back to Table of Contents](#)

New User Sign Up

- Select “Sign up now” under the “Sign in” button
- Enter an email address to associate with the account
- Select “Send verification code”
- Check your email for the verification code



The image displays two sequential screenshots of the 'User Details' form in the Vaughan Online Permitting Portal. Both screenshots feature the Vaughan logo at the top and a 'Cancel' button in the top left corner.

Left Screenshot: The form is titled 'User Details'. It contains the following fields from top to bottom: 'Email Address', 'New Password', 'Confirm New Password', 'Given Name', 'Surname', and 'Display Name'. A blue button labeled 'Send verification code' is positioned below the 'Email Address' field. A larger blue button labeled 'Create' is at the bottom of the form.

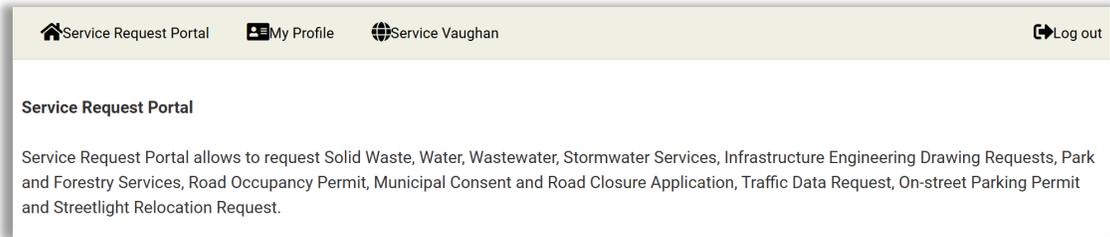
Right Screenshot: This screenshot shows the form after a verification code has been sent. A message above the 'Email Address' field reads: 'Verification code has been sent to your inbox. Please copy it to the input box below.' Below the 'Email Address' field is a new 'Verification Code' field. Two blue buttons, 'Verify code' and 'Send new code', are located below the 'Verification Code' field. The other fields ('New Password', 'Confirm New Password', 'Given Name', 'Surname', 'Display Name') and the 'Create' button remain the same as in the first screenshot.

- Enter verification code in Verification Code field
- Select “Verify code”
- Fill out the remainder of the fields for this account
- Select “Create” to have your account created

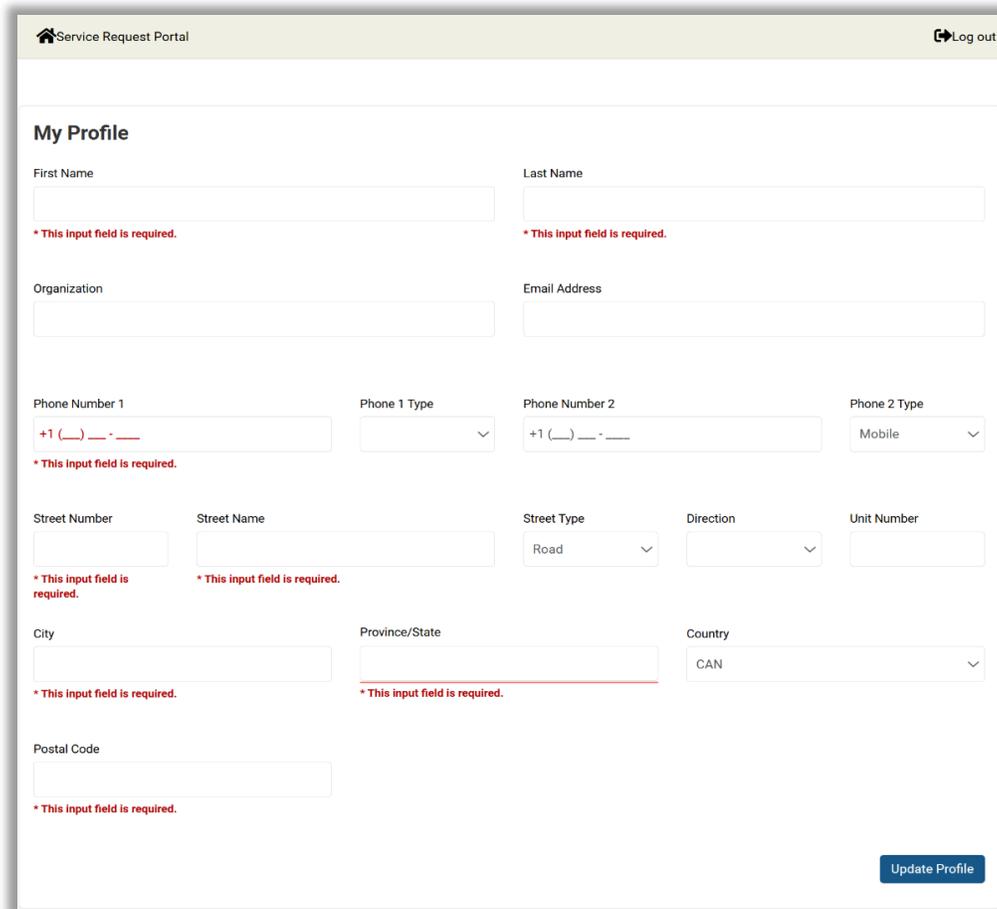
[Back to Table of Contents](#)

Creating Your User Profile

- Once logged in, select My Profile at the top of the homepage



- Update your contact information using the fields under My Profile

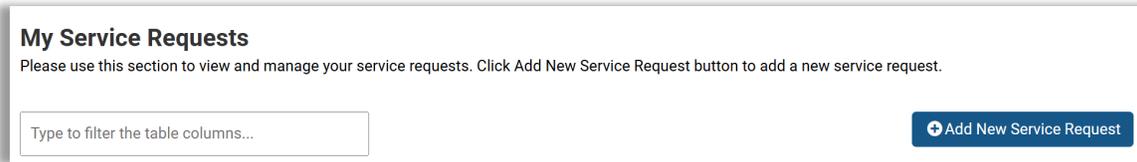


- Select “Update Profile” when completed to save your information
- Once saved, select “Service Request Portal” at the top of the screen to return to the homepage

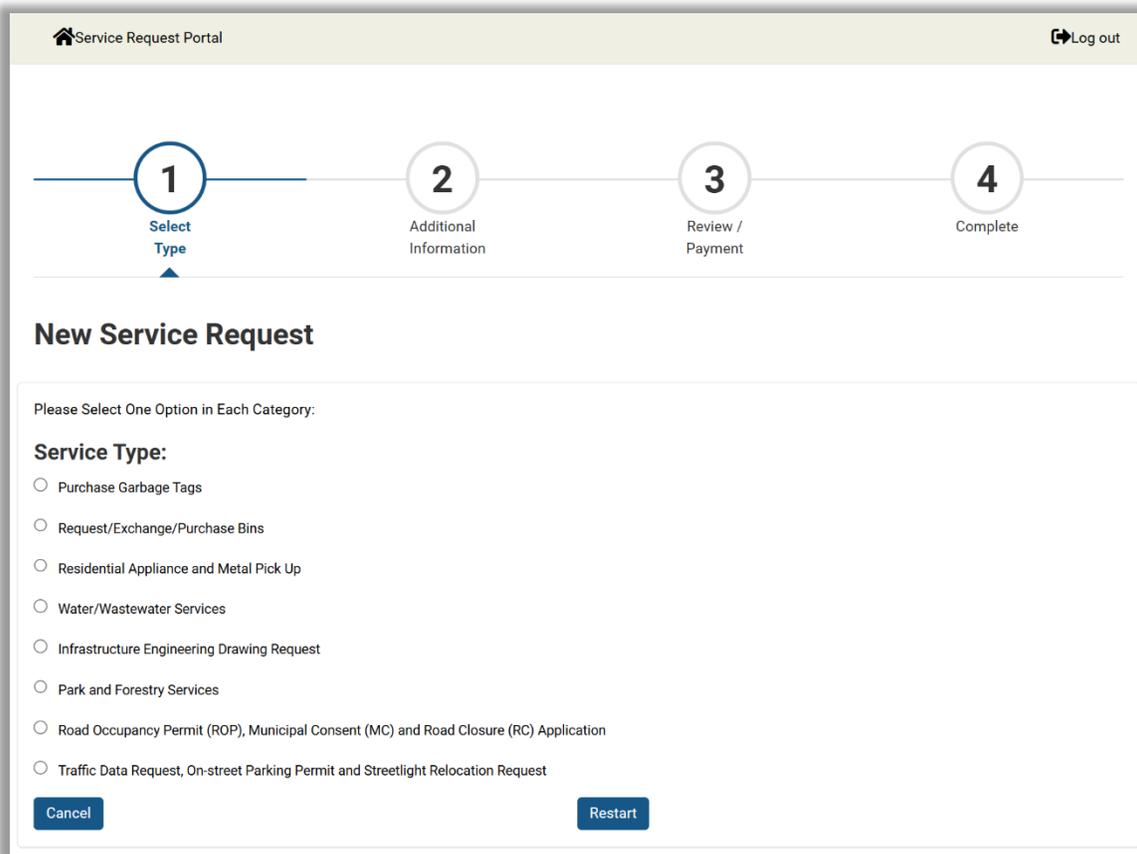
[Back to Table of Contents](#)

Creating a Service Request

- On the homepage under My Service Requests, select “Add New Service Request”



- Under New Service Request select your Service Type
- For utility work, select “Road Occupancy Permit (ROP), Municipal Consent (MC) and Road Closure (RC) Application”



[Back to Table of Contents](#)

- Under Service Type: Road Occupancy Permit (ROP), Municipal Consent (MC) and Road Closure (RC) Application select your permit type
- At any time, click “Restart” to redo the process of creating your service request

Please Select One Option in Each Category:

Service Type:

Road Occupancy Permit (ROP), Municipal Consent (MC) and Road Closure (RC) Application

Select:

ROP – Approval to temporarily occupy or work within the city right-of-way

MC – Authorization to install new or modify existing infrastructure within the city right-of-way

RC – Permission to fully close a public road to traffic for construction

Road Occupancy Permit (ROP)

- When selecting the permit type under New Service Request, choose “ROP – Approval to temporarily occupy or work within the city right-of-way”
- Under Request Type select “Normal”, “Emergency”, “Rush”, or “Retroactive” depending on your needs

Please Select One Option in Each Category:

Service Type:

Road Occupancy Permit (ROP), Municipal Consent (MC) and Road Closure (RC) Application

Select:

ROP – Approval to temporarily occupy or work within the city right-of-way

Request Type

Normal

Emergency - Work completed under emergency conditions

Rush - Applicant can expect a response within 2 business days

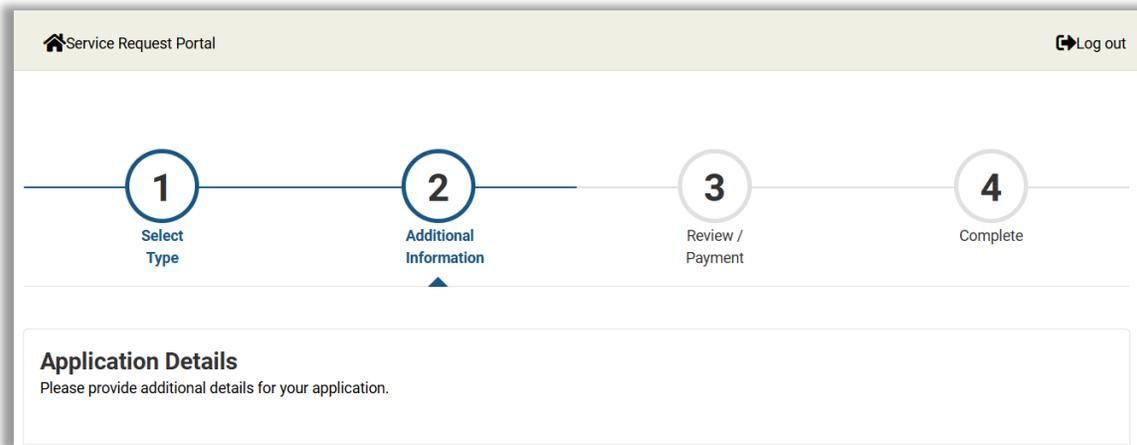
Retroactive - Post-Construction ROP (At City's request)

[Back to Table of Contents](#)

- Once Request Type is chosen, select “Continue” to proceed to Additional Information



- In Additional Information you will provide Application Details, Address Detail, and Supporting Documents



- Select “Save for Later” at the bottom of a page to pause the application and continue in the future



[Back to Table of Contents](#)

- Applicant Details (Who, who for, contact info, etc.)

Applicant Details

Applicant Representative (Name) <input type="text"/>	Applicant (Contractor/ Company) <input type="text"/> <small>* This input field is required.</small>
On Behalf of (Owner/Utility) <input type="text"/> ✓ <small>* This input field is required.</small>	Telephone <input type="text"/>
Email Address <input type="text"/>	Mailing Address <input type="text"/>
Emergency On-site Contact Name <input type="text"/> <small>* This input field is required.</small>	Emergency On-site Contact Telephone <input type="text"/> <small>* This input field is required.</small>

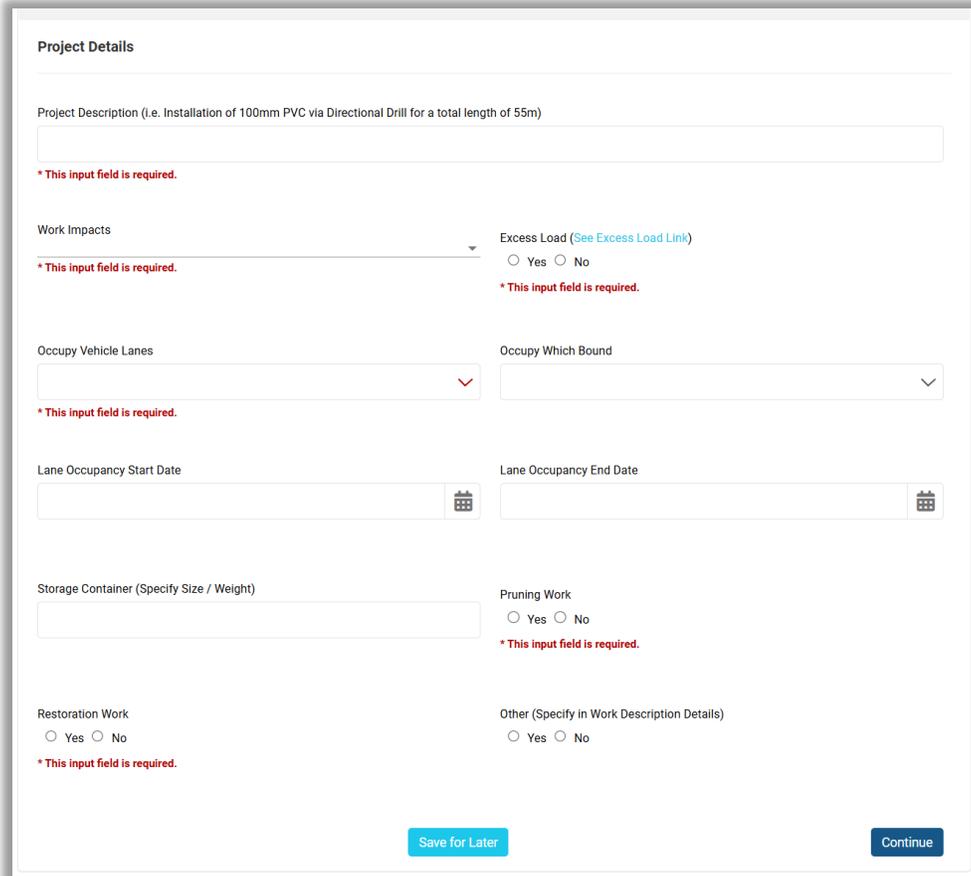
- Road Occupancy Information (Linked project, location, dates, etc.)

Road Occupancy Information

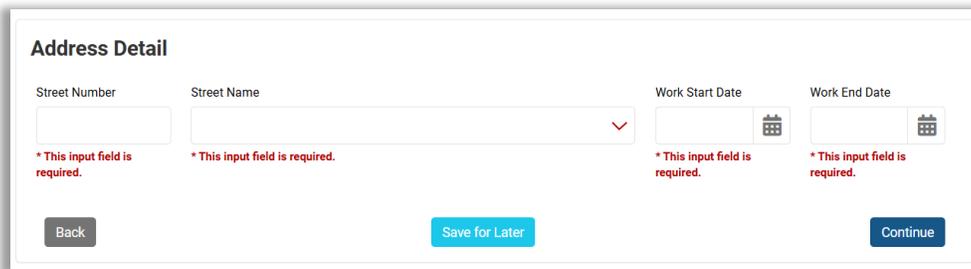
Municipal Consent # <input type="text"/>	Project # <input type="text"/>
Construction Address List <input type="text"/> <small>* This input field is required.</small>	Number of Streets Work is on <input type="text"/> <small>* This input field is required.</small>
Work Start Date <input type="text"/>  <small>* This input field is required.</small>	Work End Date <input type="text"/>  <small>* This input field is required.</small>

[Back to Table of Contents](#)

- Project Details (Work Being Done, Lane Occupancy, etc.)



- Select “Continue” when all fields are completed to proceed to Address Detail
- In Address Detail you will enter detail in all fields for the street count from “Number of Streets Work is on” under Road Occupancy Information on the previous page



- Select “Continue” when done to proceed to Supporting Documents

[Back to Table of Contents](#)

- In Supporting Documents, you will upload all necessary documents required for review of your application
- Select Document Type from predetermined list, enter detailed Description, choose your File to upload, and select “Upload Document” when ready. You will need to do this for every document separately.

Supporting Documents
Mandatory supporting documents:
1. Certificate of Insurance
2. Sketch of Work/ Municipal Consent Drawing
3. Traffic Management & Detour Plans

NOTE: The City reserves the right to request further documentation, if required upon review, once the application has been submitted.

You do not have any document(s) at this moment

Upload New Document, If you are not required to upload a document please click 'Continue' button.
Steps:
1. Select the Document Type and complete the Description;
2. Click the 'browse' button to upload file or Drag and Drop the file;
3. Click the 'Upload Document' button.

Document Type Description

* This input field is required.

File

* This input field is required.

- You will see a list generating all documents you have uploaded to your submission

Supporting Documents
Mandatory supporting documents:
1. Certificate of Insurance
2. Sketch of Work/ Municipal Consent Drawing
3. Traffic Management & Detour Plans

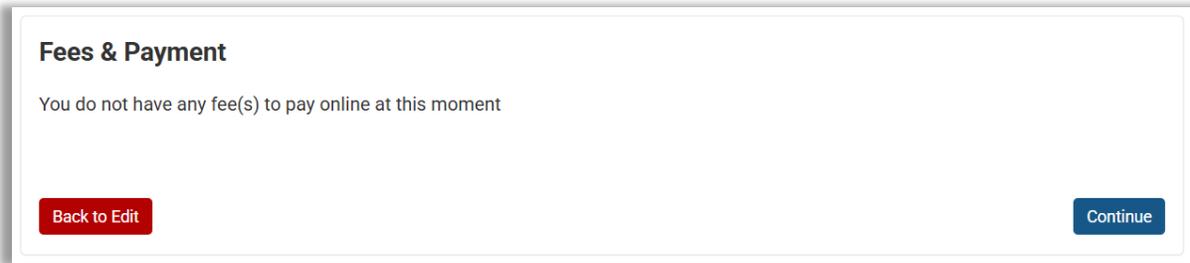
NOTE: The City reserves the right to request further documentation, if required upon review, once the application has been submitted.

Document ID	Description	Type	File Type	File Name	Date Uploaded	Actions
1206181	15 Sangria Crt Drawing	Sketch of Work/Municipal Consent Drawings	application/pdf	15 Sangria Crt - drawing.pdf	2026-02-19	<input type="button" value="Download"/> <input type="button" value="Delete"/>

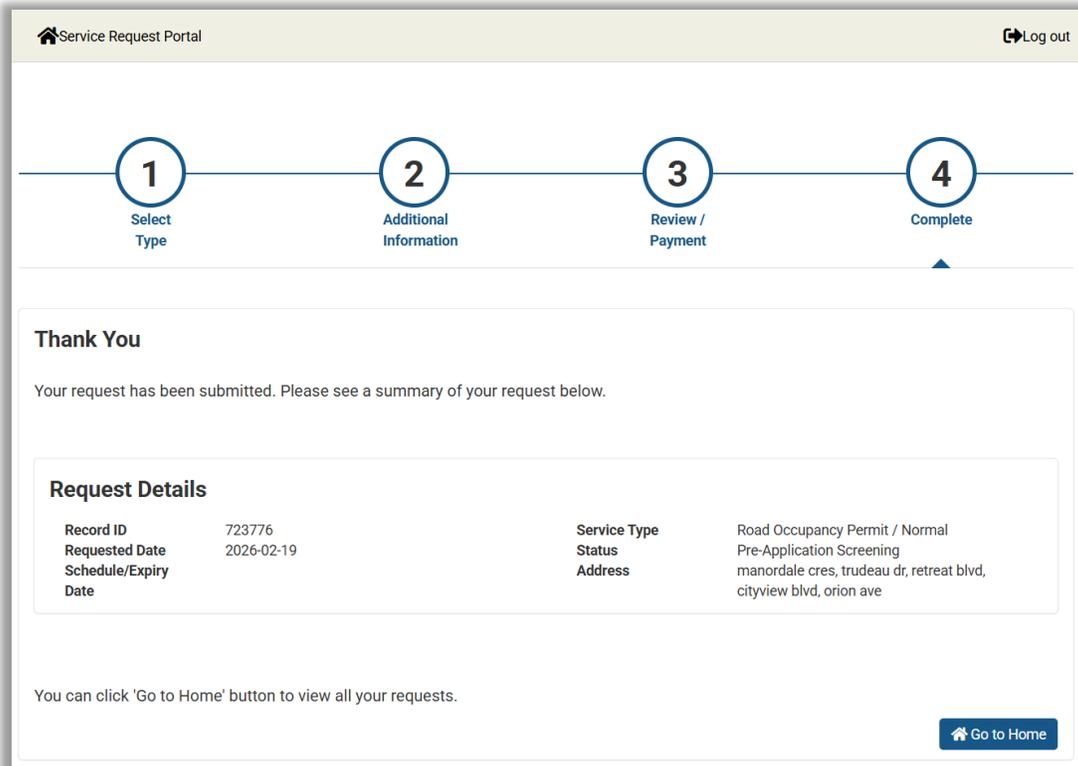
- Select “Continue” when you are ready to proceed to Review

[Back to Table of Contents](#)

- Review all information and documents provided for your submission request
- Under Fees & Payment, select “Continue” when completed to submit your application



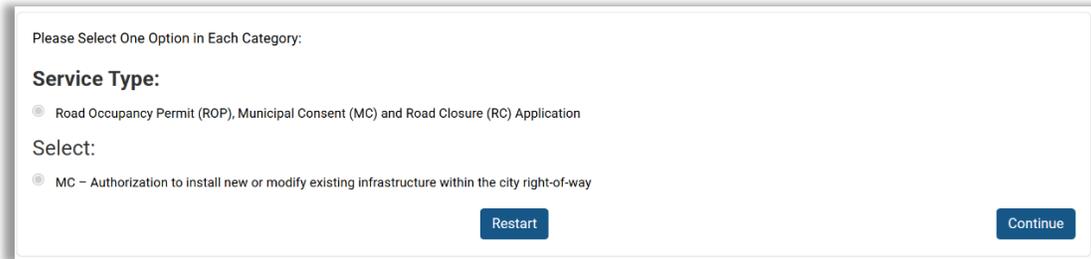
- The submission process is now complete, and you can view a summary of your request
- Select “Go to Home” at the bottom to return to the homepage or select “Log out” at the top to log out and finish your session



[Back to Table of Contents](#)

Municipal Consent (MC)

- When selecting the permit type under New Service Request, choose “MC – Authorization to install new or modify existing infrastructure within the city right-of-way”
- Select “Continue” to proceed to Additional Information



Please Select One Option in Each Category:

Service Type:

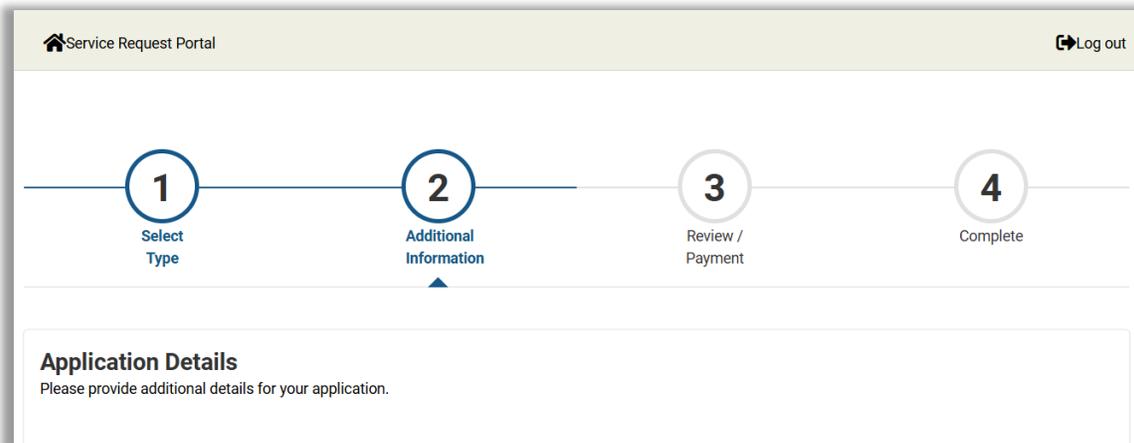
Road Occupancy Permit (ROP), Municipal Consent (MC) and Road Closure (RC) Application

Select:

MC – Authorization to install new or modify existing infrastructure within the city right-of-way

[Restart](#) [Continue](#)

- In Additional Information you will provide Application Details, Address Detail, and Supporting Documents



Service Request Portal [Log out](#)

1 Select Type

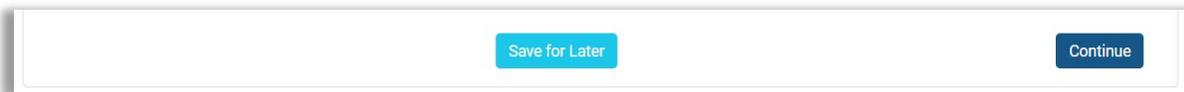
2 Additional Information

3 Review / Payment

4 Complete

Application Details
Please provide additional details for your application.

- Select “Save for Later” at the bottom of a page to pause the application and continue in the future



[Save for Later](#) [Continue](#)

[Back to Table of Contents](#)

- Applicant Details (Who, who for, job details, contact info, etc.)

Applicant Details

Applicant Name <input type="text"/>	Applicant Representative <input type="text"/> <i>* This input field is required.</i>
Utility <input type="text"/>  <i>* This input field is required.</i>	Utility File or Network # <input type="text"/> <i>* This input field is required.</i>
Telephone <input type="text"/>	Email Address <input type="text"/>
Mailing Address <input type="text"/>	Utility Project Lead <input type="text"/> <i>* This input field is required.</i>
Project Lead Telephone <input type="text"/> <i>* This input field is required.</i>	Project Lead Email Address <input type="text"/> <i>* This input field is required.</i>

- Municipal Consent Information (Work location, streets required)

Municipal Consent Information

Location Description 

** This input field is required.*

Number of Streets Work is on

** This input field is required.*

[Back to Table of Contents](#)

○ Project Details (Description, Timeline, etc)

Project Details

Project Description (i.e. Installation of 100mm PVC via Directional Drill for a total length of 55m)

*** This input field is required.**

Estimated Start Date

*** This input field is required.**

Estimated End Date

*** This input field is required.**

Type of Utility

*** This input field is required.**

Other (Please Specify)

Select All That Apply

*** This input field is required.**

○ Municipal Consent Terms and Conditions

THE APPLICANT AGREES TO THE FOLLOWING

- It has read and agrees to the general municipal consent condition.
- The proposed infrastructure is not in conflict with any existing municipal or third-party utility.
- The applicant will obtain locates prior to the start of construction.
- The proposed drawings have been circulated to all members of the Vaughan PUCC (Alectra, Enbridge, Hydro One, Bell, Rogers, Beanfield, Telus, YorkNet, Zayo).

Yes No

*** This input field is required.**

- All property lines have been verified and are accurate.
- All city clearance and tree drip line requirements have been met in the proposed project plan.
- The constructor will obtain a City of Vaughan Road Occupancy Permit prior to commencing work.

Yes No

*** This input field is required.**

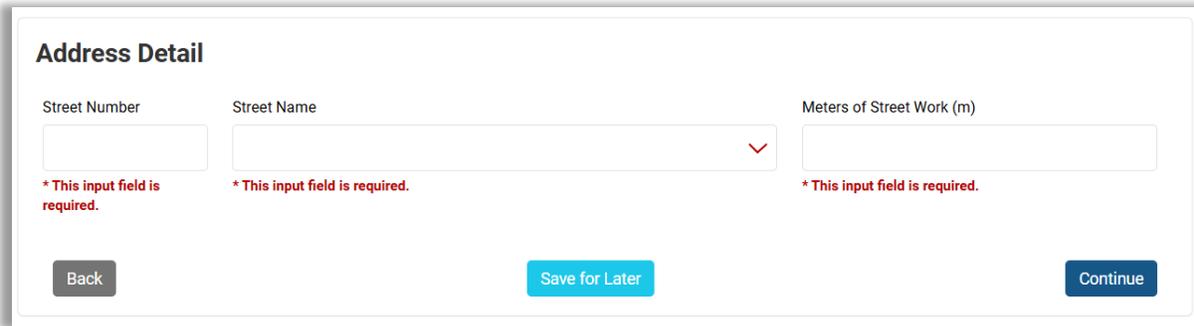
Save for Later

Continue

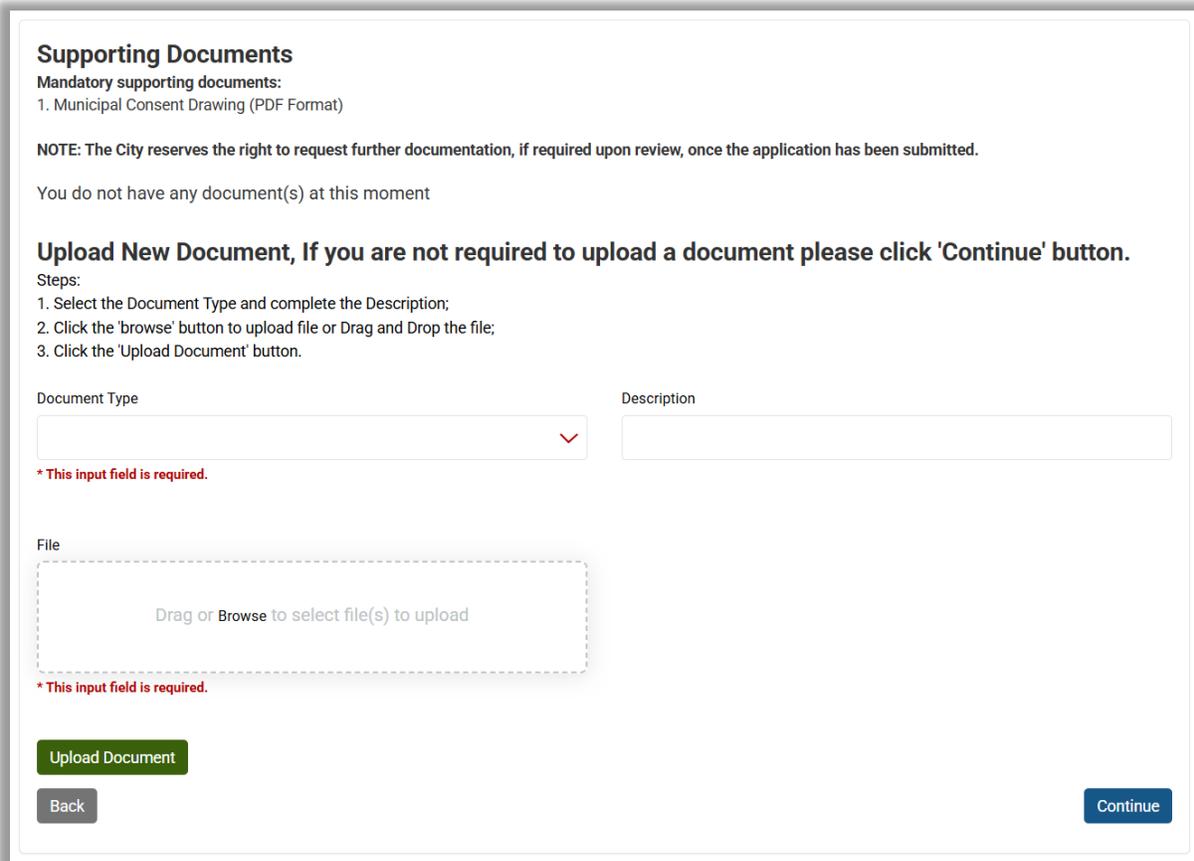
○ Select “Continue” when all fields are completed to proceed to Address Detail

[Back to Table of Contents](#)

- In Address Detail you will enter detail in all fields for the street count from “Number of Streets Work is on” under Municipal Consent Information on the previous page



- Select “Continue” when done to proceed to Supporting Documents
- In Supporting Documents, you will upload all necessary documents required for review of your application
- Select Document Type from a predetermined list, enter detailed Description, choose your File to upload, and select “Upload Document” when ready. You will need to do this for every document separately.



[Back to Table of Contents](#)

- You will see a list generating all documents you have uploaded to your submission

Supporting Documents

Mandatory supporting documents:
1. Municipal Consent Drawing (PDF Format)

NOTE: The City reserves the right to request further documentation, if required upon review, once the application has been submitted.

Document ID	Description	Type	File Type	File Name	Date Uploaded	Actions
1206194	MC Plan	Municipal Consent Drawings (PDF Format)	image/png	MC Plan.png	2026-02-23	Download Delete

- Select “Continue” when you are ready to proceed to Review
- Review all information and documents provided for your submission request

Fees & Payment

You do not have any fee(s) to pay online at this moment

[Back to Edit](#)
[Continue](#)

- Under Fees & Payment, select “Continue” when completed to submit your application

Thank You

Your request has been submitted. Please see a summary of your request below.

Request Details

Record ID	723783	Service Type	Municipal Consent /
Requested Date	2026-02-23	Status	Pre-Application Screening
Schedule/Expiry Date		Address	550 Bowes Rd

You can click 'Go to Home' button to view all your requests.

[Go to Home](#)

- The submission process is now complete, and you can view a summary of your request
- Select “Go to Home” at the bottom to return to the homepage or select “Log out” at the top to log out and finish your session

[Back to Table of Contents](#)

Road Closure (RC)

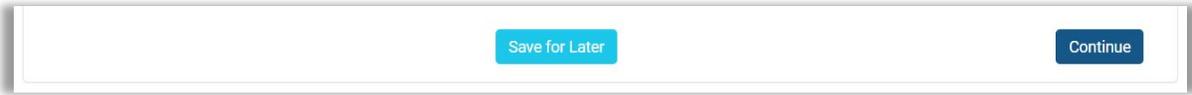
- When selecting the permit type under New Service Request, choose “RC – Permission to fully close a public road to traffic for construction”
- Under Request Type select “Normal”, or “Rush” depending on your needs

- Once Request Type is chosen, select “Continue” to proceed to Additional Information

- In Additional Information you will provide Application Details, Address Detail, and Supporting Documents

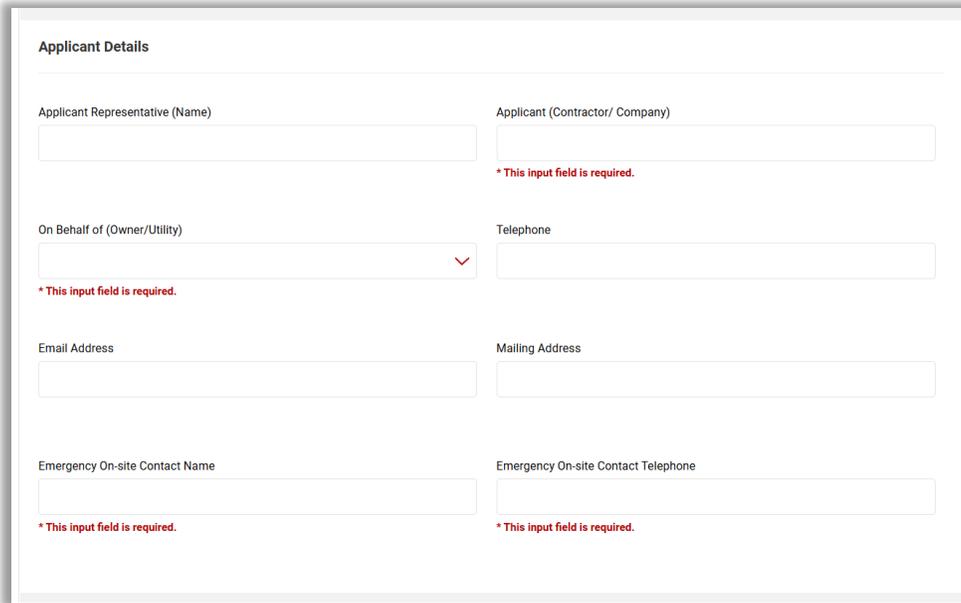
[Back to Table of Contents](#)

- Select “Save for Later” at the bottom of a page to pause the application and continue in the future



A horizontal bar at the bottom of a page containing two buttons: a light blue button labeled "Save for Later" and a dark blue button labeled "Continue".

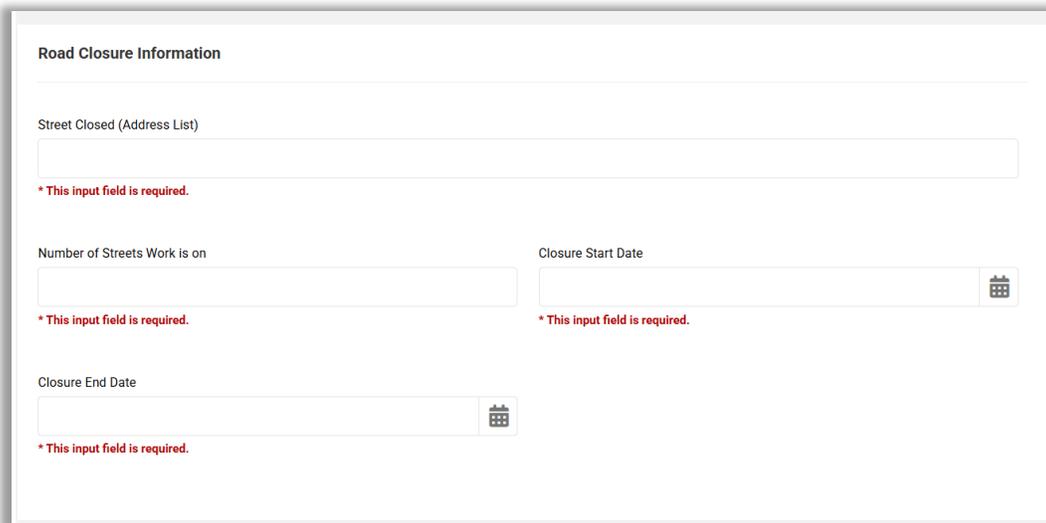
- Applicant Details (Who, who for, contact info, etc.)



The "Applicant Details" form contains several input fields:

- Applicant Representative (Name) - Required field
- Applicant (Contractor/ Company) - Required field
- On Behalf of (Owner/Utility) - Required field with a dropdown arrow
- Telephone - Required field
- Email Address - Required field
- Mailing Address - Required field
- Emergency On-site Contact Name - Required field
- Emergency On-site Contact Telephone - Required field

- Road Closure Information (Street names, proposed dates, etc.)



The "Road Closure Information" form contains several input fields:

- Street Closed (Address List) - Required field
- Number of Streets Work is on - Required field
- Closure Start Date - Required field with a calendar icon
- Closure End Date - Required field with a calendar icon

[Back to Table of Contents](#)

- Road Closure Details (Reason, Expectations, etc.)

Road Closure Details

Necessity For Full Road Closure

** This input field is required.*

Will the Road Remain Closed at All Time of the Day?
 Yes No

** This input field is required.*

If NO, please specify:

Construction Outside of 7am-7pm, Mon-Sat? (If YES, must obtain Noise Exemption from ByLaw@Vaughan.ca)
 Yes No

** This input field is required.*

Paid Duty Officer Required?
 Yes No

** This input field is required.*

Emergency Service Access Maintained?
 Yes No

** This input field is required.*

Will Water Collection Services Have 'Through' Access? (If NO, reach out to SolidWaste@Vaughan.ca)
 Yes No

** This input field is required.*

Will School Bus Pick-up Services Have 'Through' Access?
 Yes No

** This input field is required.*

Transit/Paratransit Service and Bus Stop Access Maintained?
 Yes No

** This input field is required.*

Will Closure Impede Driveway/Parking Access? (If YES, reach out to ByLaw@Vaughan.ca for alternative parking)
 Yes No

** This input field is required.*

Local Pedestrian Access Maintained (AODA Compliant)?
 Yes No

** This input field is required.*

- Select “Continue” when all fields are completed to proceed to Address Detail
- In Address Detail you will enter detail in all fields for the street count from Number of Streets Work is on under Road Closure Information on the previous page

Address Detail

Street Number <input style="width: 100%; height: 20px;" type="text"/>	Street Name <input style="width: 100%; height: 20px;" type="text"/>	Work Start Date 2026-02-27 <input type="text"/>	Work End Date 2026-03-25 <input type="text"/>
<i>* This input field is required.</i>	<i>* This input field is required.</i>		
Street Number <input style="width: 100%; height: 20px;" type="text"/>	Street Name <input style="width: 100%; height: 20px;" type="text"/>	Work Start Date 2026-02-27 <input type="text"/>	Work End Date 2026-03-25 <input type="text"/>
<i>* This input field is required.</i>	<i>* This input field is required.</i>		

- Select “Continue” when done to proceed to Supporting Documents

[Back to Table of Contents](#)

- In Supporting Documents, you will upload all necessary documents required for review of your application
- Select Document Type from predetermined list, enter detailed Description, choose your File to upload, and select “Upload Document” when ready. You will need to do this for every document separately.

Supporting Documents

Mandatory supporting documents:

1. Certificate of Insurance
2. Communications Plan
3. Detailed Justification for Closure and Alternative Methods Considered
4. Traffic Management & Detour Plans
5. Construction Drawing/ Scope of Work
6. WSIB Certificate

NOTE: The City reserves the right to request further documentation, if required upon review, once the application has been submitted.

You do not have any document(s) at this moment

Upload New Document, If you are not required to upload a document please click 'Continue' button.

Steps:

1. Select the Document Type and complete the Description;
2. Click the 'browse' button to upload file or Drag and Drop the file;
3. Click the 'Upload Document' button.

Document Type

* This input field is required.

Description

File

Drag or [Browse](#) to select file(s) to upload

* This input field is required.

[Upload Document](#)
[Back](#)
[Continue](#)

- You will see a list generating all documents you have uploaded to your submission

Supporting Documents

Mandatory supporting documents:

1. Certificate of Insurance
2. Communications Plan
3. Detailed Justification for Closure and Alternative Methods Considered
4. Traffic Management & Detour Plans
5. Construction Drawing/ Scope of Work
6. WSIB Certificate

NOTE: The City reserves the right to request further documentation, if required upon review, once the application has been submitted.

Document ID	Description	Type	File Type	File Name	Date Uploaded	Actions
1206195	Road Closure Plan	Traffic Management & Detour Plans	image/png	Poetry Dr Closure Plan.png	2026-02-23	Download Delete

- Select “Continue” when you are ready to proceed to Review

[Back to Table of Contents](#)

- Review all information and documents provided for your submission request

Fees & Payment

You do not have any fee(s) to pay online at this moment

Back to Edit
Continue

- Under Fees & Payment, select “Continue” when completed to submit your application

Thank You

Your request has been submitted. Please see a summary of your request below.

Request Details

Record ID	723784	Service Type	Road Closure Application / Normal
Requested Date	2026-02-23	Status	Pre-Application Screening
Schedule/Expiry Date		Address	Flourish St, Poetry Dr

You can click 'Go to Home' button to view all your requests.

Go to Home

- The submission process is now completed, and you can view a summary of your request
- Select “Go to Home” at the bottom to return to the homepage or select “Log out” at the top to log out and finish your session

[Back to Table of Contents](#)

Resubmitting a Service Request Due to a Change

- Under My Service Requests select the “Resubmission” button on the right of the specific request

My Service Requests
Please use this section to view and manage your service requests. Click Add New Service Request button to add a new service request.

Type to filter the table columns...

[Add New Service Request](#)

Record ID	Service Type	Status	Location/Address	Requested Date	Actions
723743	Road Occupancy Permit / Normal	New	melville avenue	2026-02-09	Detail
723739	Municipal Consent	Approved	320 Maplecrete Rd	2026-02-06	Detail Resubmission

- A pop-up window will ask you to confirm your request, select “Yes”

Request Resubmission

Are you sure you want to request the Resubmission?

[Yes](#) [No](#)

- In Additional Information under Application Details fill out the Justification for your Resubmission with as much detail as possible
- Select “Continue” to proceed

1 Select Type 2 Additional Information 3 Review / Payment 4 Complete

Application Details
Please provide additional details for your application.

Resubmission

Justification
Switching to opposite side of street for 3 streets, adding 75m of conduit for drilling

[Continue](#)

[Back to Table of Contents](#)

- Upload new documents required for review and approval of resubmission
- Choose the Document Type, add a Description, attach a File, select “Upload Document”, and repeat as necessary until all new documents are attached

Upload New Document, If you are not required to upload a document please click 'Continue' button.

Steps:
 1. Select the Document Type and complete the Description;
 2. Click the 'browse' button to upload file or Drag and Drop the file;
 3. Click the 'Upload Document' button.

Document Type Description

* This input field is required.

File

Drag or **Browse** to select file(s) to upload

* This input field is required.

Upload Document

- Review updated list of Supporting Documents to ensure all new documents have been uploaded

Supporting Documents

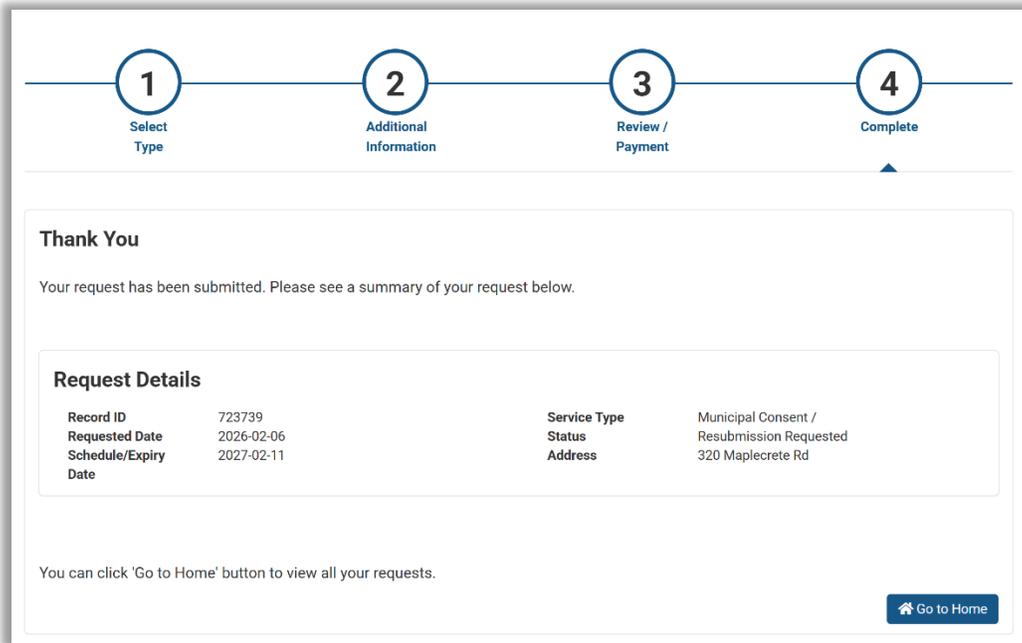
Mandatory supporting documents:
 1. Municipal Consent Drawing (PDF Format)

NOTE: The City reserves the right to request further documentation, if required upon review, once the application has been submitted.

Document ID	Description	Type	File Type	File Name	Date Uploaded	Actions
1206139	Redesigned MC Plan	Municipal Consent Drawings (PDF Format)	image/png	REDESIGNED MC PLAN.png	2026-02-11	

- Select “Continue” when ready to proceed

[Back to Table of Contents](#)



The screenshot displays a four-step process flow at the top: 1. Select Type, 2. Additional Information, 3. Review / Payment, and 4. Complete. Below this, a 'Thank You' message states: 'Your request has been submitted. Please see a summary of your request below.' A 'Request Details' section contains the following information:

Record ID	723739	Service Type	Municipal Consent /
Requested Date	2026-02-06	Status	Resubmission Requested
Schedule/Expiry Date	2027-02-11	Address	320 Maplecrete Rd

At the bottom of the page, there is a note: 'You can click 'Go to Home' button to view all your requests.' and a 'Go to Home' button with a house icon.

- The resubmission process is now complete, and you can view a summary of your request
- Select “Go to Home” at the bottom to return to the homepage or select “Log out” at the top to log out and finish your session

[Back to Table of Contents](#)

Requesting an Extension

- Under My Service Requests select the “Extension” button on the right of the specific request

My Service Requests
Please use this section to view and manage your service requests. Click Add New Service Request button to add a new service request.

Type to filter the table columns... Add New Service Request

Record ID	Service Type	Status	Location/Address	Requested Date	Actions
723776	Road Occupancy Permit / Normal	Approved	manordale cres, trudeau dr, retreat blvd, cityview blvd, orion ave	2026-02-19	Detail Extension

- A pop-up window will ask you to confirm your request, select “Yes”

Request Extension

Are you sure you want to request the Extension?

Yes No

- In Additional Information under Application Details fill out the Extension Reason/Justification and New End Date for your Extension with as much detail as possible
- Select “Continue” to proceed

Application Details
Please provide additional details for your application.

Extension

Extension Reason/Justification

* This input field is required.

New End Date [?]

* This input field is required.

Continue

[Back to Table of Contents](#)

Thank You

Your request has been submitted. Please see a summary of your request below.

Request Details

Record ID	723776	Service Type	Road Occupancy Permit / Normal
Requested Date	2026-02-19	Status	Extension Requested
Schedule/Expiry Date	2026-04-08	Address	manordale cres, trudeau dr, retreat blvd, cityview blvd, orion ave

You can click 'Go to Home' button to view all your requests.

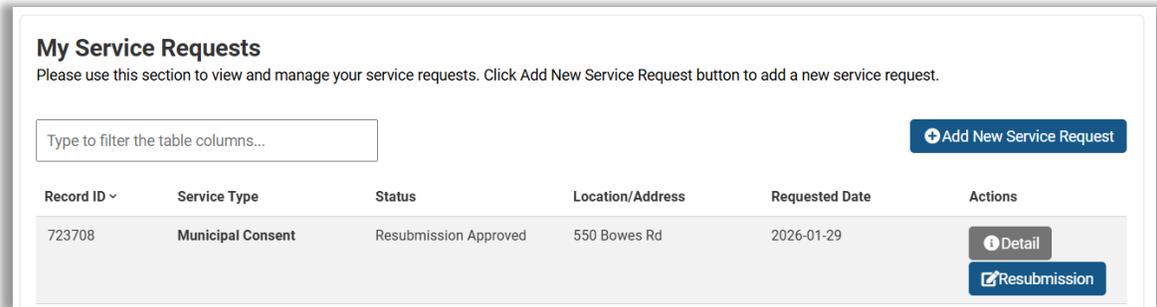
[Go to Home](#)

- The extension process is now complete, and you can view a summary of your request
- Select “Go to Home” at the bottom to return to the homepage or select “Log out” at the top to log out and finish your session

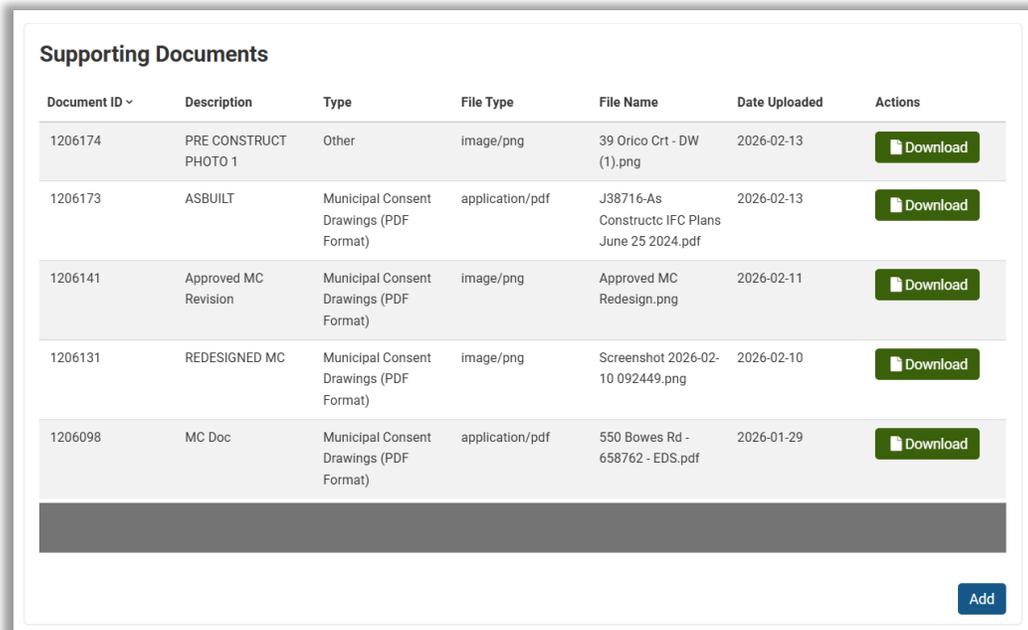
[Back to Table of Contents](#)

Submitting As-Builts, Pre/Post-Construction Photos, Extra Docs

- Under My Service Requests select the “Detail” button on the right of the specific request



- Scroll down the page to Supporting Documents
- Select “Add” to attach your new files



- The page will expand to show the Upload New Document portion where you will upload any additional documents
- Select Document Type from predetermined list, enter detailed Description, choose your File to upload, and select “Upload Document” when ready. You will need to do this for every document separately.

[Back to Table of Contents](#)

Upload New Document

Steps:
 1. Select the Document Type and complete the Description;
 2. Click the 'browse' button to upload PDF or Drag and Drop the PDF;
 3. Click the 'Upload Document' button.

Document Type Description

* This input field is required.

File

Drag or **Browse** to select file(s) to upload

* This input field is required.

Upload Document

- Supporting Documents will update to show your additions

Supporting Documents						
Document ID	Description	Type	File Type	File Name	Date Uploaded	Actions
1206210	As-Built	Other	image/png	MC2025-0053-01 UB3447 MC - As Built.png	2026-02-24	Download
1206209	Pre-con photo	Other	image/jpeg	5. span east-4.jpg	2026-02-24	Download

- When finished, select “Back” at the bottom left or “Service Request Portal” at the top left to return to the homepage, or select “Log out” to end your session

[Back to Table of Contents](#)

Making Payments

- Under My Service Requests review that Status of service requests to see Payment Pending
- Select “Detail” to begin payment process

My Service Requests

Please use this section to view and manage your service requests. Click Add New Service Request button to add a new service request.

+ Add New Service Request

Record ID ▾	Service Type	Status	Location/Address	Requested Date	Actions
723776	Road Occupancy Permit / Normal	Payment Pending	manordale cres, trudeau dr, retreat blvd, cityview blvd, orion ave	2026-02-19	Detail

- Scroll down to the bottom of the review page to Fees & Payment
- Select the fee to pay if not preselected, Payment Status will be Unpaid
- Select “Pay Selected Fees” to proceed to make the payment

Fees & Payment

VISA, MasterCard, American Express are accepted.

Bill # ▾	Fee Details	Total	Payment Status
<input checked="" type="checkbox"/> 511963	Road Occupancy Permit - Simple (Short Duration) \$345.00	\$345.00	Unpaid

Fees selected for payment:

- **\$345.00: Bill Number: 511963**
Road Occupancy Permit - Simple (Short Duration) \$345.00

Total Amount: \$345.00

Pay Selected Fees

[Back to Table of Contents](#)

- To make a payment you will need to fill out Payment Information and Address Information
- There is a Comments section to fill out to include with payment if necessary
- Select “Submit payment” to initiate payment

PAYMENT INFORMATION		
345.00	511963	
VISA ▼		
Name on card		
Card number		
01 ▼	2026 ▼	Card cvd

ADDRESS INFORMATION		
Name		
Email		
+1 ▼	Phone number	
<input checked="" type="radio"/> Mobile	<input type="radio"/> Home	<input type="radio"/> Work
Address line 1		Address line 2
City		Postal/zip code
Ontario ▼	Canada ▼	

[Back to Table of Contents](#)

COMMENTS

Submit payment

Visa, Mastercard and Amex are accepted.

- Once payment goes through you will be at [Payment Completed](#) that shows your receipt
- Select “Print” for a receipt copy
- Select “Continue” to return to the [Service Request Portal](#)

Payment Completed

Approved. Transaction ID:10000021, Bank Auth Number:TEST, Card Type:VI, Name:
Email: , Phone: , Order Number:511963, Transaction Date:2/23/2026
1:13:57 PM

You may print this confirmation page for your record. The receipt has been sent to your email.

Fee List:

- **\$345.00 : Bill Number: 511963**
Road Occupancy Permit - Simple (Short Duration) \$345.00

Total Payment Amount (CAD): **\$345.00**

[Print](#) [Continue](#)

[Back to Table of Contents](#)