Welcome to Permit Central, the public access portal for Roads Operations Permits

This guide provides the steps to submit a Public Works Roads Operations application through Permit Central.

June 2024

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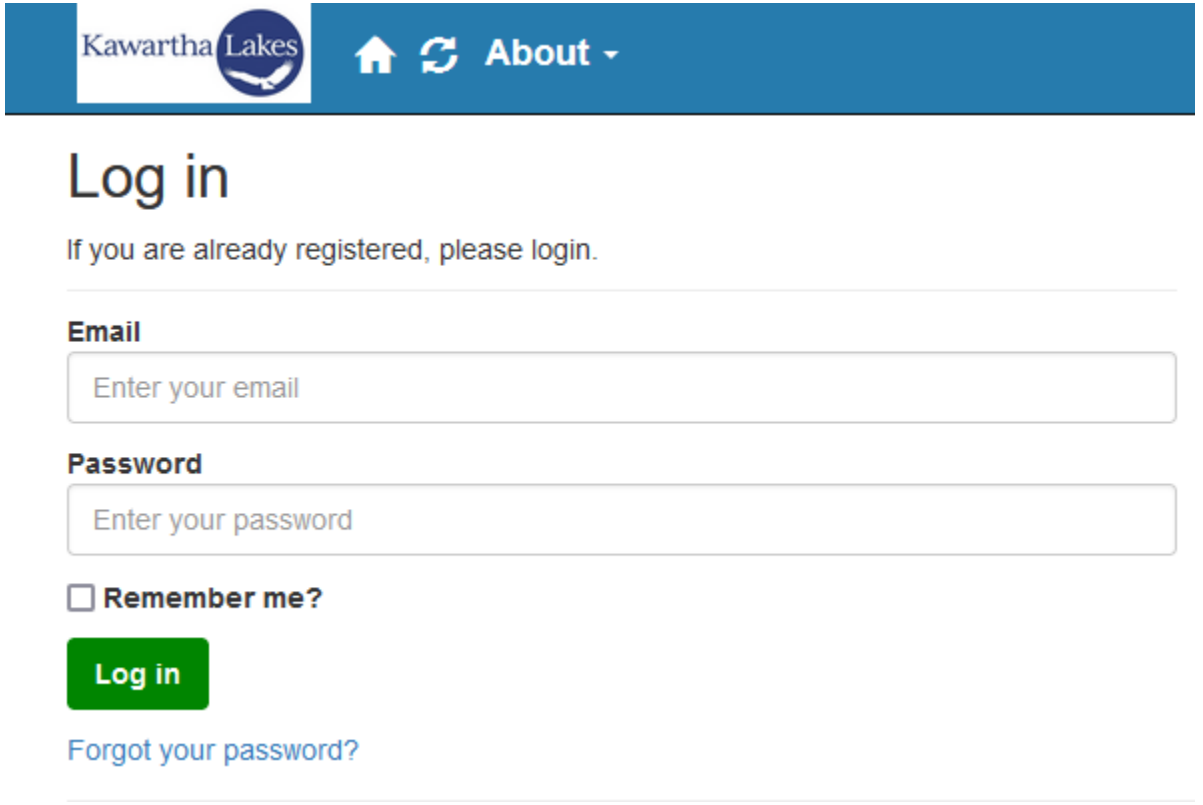
Step 1 - Log into Permit Central

Kawartha Lakes Jump In

Start an application:

- Log into Permit Central by entering your Email and Password then clicking 'Log in'
- When you're logged in, the Home page is displayed
- Select the 'Application Type'



Step 2 – Select Application Type

Application Types:

- Event in Right-of-Way
- Work in Right-of-Way
- Entrance Permits
- Oversize/Overweight Load Annual Permit
- Oversize/Overweight Load Trip Permit

For the purpose of this user guide, an **Oversize/Overweight Load Trip Permit** application will be shown

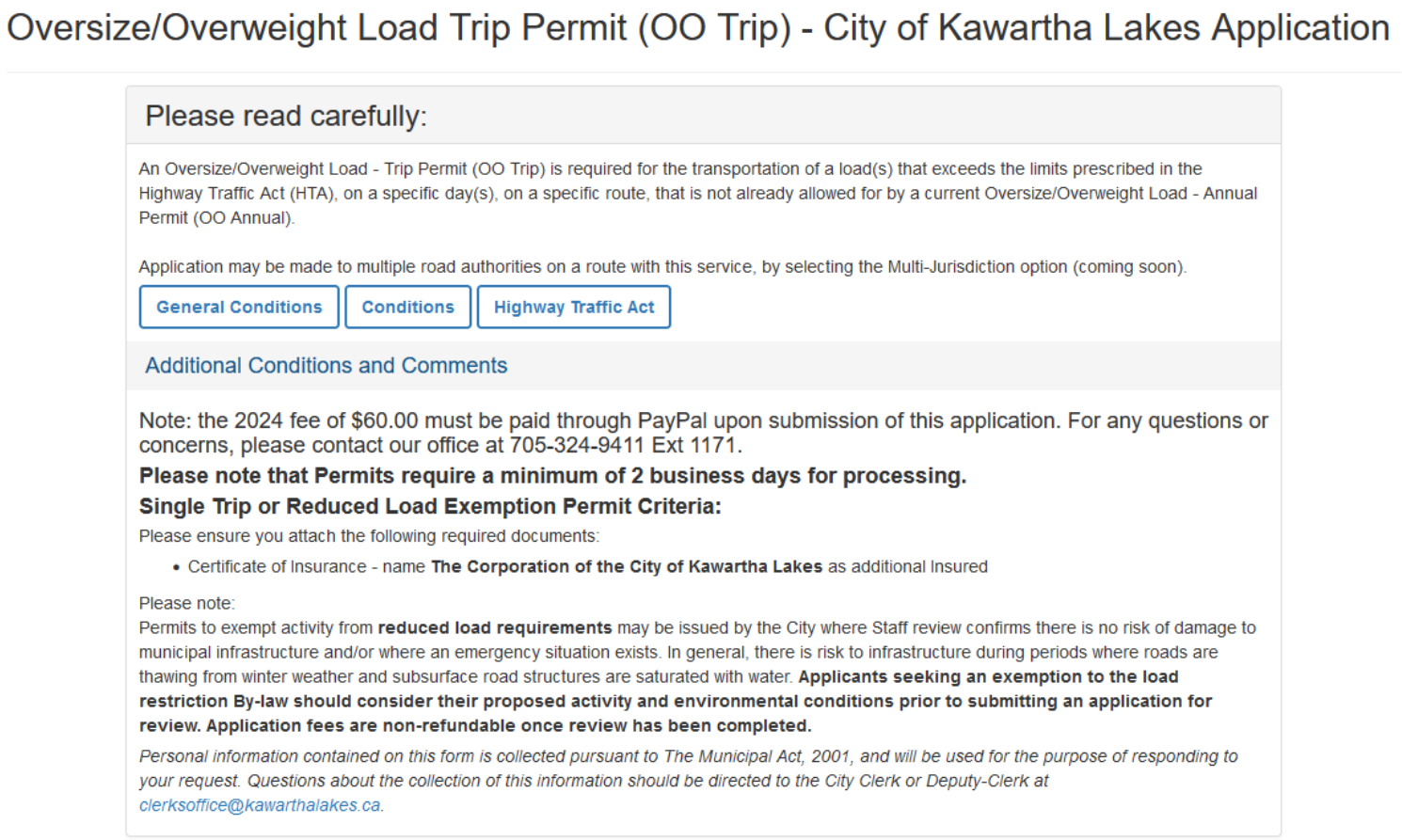
Step 3 - Start an Application

Start an Application

- After selecting the application type you're applying for, the form is available for input.

Please read carefully:

- Permit information is displayed for your review
- General Conditions
- Conditions
- Highway Traffic Act
- Additional Conditions and Comments including permit costs and business days for processing.
- After reviewing, continue input on the form.



Oversize/Overweight Load Trip Permit (OO Trip) - City of Kawartha Lakes Application

Please read carefully:

An Oversize/Overweight Load - Trip Permit (OO Trip) is required for the transportation of a load(s) that exceeds the limits prescribed in the Highway Traffic Act (HTA), on a specific day(s), on a specific route, that is not already allowed for by a current Oversize/Overweight Load - Annual Permit (OO Annual).

Application may be made to multiple road authorities on a route with this service, by selecting the Multi-Jurisdiction option (coming soon).

General Conditions | Conditions | Highway Traffic Act

Additional Conditions and Comments

Note: the 2024 fee of $60.00 must be paid through PayPal upon submission of this application. For any questions or concerns, please contact our office at 705-324-9411 Ext 1171.

Please note that Permits require a minimum of 2 business days for processing.

Single Trip or Reduced Load Exemption Permit Criteria:

Please ensure you attach the following required documents:

- Certificate of Insurance - name **The Corporation of the City of Kawartha Lakes** as additional Insured

Please note:

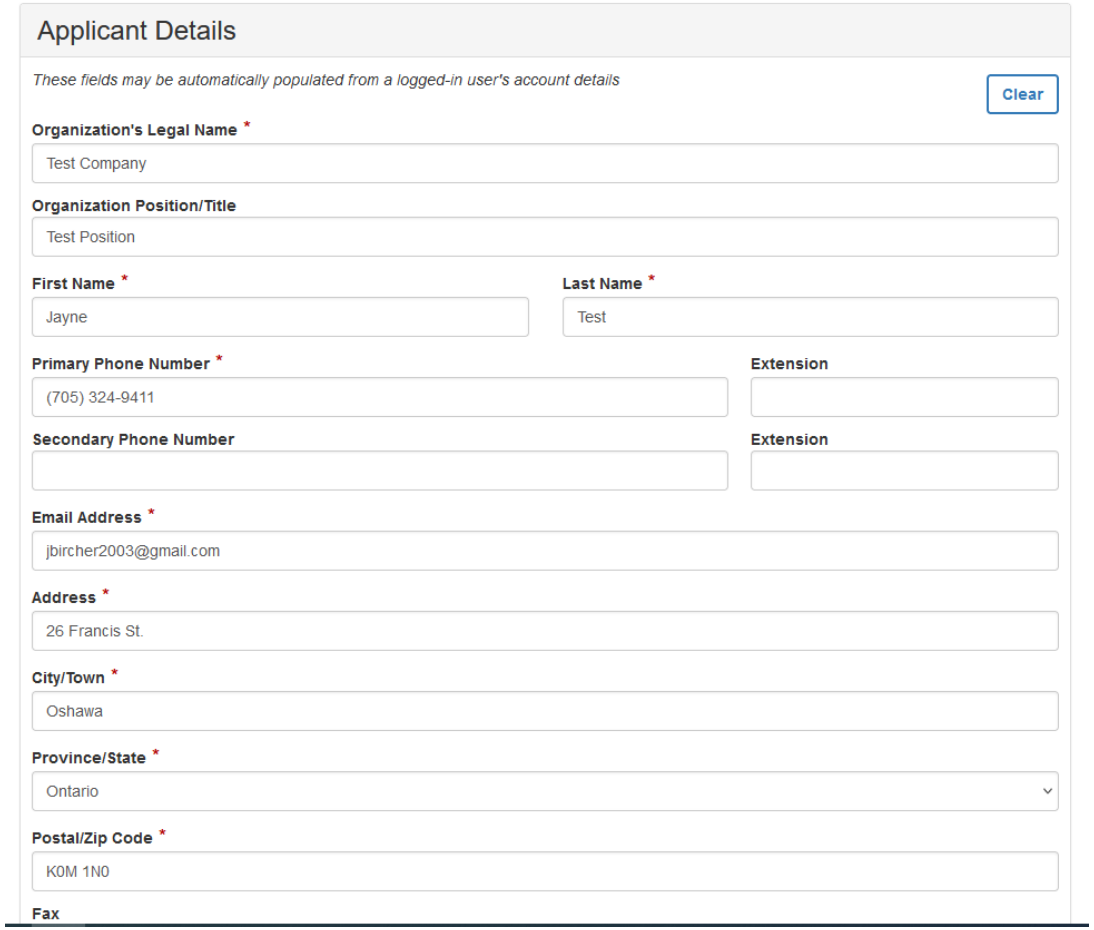
Permits to exempt activity from **reduced load requirements** may be issued by the City where Staff review confirms there is no risk of damage to municipal infrastructure and/or where an emergency situation exists. In general, there is risk to infrastructure during periods where roads are thawing from winter weather and subsurface road structures are saturated with water. **Applicants seeking an exemption to the load restriction By-law should consider their proposed activity and environmental conditions prior to submitting an application for review. Application fees are non-refundable once review has been completed.**

Personal information contained on this form is collected pursuant to The Municipal Act, 2001, and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the City Clerk or Deputy-Clerk at clerksoffice@kawarthalakes.ca.

Step 4 – Applicant Details

Filling in the application form

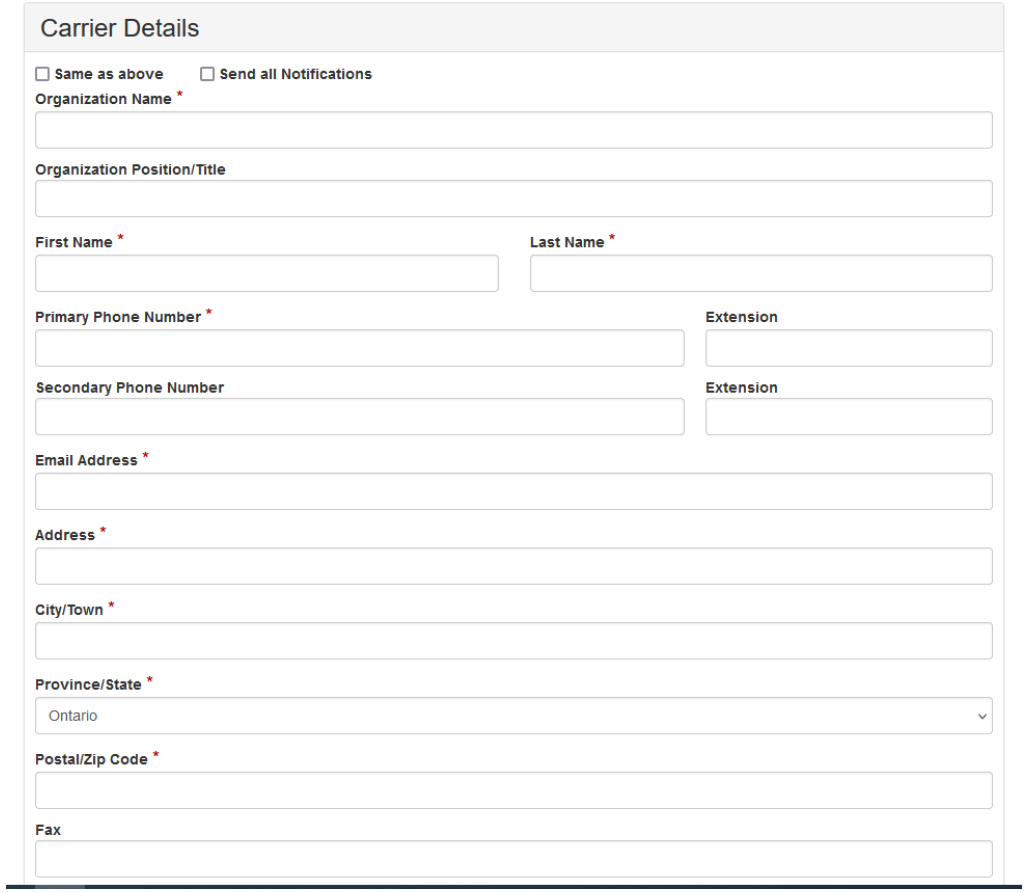
- Some fields may be automatically populated from a logged-in user's account details.
- Red Asterisk (*) = mandatory entry fields
- Clicking 'Clear' will remove all the information in the details fields
- Continue completing the application form.



Step 5 – Carrier Details

Filling in the application form

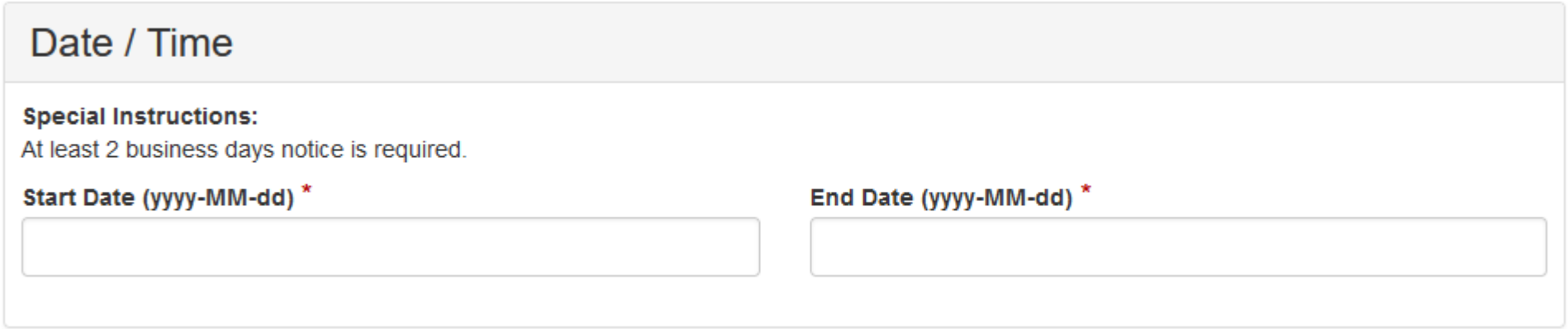
- Check the box 'Same as above' to copy details from the applicant form
- Check the box 'Send all Notifications' if you wish the carrier to receive all email notifications for the permit.
- Red Asterisk (*) = mandatory entry fields
- Continue completing the application form.



Step 6 – Date / Time

Filling in the application form

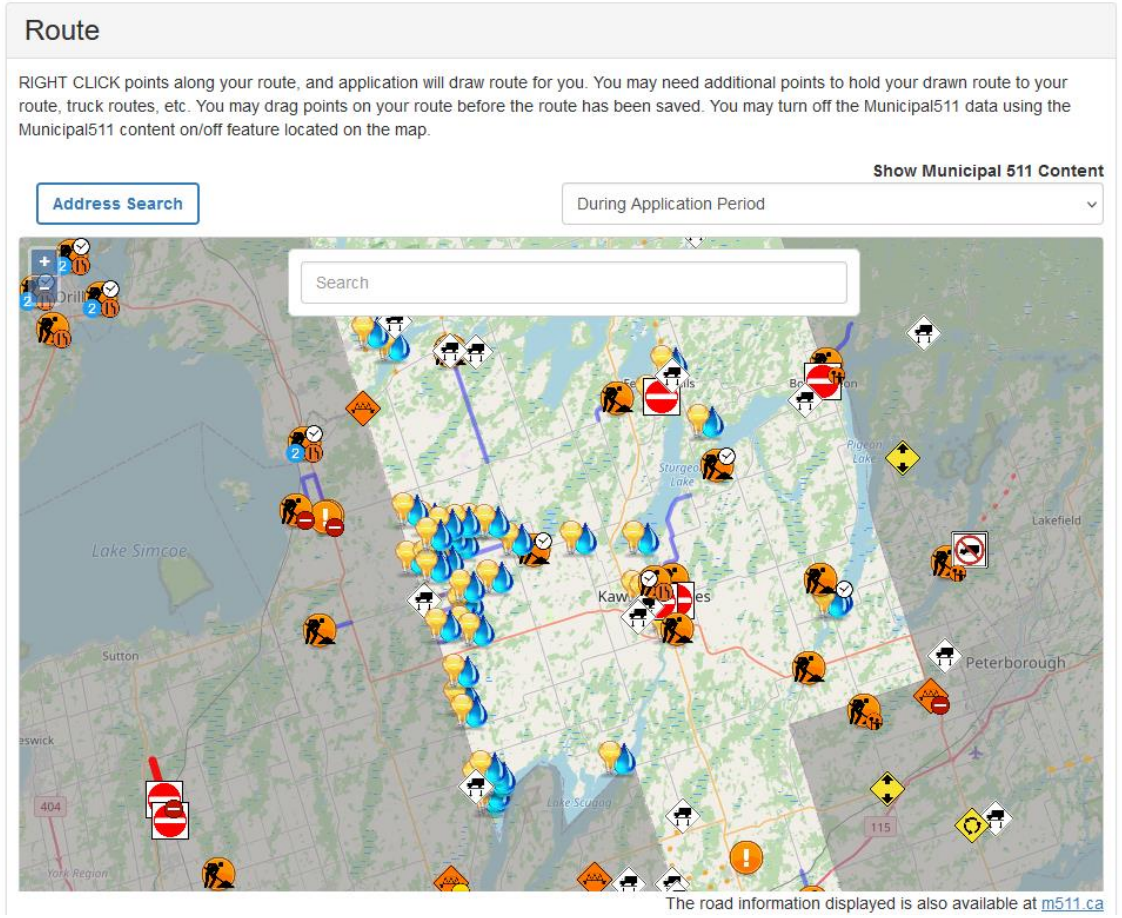
- Enter the 'Start Date' for the trip permit
- For a single trip the 'End Date' will populate with the 'Start Date'
- For an annual trip the 'End Date' will be one day less a year from the 'Start Date'
- Continue completing the application form.



Step 7 – Route

Filling in the application form

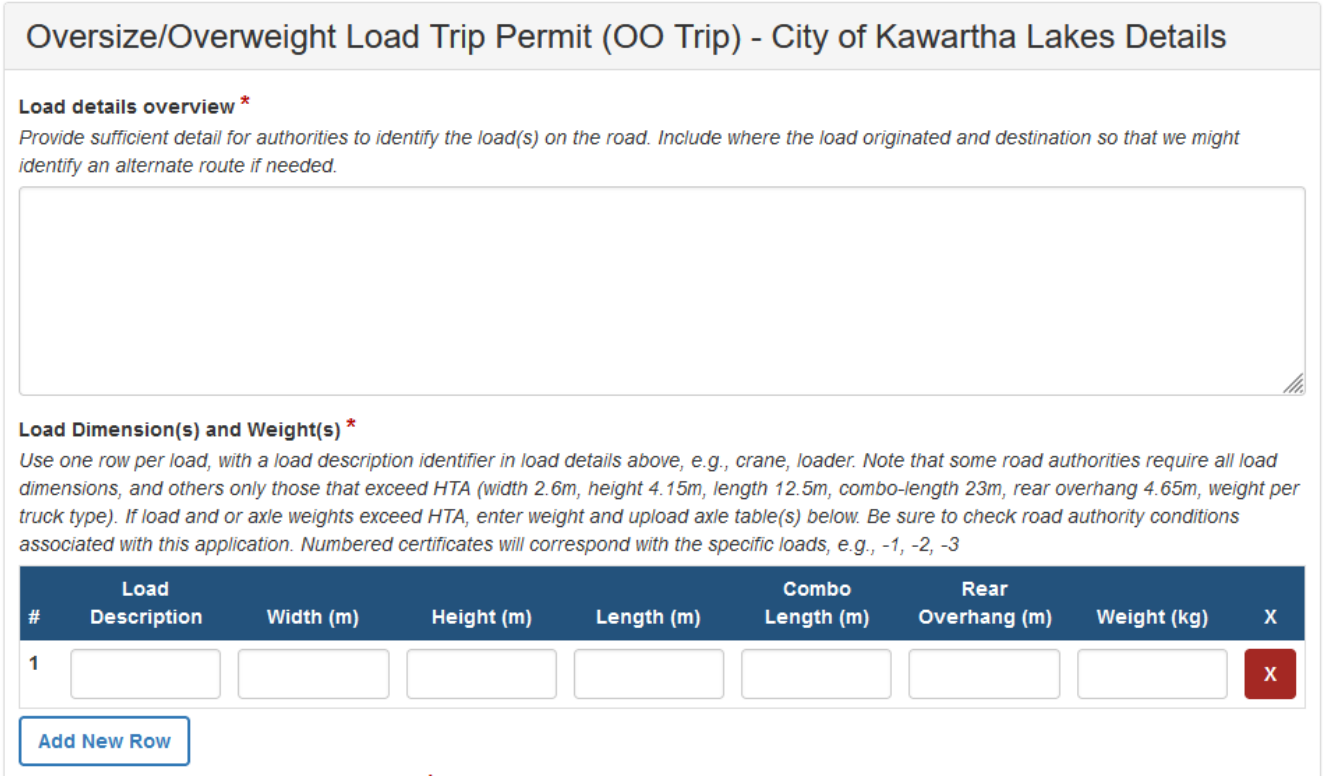
- Select the route by right clicking at the start point and then right clicking again at the end point.
- ‘Address Search’ is available to assist in locating the route.
- Once the route has been selected, the route details will be displayed.
- Continue completing the application form.



Step 8 – Load Details

Filling in the application form

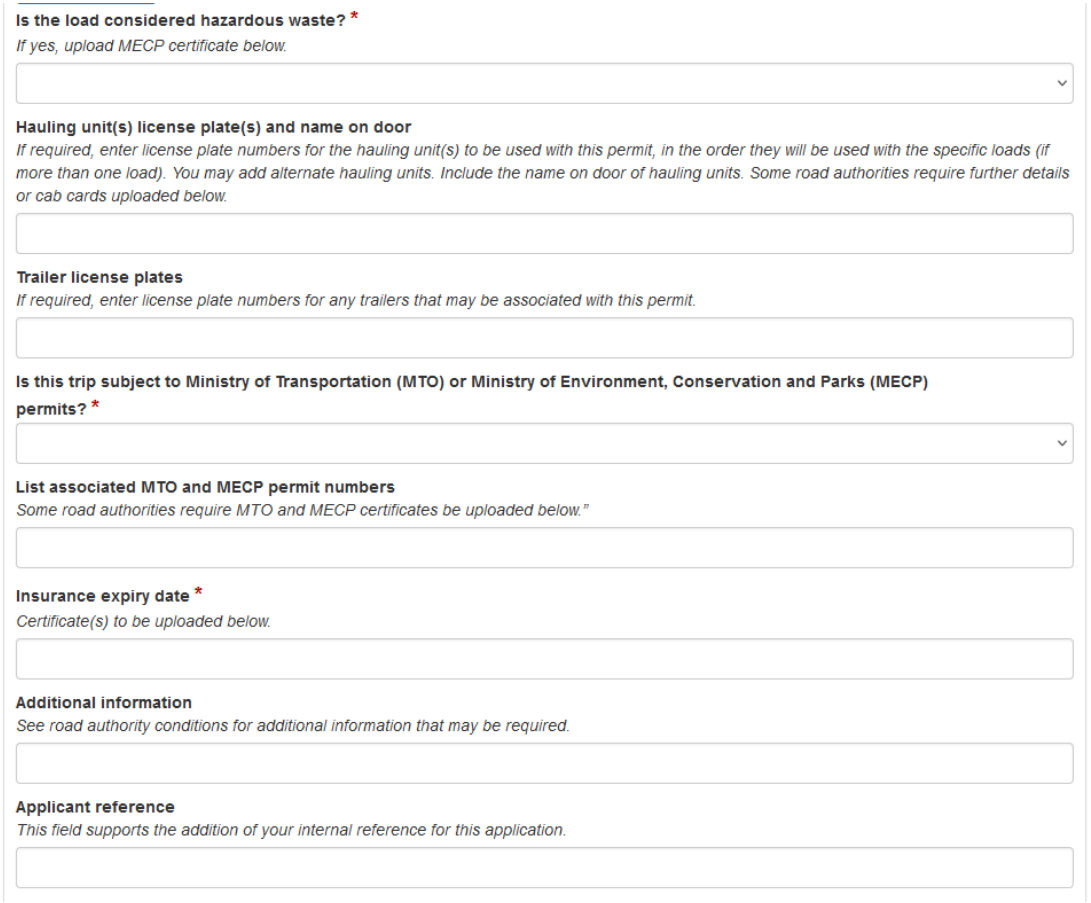
- Enter the load details overview in the text box
- Enter the load dimension(s) and weight(s)
- Loads details overview and load dimension and weight are mandatory entry fields indicated by the Red Asterisk (*).
- Click 'Add New Row' for additional load details to be entered.
- Continue completing the application form.



Step 8 – Load Details continued

Filling in the application form

- Answer the following questions, mandatory questions are indicated by a Red Asterisk (*).
- Is the load considered hazardous waste? *
- Hauling unit(s) license plate(s) and name on door
- Trailer license plates
- Is this trip subject to MTO or MECP permits? *
- List associated MTO and MECP permit numbers
- Insurance expiry date *
- Additional information
- Applicant reference
- Continue completing the application form.



Is the load considered hazardous waste? *

If yes, upload MECP certificate below.

Hauling unit(s) license plate(s) and name on door

If required, enter license plate numbers for the hauling unit(s) to be used with this permit, in the order they will be used with the specific loads (if more than one load). You may add alternate hauling units. Include the name on door of hauling units. Some road authorities require further details or cab cards uploaded below.

Trailer license plates

If required, enter license plate numbers for any trailers that may be associated with this permit.

Is this trip subject to Ministry of Transportation (MTO) or Ministry of Environment, Conservation and Parks (MECP) permits? *

List associated MTO and MECP permit numbers

Some road authorities require MTO and MECP certificates be uploaded below."

Insurance expiry date *

Certificate(s) to be uploaded below.

Additional information

See road authority conditions for additional information that may be required.

Applicant reference

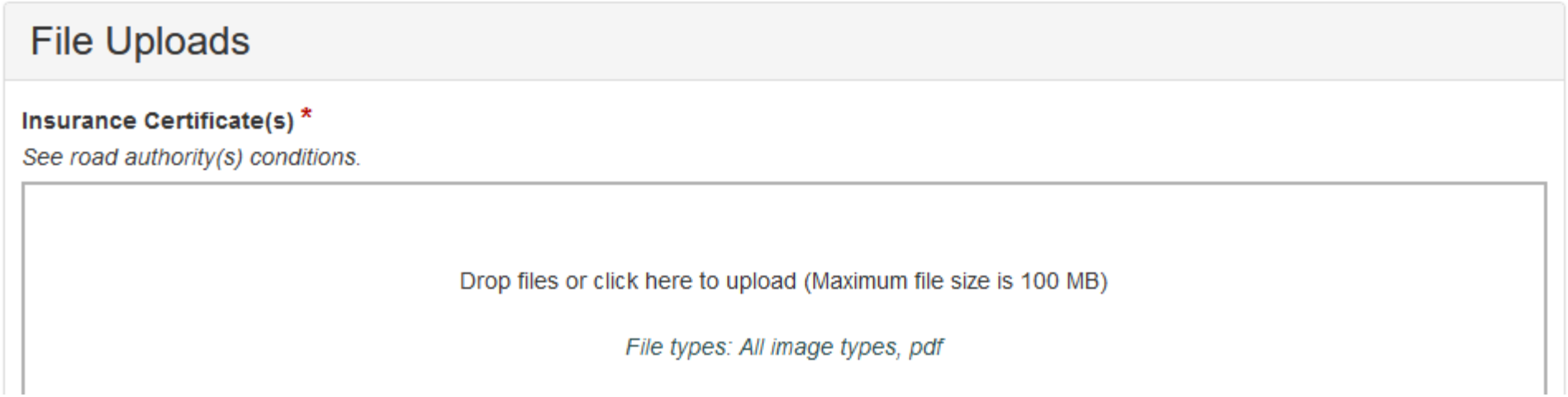
This field supports the addition of your internal reference for this application.

Step 9 – File Uploads

Filling in the application form

- Uploads are mandatory if indicated with a Red Asterisk (*).
- Insurance Certificate(s) *
- Axle Table(s)
- Cab Cards or registration certificates
- MTO Permits
- Additional Files

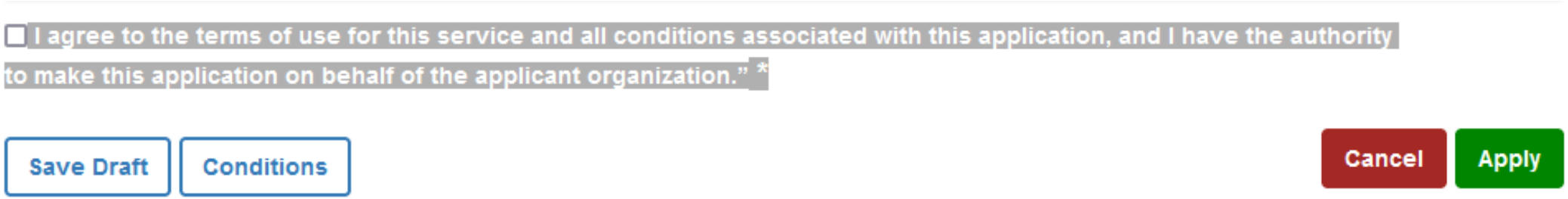
Note: Only image and pdf file types are allowed for file uploads.



Step 10 – Ready to Submit Application

Filling in the application form

- Application is ready to be submitted
- Click 'Save Draft' to save your application and return at a later date to complete and apply
- Click 'Conditions' to view Kawartha Lakes Oversize/Overweight Loads and Reduced Load Exemption Permit Requirements and Restrictions
- Click 'Cancel' to delete your application
- Click the checkbox if you agree to the terms of use for this service
- Click 'Apply' to submit your application



Submitted Application

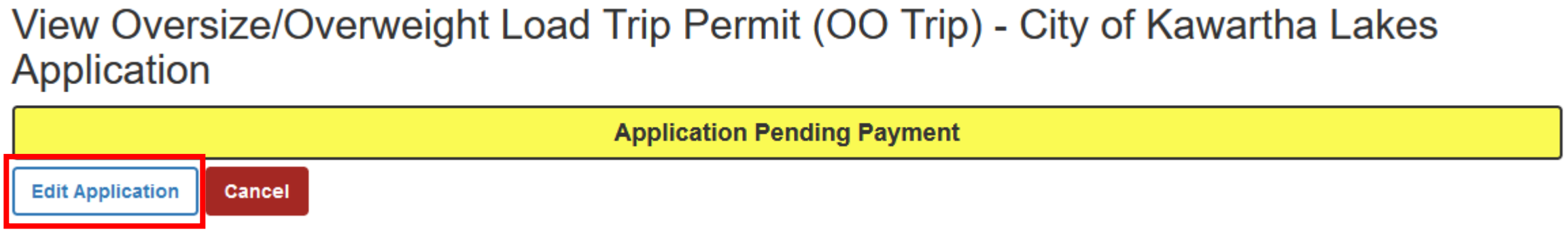
Upon Submitting Application

- The form will be reviewed for any missing mandatory entry information
- Missing information will be displayed in Red at the top of the form
- Fields requiring additional input will be highlighted in Red.
- Application is in **Draft** status until all missing information has been submitted
- Correct any issues identified and resubmit application
- Click the checkbox to agree to the terms of use for this service
- Click 'Submit' to resubmit application
- You will receive an email with the application details, status of application, application ID number and further instructions
- Status of application is now 'Pending Payment'
- If changes are required to the application, please see next page for Edit Application instructions
- If no changes are needed, payment is now required. See Payment instructions on Page 16.

Edit Application

Making changes to your application

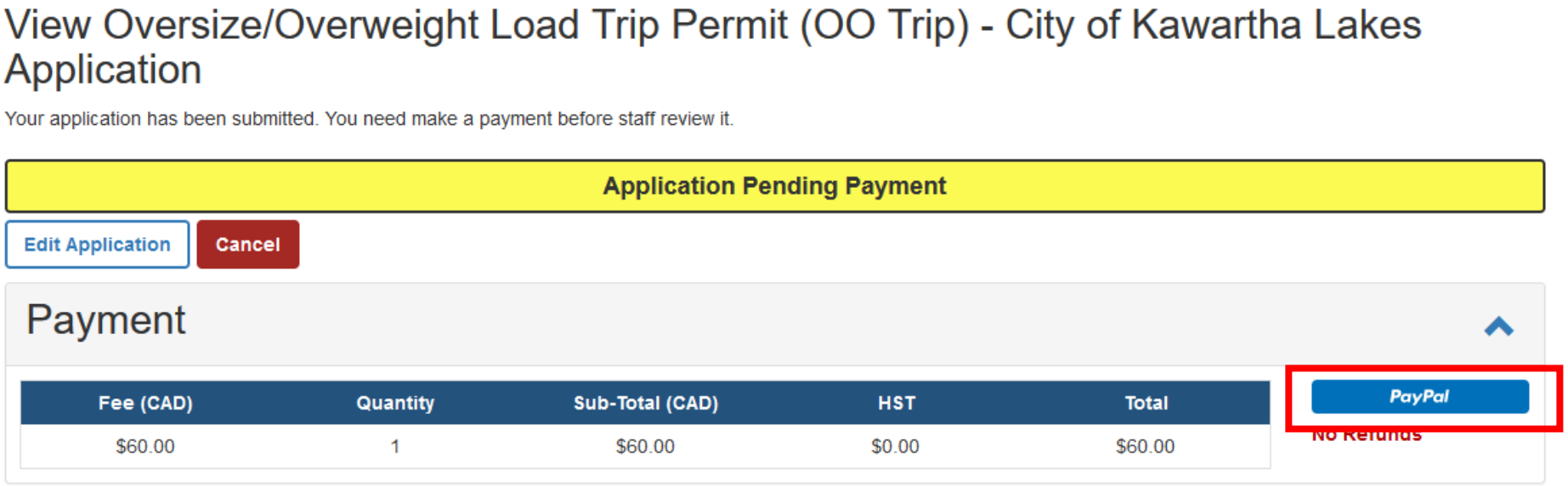
- Before payment is made, you have the opportunity to edit the application form
- Click 'Edit Application' to open the application for changes
- Adding additional rows for the load description will modify the permit fee
- Click 'Submit' to submit your changed application
- Your permit is now in the 'Application Pending Payment' status
- You may now make your payment.
- Note: Entrance Permits payment will be required after CKL staff have reviewed the application.



Payment

Making your payment

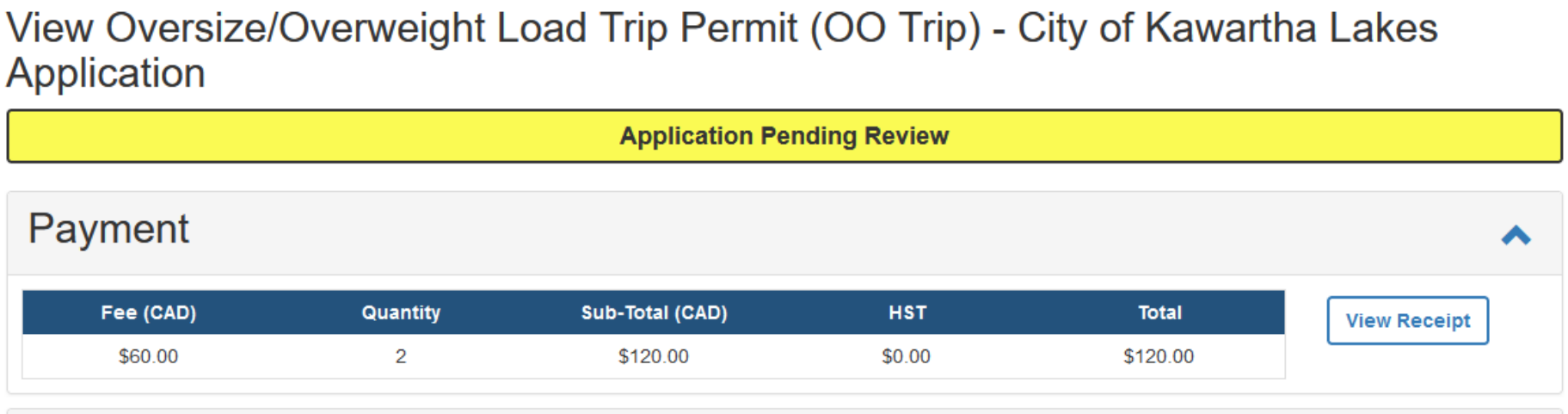
- You are now ready to make your payment
- Click 'Paypal' to connect to the payment gateway
- See the Permit Central How to Guide for further information on paying using PayPal



Payment Completed

After your payment has been made

- Once the payment has been completed, the application will be displayed
- You will receive an email with the application details and status
- Click 'View Receipt' to see your application receipt (Note: Your PayPal payment receipt will be sent to the email you provided in PayPal)
- Application status is **Application Pending Review**
- Your application will be reviewed for completion and submitted to the approval process



Application Decision

After your application has been reviewed

- If the application is approved, you will receive an email with two attachments, the Certificate and Kawartha Lakes Requirements and Restrictions
- If the application is rejected or revisions are required you will receive an email with further instructions.
- Sign into the portal to edit your application, view previous applications or view your certificates.

Thank you for using our online Public Access Portal

If you have any questions, please contact the Roads Operations team by using the contact information below:

Public Works
Roads Operations
705-324-9411 extension 1171
pwroads@kawarthalakes.ca