



**Development Services and
Engineering Department**
Engineering Division

T: 705-418-3226
F: 705-329-2670
✉ engineering@orillia.ca
🌐 orillia.ca
📍 50 Andrew St. S., Suite 300,
Orillia, ON L3V 7T5

NOTIFICATION TO COMMENCE WORK

- NOTE:
1. Prior to commencing work this notice must be supplied 48 hours in advance at the above address.
 2. Written notice is required to be provided by the Contractor to the Director, Construction Safety Branch, Ministry of Labour, 400 University Ave., Toronto, Ontario, M7A 1V7, before commencing work on the project as required under the provisions of Section E (1) of the "Construction Safety Act, 1973".
 3. If applicable, a building permit and a road cut permit must be obtained from the appropriate City Department two working days prior to commencing work.
 4. If, for any reason, the work proposed on this notice is deferred, then the Contractor must notify the City's Development Services and Engineering Department at (705) 418-3226.

Project Name:					City Project No.:	
Project Location:					Total Project Length:	
Description of Works:					Estimated Maximum Depth:	
					Estimated Minimum Depth:	
Proposed Project Start Date:	Y	M	D	Proposed Working Hours Per Day From:	Proposed Working Days Per Week:	

Name of Contractor:			Telephone No. :		
Address:			(Street/P.O. Box No.) (City/Town) (Province) (Postal Code)		
Name of Person in Charge of Project Work:			Working Hours Telephone No. :		
			After Hours Emergency Telephone No. :		

Dated:	Y	M	D	Prepared By:	Position:
---------------	----------	----------	----------	---------------------	------------------

ELECTRONIC DISTRIBUTION:

General Manager, Development Services and Engineering	Director of Waste Management and Environmental Compliance
General Manager, Environment and Infrastructure Services	Coordinator, Waste Diversion Site
Director of Development and Infrastructure Planning	Director of Capital Projects
Director of Facilities, Climate Change and Operations	Office Manager – Development Services and Engineering
Supervisor of Roads Source and Storm	Office Manager – Environment and Infrastructure Services
Director of Water and Wastewater	
Superintendent of Collection and Distribution	