

User guide: form for the installation of no parking signs

Important

Before completing the sign installation form, you must have a valid [public property occupancy \(PPO\) permit](#).

The form must be submitted when the signs are installed or checked and **12 to 14 hours before the start of the work or event**. Make sure that the signs are clearly visible and comply with regulations.

An online process for the sign installation form

To make the process faster and more efficient, the sign installation form must be completed online, effective August 5, 2025.

The online form:

- instantly submits your completed application to the Agence de mobilité durable de Montréal;
- allows for better follow-up on applications;
- is accessible on the Internet from your smartphone, computer or tablet; and
- reduces errors by automatically checking the information entered and ensuring all required fields are completed.

Why fill it out?

- To formalize the installation of signs

- To allow a parking agent to enforce the regulations if a vehicle is parked in the no parking zone

The sign installation form must **be completed and sent to the Agence de mobilité durable de Montréal** (online) to formalize the installation of signs prohibiting parking during work or events.

Frequently asked questions

Can I still submit my application using the paper form?

No. Forms sent by email are no longer accepted.

Do I have to send the form to the boroughs once I have completed it online?

No, you don't have to send the form to the boroughs.

When do I have to fill out the form?

Be sure to fill it out when installing or checking the signs, 12 to 14 hours before the start of the work or event.

What is the difference between a new application and an existing application?

Select "New Application" if this is the first time you are applying to place signs in the work or event area concerned. If the signs are removable, you must fill out the form again every day of the work or event. The next time you fill out the form, you can select "Existing Application".

Select "Existing Application" if you have already completed this form for the work or the event. In this case, you will have to enter the application number sent to you by email.

Do I have to enter my name and contact information if I fill out the form but I am not the holder of the PPO permit?

No. Only the name of the holder of the PPO permit (person in charge or company) must be provided. Please enter the information as it appears on the permit issued by the city.

I haven't receive the confirmation code by email. What should I do?

Check your spam folder and the email address provided to make sure it is correct. It may take a few minutes for the confirmation code to be sent.

If after 30 minutes you have still not received the code and the email address provided is correct, click on "Send Confirmation Code" again.

What is the difference between the address and street segments ("between X street" / "and X street")?

The address is the primary address where the work takes place. Street sections identify where parking will be prohibited during the work or event. Parking agents will be able to take action if a vehicle is parked illegally in these sections.

Which address should I provide if the work or event takes place on multiple streets?

In the "Address" field, identify the primary address where the work or event will take place. The "between X street" and "and X street" fields then allow you to identify all the streets affected by the work or the event.

Will I receive a copy of my form once it has been submitted?

Yes, you will receive a PDF copy of your application by email.

A vehicle is parked in the work or event area! What should I do?

If a vehicle blocks your work or event area, report the offence to customer service at 514-868-3737, option 1. Make sure you have at least one of the following pieces of information:

- The number of the online form submitted 12 to 14 hours before the start of work
- The work address
- The borough concerned
- The contractor's name

Didn't find the answer to your question?

Contact customer service, available 24/7.

By phone: 514 868-3737

By email: sac@agencemobilitedurable.ca