



# Entrance Permit Guide

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All application forms, drawings, and related documents shall be submitted electronically in PDF format to [build@thebluemountains.ca](mailto:build@thebluemountains.ca) or by using our secure [ShareFile](#) system. Please refer to our [Electronic Submission Requirements](#) Document.

## Required Application Forms

1. [Entrance Permit Application](#)
2. [Owner's Authorization Form](#) (required if Applicant is not the owner)

## Required Supporting Documentation

3. **Site Plan** – detailed scaled site plan showing title, revision date, existing conditions, drainage patterns and all proposed work for the entrance and lot frontage. (See Entrance Permit Application – Section 6 – for detailed requirements)  
~OR~
4. **Grading/Site Plan\*** - designed & stamped by Professional Engineer or Ontario Land Surveyor showing existing conditions, drainage patterns and all proposed work for the entrance and lot frontage.  
**\*Note: An engineered grading/site plan is required where there is a new dwelling proposed; or for structures proposed that are over 60 square meters; or when determined by the Town due to the complexity of the work.**

Please refer to [Municipal Lands Use Guidelines](#) for detailed information on municipal standards for entrance permits.

## Fees & Charges by Permit Type

5. **New Entrance-Urban Service Area** (Vacant lot or Redevelopment in **Urban** area)  
Entrance Permit Fee: \$400                      Damage/Completion Deposit: \$4400
6. **New Entrance-Rural** (Vacant lot or Redevelopment in **Rural** area)  
Entrance Permit Fee: \$400                      Damage/Completion Deposit: \$3400
7. **Frontage Permit-Urban Service Area** (Major work with no entrance changes in **Urban** area)  
Permit Fee: \$150                                  Damage/Completion Deposit: \$4000
8. **Frontage Permit-Rural** (Major work with no entrance changes in **Rural** area)  
Permit Fee: \$150                                  Damage/Completion Deposit: \$3000
9. **Paving Permit** (paving existing entrance)  
Permit Fee: \$150                                  Damage/Completion Deposit: \$400

Note: Above fees apply to Temporary and Permanent entrance applications.

Damage/Completion Deposits are refundable in whole or in part only after permitted work has been completed and the Municipality has verified that no damage to the existing infrastructure has occurred. Determination will be made regarding Urban/Rural area at time of payment of fees.

**Approvals from other Agencies are required** in many instances before an entrance permit application can be processed and before a permit is issued for construction. These approvals are not administered by Building Services. Please ensure all other required approvals are complete and submitted with your building permit and entrance permit application.

## Next Steps

Submit a complete entrance permit application form. Upon receipt of completed application form and required fee and deposit, Public Works Staff will conduct a site visit, typically within a two (2) week timeframe. Once the pre-construction site visit has occurred and the plans are approved, the applicant is responsible to have the entrance works completed as per the approved site plan and the conditions of approval. An entrance permit expires if Works are not completed within two (2) years of the date issued. Town Staff do not construct or provide materials for such projects. Once installed, and all permit conditions are met, the applicant is to notify Public Works and arrange for final inspection prior to consideration for any deposit return. A re-inspection fee may apply if there are outstanding deficiencies to be addressed.