Entrance Permit Guide

All application forms, drawings, and related documents shall be submitted electronically in PDF format to 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 all entrance permit types.

Fees & Charges by Permit Type
5. Municipal Land Use Development Permit: Application Fee: $250 Damage/Completion Deposit: $2500
   For property being developed, re-developed (significant construction activity such as demolition of existing building and construction of new building, or where existing building is increased in size by more than 50%), or change of use is taking place.

6. Municipal Land Use Construction Permit: Application Fee: $250 Damage/Completion Deposit: $2,500
   For property with existing entrance where construction activities such as additions, landscaping, pools with construction equipment, or staging is proposed with an estimated value of greater than $25,000 and no changes to the existing Town land is proposed.

7. Municipal Land Use Maintenance Permit: Application Fee: $150 Damage/Completion Deposit: $1,000
   For property with an existing entrance requiring maintenance, such as paving, cracked asphalt or failing culvert end protection/headwalls

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.

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 OPS or 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, Operations 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 Operations 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.