

The following approval processes must be completed if they apply to this project, before a building permit can be issued. This listing is provided for convenience purposes only and does not necessarily describe every approval which may be necessary. For more detailed information about the application of these laws to any project, please contact the listed agency, or refer to the actual text of the legislation. For assistance in completing this form, please contact a Building Services Representative. Completing this form accurately and providing necessary documents will expedite the issuance of your building permit. Please check the items that apply, and attach approval documents where applicable.

LOCAL MUNICIPALITY		FORM OF APPROVAL REQUIRED	DOCUMENT RECEIVED
Planning & Zoning			
<input type="checkbox"/>	MINOR VARIANCE <i>Planning Act s. 45</i> Where application doesn't comply with all zoning provisions	Final & binding decision by Committee of Adjustment Contact: Committee of Adjustment, 4 th floor ☎ 905-771-2443 ✉ committeeofadjustment@richmondhill.ca	
<input type="checkbox"/>	ZONING BY-LAW AND AMENDMENTS <i>Planning Act s. 34</i> Where development requires amended zoning by-law	Zoning by-law final & binding Contact: Development Planning, 4 th floor ☎ 905-771-8910 ✉ planning@richmondhill.ca	
<input type="checkbox"/>	DIVISION OF LAND Ref. <i>Planning Act Part VI</i> Where land division required for zoning compliance	Registration of Plan or Deed Contact: Committee of Adjustment, 4 th floor ☎ 905-771-2443 ✉ committeeofadjustment@richmondhill.ca	
<input type="checkbox"/>	PROVINCIAL ZONING ORDERS <i>Planning Act s. 47</i> For areas covered by Minister's zoning orders	Approval of the Minister Contact: MMAH Services Office ☎ 1-800-668-0230	
<input type="checkbox"/>	SITE PLAN APPROVAL <i>Planning Act s. 41</i> For development in site plan control areas	Approval of site plans by municipality Contact: Development Planning, 4 th floor ☎ 905-771-8910 ✉ planning@richmondhill.ca	
<input type="checkbox"/>	Planning & Development Act Where Provincial planning control has been applied	Approval of the Minister Contact: MMAH Services Office ☎ 416-585-7296	
Heritage			
<input type="checkbox"/>	<i>Ontario Heritage Act s. 30(2), 33, 34</i> Where property is designated or undergoing designation	Consent of Council to alter or demolish Contact Heritage & Urban Design, 3 rd floor ☎ 905-771-8910 ✉ planning@richmondhill.ca	
<input type="checkbox"/>	<i>Ontario Heritage Act s. 27</i> Demolition or removal of building listed in municipal register	Expiration of 60 day notice of intent to Council Contact Heritage & Urban Design, 3 rd floor ☎ 905-771-8910 ✉ planning@richmondhill.ca	
<input type="checkbox"/>	<i>Ontario Heritage Act s. 42</i> Where land is in a heritage conservation district	Heritage permit issued by Council Contact Heritage & Urban Design, 3 rd floor ☎ 905-771-8910 ✉ planning@richmondhill.ca	
<input type="checkbox"/>	<i>Ontario Heritage Act s. 40.1</i> Property is in heritage conservation study area	Compliance with heritage conservation study by-law Contact Heritage & Urban Design, 3 rd floor ☎ 905-771-8910 ✉ planning@richmondhill.ca	
<input type="checkbox"/>	<i>Ontario Heritage Act s. 34.5 & 34.7(2)</i> Where property is designated by Minister of Tourism, Culture and Sport	Consent of Minister to alter or demolish Contact: MOTCS Regional Conservation Advisor ☎ 416-326-9326	
CONSERVATION AUTHORITY		FORM OF APPROVAL REQUIRED	DOCUMENT RECEIVED
Conservation			
<input type="checkbox"/>	AUTHORITY PERMIT <i>Conservation Authorities Act s. 28</i> Where construction affects the control of flooding, erosion, dynamic beaches, pollution or conservation of land	Permit for development, interference with Wetlands and alterations to shorelines and Watercourses Contact: Toronto and Region Conservation Authority ☎ 416-661-6688 ✉ planning&permits@trca.on.ca	
PROVINCIAL APPLICABLE LAWS		FORM OF APPROVAL REQUIRED	DOCUMENT RECEIVED
Agriculture & Food			
Ministry of Agriculture, Food & Rural Affairs			
<input type="checkbox"/>	<i>Nutrient Management Act 2002 s. 11 reg 267/03</i> Farm buildings housing animals or animal manure	Record of Approval of NMS issued by OMAFRA Contact: OMARFA ☎ 1-877-424-1300 ✉ ag.info.omafra@ontario.ca	
<input type="checkbox"/>	<i>Milk Act s. 14</i> Where building used as a milk processing plant	Permit issued by the Director, MA Contact: OMARFA ☎ 1-877-424-1300 ✉ ag.info.omafra@ontario.ca	
Charitable Institutions			
Ministry of Health & Long Term Care			
<input type="checkbox"/>	<i>Charitable Institutions Act s. 5</i> Where building is used for a charitable institution	Minister's approval of construction Contact: Long-Term Care Planning ☎ 1-877-767-8889	

Legend: Not applicable Received Outstanding

PROVINCIAL APPLICABLE LAWS	FORM OF APPROVAL REQUIRED	DOCUMENT RECEIVED
Child Care Centres	Ministry of Children & Youth Services	
<input type="checkbox"/> <i>Day Nurseries Act s. 5 reg 262</i> Where building is used for a daycare	Ministry plan approval Contact: Regional Office ☎ 905-868-8900	
Education	Ministry of Education	
<input type="checkbox"/> DEMOLITION OF SCHOOLS <i>Education Act s. 194</i> Where a school is proposed to be demolished	Minister's approval of demolition Contact: Steve Mitchell, Architect ☎ 416-325-2015	
Environment	Ministry of the Environment	
<input type="checkbox"/> <i>Environmental Assessment Act s. 5</i> Major industrial or commercial enterprises & Government projects	Minister's approval of Terms of reference & EA Contact: MOE Assessment & Approvals ☎ 1-800-461-6290 ✉ EAASIBGen@ontario.ca	
<input type="checkbox"/> BROWNFIELD REDEVELOPMENT <i>Environmental Protection Act s. 168</i> Where industrial or commercial property changed to residential or parkland use	Record of Site Condition filed with MOE Conformance with Certificate of Property Use Contact: MOE Central Region ☎ 416-326-4840	
<input type="checkbox"/> FORMER WASTE DISPOSAL SITES <i>Environmental Protection Act s. 46</i> Where building on former landfill or waste disposal site	Minister's approval to use the land Contact: MOE Investigations & Enforcement ☎ 416-326-6700	
<input type="checkbox"/> RENEWABLE ENERGY APPROVAL <i>Environmental Protection Act s. 47.3</i> For renewable energy projects that use wind, solar and bio-energy to generate electricity	Minister's Renewable Energy Approval Contact: MOE Assessment & Approvals ☎ 1-800-461-6290	
Funeral Homes	Ministry of Consumer & Business Services	
<input type="checkbox"/> <i>Funeral Directors and Establishments Act s. 9 reg 469</i> Where building houses funeral establishment	Notify Registrar, MCBS Contact: Board of Funeral Services ☎ 1-800-387-4458 ✉ info@funeralboard.com	
Highways	Ministry of Transportation	
<input type="checkbox"/> MTO PERMIT <i>Public Transportation Act s. 34/38</i> Where construction is adjacent to a highway, or is within 800m of highway & will generate major traffic	Building & Land Use permit issued by MTO Contact: Regional Office of MTO ☎ 416-235-5385	
Long Term Care Homes	Ministry of Health & Long Term Care	
<input type="checkbox"/> <i>Nursing Homes Act s. 4, 5 reg. 832</i> <i>Homes for the Aged & Rest Homes Act s. 14</i> <i>Elderly Persons Centres Act s. 6 reg. 314</i> Construction, alteration or conversion of building used for a nursing home	Minister's approval of construction Minister's approval of construction Contact: Planning & Renewal Branch ☎ 1-877-767-8889 or MOH & Long Term Care Regional Office	

Legend: Not applicable Received Outstanding

DECLARATION BY APPLICANT <i>please check the appropriate line</i>		
<input type="checkbox"/>	None of the items listed apply to this project.	
<input type="checkbox"/>	All applicable law approvals have been completed, and approval documents are attached to this application.	
<input type="checkbox"/>	The proposed construction or demolition requires one or more applicable law approvals, which have not yet been completed.	
I have authority to act on behalf of the corporation or partnership with respect to this application (if applicable)		
Name	Signature	Date