



# 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)
3. Site Plan (see below #4 or #5 for **required Site Plan Detail**)

## Permit Types (Construction or Maintenance)

4. Entrance Permit **Construction:**      **Application Fee: \$280**  
Required for any new works installed on or under town land such as new entrances, temporary entrances, private plumbing, planters, headwalls etc. Application shall include a **Site Grading Plan designed & stamped by Professional Engineer or Ontario Land Surveyor showing existing conditions, drainage patterns and all proposed works.**
5. Entrance Permit **Maintenance:**      **Application Fee: \$165**  
Required for any maintenance performed on or under townland such as paving, surface restoration, culvert replacement, headwall repairs, etc. Application shall include a **detailed site plan showing all proposed works.**

[Approvals from other Agencies](#) are required before a Land Use Permit can be processed and issued. These approvals are not administered by the Building Services Division. Please ensure all required approvals are complete and submitted with your permit application.

### Note:

In the event that any damage is caused to town land by the owner or its agents, contractors and employees in the installation of the works described in a land use permit or in the construction of any building or structures on the owner's land, the owner, at its own expense, shall repair any such damage and the Director may make an order under section 445 of the Act requiring the owner to do the work to repair the damage.

### By-law 2014-65

[By-law 2014-65](#) Being a By-law to Regulate the Installation of Works on Town Land and Establish a Process to Issue Land Use Permit

### Next Steps

Submit the completed permit application form to the Building Services Division. Once received, town staff will review the application and design, and perform a pre-construction site visit prior to the issuance of the permit. Upon the issuance of the permit and completion of the works, the applicant shall notify the Building Services Division to arrange for a final inspection. The applicant is responsible for having the works completed as per the approved permit. Town Staff do not construct or provide materials for such projects.