

Applicable Law Checklist

Applicable law is other regulations for which approval must be obtained before a building permit can be accepted or issued. A complete list of Acts and Regulations that are "Applicable Law" is set out in Article 1.4.1.3. of Division A of the Ontario Building Code.

Staff will check the items that apply to your permit application. If all required items are not provided, the applicant will be required to contact the relevant agencies to obtain the required approvals. For more information, visit [Hamilton.ca/ApplicableLaw](https://hamilton.ca/ApplicableLaw).

A. Project Information:

Street:

Number

Name

Unit Number (if applicable)

Municipality: _____ Postal Code: _____ Permit Application No. _____
(if applicable)

B. Approvals Required Prior to Permit Application

Name	Required		Received	Contact
Site Plan Application				
• For non-residential applications, or	Y	N		Planning 905-546-2424 x 1355 pd.generalinquiry@hamilton.ca
• Applications greater than 10 residential units, or	Y	N		
• Site Plan Control Exemption				
Ontario Heritage Act				
• Designated-Council	Y	N		Cultural Heritage Planning culturalheritageplanning@hamilton.ca
• Registered-60 Days	Y	N		
Source Water Protection Within a wellhead protection area	Y	N		Hamilton Water sourcewater@hamilton.ca
Niagara Escarpment Commission	Y	N		905-877-5191
Conservation Authority (CA)	Y	N		Hamilton CA : 905-525-2181 Conservation Halton : 905-336-1158 Grand River CA : 519-621-2761 Niagara Peninsula CA : planninginfo@npca.ca
Ministry of Transportation Where construction is adjacent to a highway, or is within 800m of highway & will generate major traffic	Y	N		Highway Corridor Management 416-235-5385 / 1-866-636-0663
Metrolinx Where construction is within 30m of Hamilton LRT Corridor.	Y	N		development.coordinator@metrolinx.com

Permit Intake Acknowledgment

Incomplete Application: Approvals indicated above to be submitted by Applicant prior to acceptance.

Staff Initials:

Date:

Permit Accepted: All required applicable law has been received prior to the permit application being accepted.

Intake Staff:

Staff Initials:

Date:

C. Approvals Required Prior to Permit Issuance

Name	Required	Received	Contact
Subdivision Agreement	Y	N	Planning 905-546-2424 x 1355 pd.generalinquiry@hamilton.ca
Zoning By-law Conformance	Y	N	
Committee of Adjustment Variance	Y	N	Committee of Adjustment 905-546-2424 x 4221 cofa@hamilton.ca
Committee of Adjustment Severance	Y	N	
Water and Sewer Permit 3-10 units	Y	N	Growth Management devengapprovals@hamilton.ca
Encroachment Agreement	Y	N	Public Works 905-546-2424 x 5803 encroachments@hamilton.ca
Development Charges Total to be confirmed during application review	Y	N	Corporate Services 905-546-2424 x 4400 dcrequest@hamilton.ca
Ministry of Environment			
<ul style="list-style-type: none"> Record of Site Condition 	Y	N	416-314-8001 / 1-800-461-6290 Monday to Friday, 8:30 am - 5:00 pm enviropemissions@ontario.ca
<ul style="list-style-type: none"> Environmental Assessment (industrial, commercial & government projects) 	Y	N	Assessment & Approvals 1-800-461-6290 eaasibgen@ontario.ca
<ul style="list-style-type: none"> Former Waste Disposal Site 	Y	N	Investigations & Enforcement 416-326-6700
<ul style="list-style-type: none"> Renewable Energy Approval 	Y	N	Assessment & Approvals 1-800-461-6290
Federal Airport Authority	Y	N	Transport Canada 1-800-305-2059
Hamilton-Oshawa Port Authority (HOPA)	Y	N	905-525-4330
Nutrient Management Act	Y	N	Ontario Ministry of Agriculture, Food & Rural Affairs 1-877-424-1300 Ag.info@omafra.on.ca
Milk Act	Y	N	
Long Term Care Homes	Y	N	Ministry of Health & Long Term Care 1-877-767-8889
Child Care Centres	Y	N	Ministry of Children & Youth Services 905-521-7318

Permit Review Acknowledgement

All required applicable law has been received prior to the permit being issued.

Building Engineer:

Initials:

Date:

This checklist is provided for convenience purposes only and does not 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. Completing this form accurately and providing necessary documents will expedite the issuance of your building permit.

Personal information contained in this form is collected under the authority of section 8 of the Building Code Act, 1992, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to the Building Division at 905-546-2720.