



Application for a Change of Use Permit

Pursuant to Subsection 10.-(1) of the Building Code Act, 1992

For use by Principal Authority	
Application number:	Permit number (if different):
Date received: (yyy/mm/dd):	Roll number:

Application submitted to: Town of Halton Hills

A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Applicant				
Applicant is:		<input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner		
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
C. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
D. Purpose of application				
Current use of building		Proposed use of building		
E. Declaration of applicant				
I _____ certify that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. I have authority to bind the corporation or partnership (if applicable).				
_____		_____		
Date		Signature of applicant		

Personal information is collected under the authority of the Municipal Act 2001, S.O. 2001 c.25 and will be used for the process and issuance of Building Permits, in accordance with the collection, use and disclosure of personal information governed by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56.

APPLICABLE LAW DECLARATION

Declaration by Applicant:

- ☐ 1. None of the items apply to this project.
- ☐ 2. All approvals have been completed and approval documents are included with this application.
- ☐ 3. The proposed construction or demolition requires one or more approvals that have not been completed.

Signature: _____ Date: _____

Address: _____

This list is provided only as a reference for your convenience. Additional approvals may be required depending on the nature of your project.

Conservation Authority	Approval Required	Documents Required for Issuance
Conservation Authorities Act, s. 28 Where construction is in a fill regulated area or floodplain or may interfere with a watercourse.	Construction and Fill Permit. Contact applicable conservation authority: Credit Valley Cons. – 905-670-1615 Conservation Halton – 905-336-1158 Grand River Cons. – 519-621-2763	<input type="checkbox"/>
Niagara Escarpment Planning & Development Act, s. 24(3) Where construction occurs in a development area.	Niagara Escarpment Commission Approval. 905-877-5191	<input type="checkbox"/>
Applicable Laws	Approval Required	Documents Required for Issuance
Planning Act s. 34 With respect to Zoning By-law amendments.	Zoning amendment approved. Contact Halton Hills Planning 905-873-2600 ext. 2900	<input type="checkbox"/>
Planning Act s. 41 With respect Site Plan Control	Site Plan Approved drawings issued. Contact Halton Hills Planning 905-873-2600 ext. 2900	<input type="checkbox"/>
Planning Act s. 45 With respect to the requirement for a minor variance to the Zoning By-law.	Final and Binding Notice issued. Contact Committee of Adjustment 905-873-2600 ext. 2292	<input type="checkbox"/>

APPLICABLE LAW DECLARATION

Applicable Laws	Approval Required	Documents Required for Issuance
Ontario Heritage Act, s. 34.5, 34.7(2) Where a property is designated by Halton Hills Heritage.	Town of Halton Hills Heritage Planner 905-873-2600 ext. 2358	<input type="checkbox"/>
Clean Water Act, 2006, s. 59 Where a property is located with a Source Water Protection regulated area.	Issuance of a notice by the risk management official. https://www.halton.ca/For-Residents/Water-and-Environment/Water-Quality-Protection/Source-Water-Protection	<input type="checkbox"/>
Child Care & Early Years Act 2014, s. 14 of REG 137/15 Where building is used for a childcare center.	Plan Approval from Ministry of Children & Youth Services. 416-325-5666	<input type="checkbox"/>
Public Transportation Act, s. 38 Construction/alter any building or structure within 45 m. of a King's Highway or within 180 m of the center point of an intersection, or within 395 m of the center point of an interchange.	Ministry of Transportation (MTO) Building and Land Use Permit Issued by MTO https://www.hcms.mto.gov.on.ca	<input type="checkbox"/>
Nutrient Management Act 2002, s. 11 REG 267/03 Farm buildings housing animals or animal manure.	Approval of Nutrient Management Strategy. Contact: Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) 1-866-242-4460	<input type="checkbox"/>
Milk Act, s. 14 Where a building is used as a milk processing plant.	Permit issued by OMAFRA. Contact: Food Safety Advisor, Dairy 519-400-9928 Approval of Demolition form Ministry of Education 416-325-2929	<input type="checkbox"/>
Demolition of School Education Act, s. 194 Where a school is proposed to be demolished.	Approval of Demolition form Ministry of Education 416-325-2929	<input type="checkbox"/>
Environmental Assessment Act, s. 5 Major development that is required to proceed with an "undertaking".	Ministry of the Environment, Conservation and Parks approval of Terms of Reference & EA 416-235-5743	<input type="checkbox"/>



APPLICABLE LAW DECLARATION

Applicable Laws	Approval Required	Documents Required for Issuance
Environmental Protection Act, s. 168 3.1 With respect to a building to be used in conjunction with a change of use of a property	Conformance with Certificate of Property Use Contact: 416-235-5743	<input type="checkbox"/>
Environmental Protection Act, s. 168.6(1) Where industrial or commercial property is changed to residential or parkland use	Record of Site Condition filed with Ministry of Environment Conservation and Parks Conformance with Certificate of Property Use. Contact: 416-235-5743	<input type="checkbox"/>
Environmental Protection Act, s. 46 Where building on former waste disposal site	MOE approval to use the land 416-235-5743	<input type="checkbox"/>
Funeral Directors & Establishments Act, s.9 Construction or Alteration of a Funeral Establishment	Ministry of Consumer & Business Services, Bereavement Authority of Ontario 1-844-493-6356	<input type="checkbox"/>
New Home Warranties Plan Act, s.9 With respect to the construction of a residential condominium conversion.	Tarion 1-877-982-7466	<input type="checkbox"/>



Owner's Authorization

Property Owner(s) to complete the Owner's Authorization form to allow the Agent/Applicant to prepare, submit and act on behalf of the Property Owner(s) with respect to this application.

Property Address: _____

Project Description: _____

I/We _____ the Owner(s) of the
land being subject of this Application do hereby authorize and appoint

_____ as my/our Agent to **make**
this application on my/our behalf and to conduct all communications on my/our behalf
respecting same.

Name of Property Owner (please print)

Signature of Property Owner

Date of Signature

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information is used for the purpose of processing this document. Questions regarding the collection of this information should be directed to Building Services at 905-873-2600 ext. 2300.

Office use only:

Picture Identification – Administration Verified Name

Picture Identification – Administration Verified Picture

Vailtech – Administration Verified