



**City of Kingston - Building Services**  
1211 John Counter Blvd, Kingston, ON K7K 6C7  
Phone: 613-546-4291 ext 3280  
Email: buildingpermits@cityofkingston.ca

## Applicable Law Checklist

Applicable law is other regulations for which approval must be obtained before a building permit can be 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.

Please check the items that apply to your permit application and attach approval documents where applicable. For more information, visit [www.CityofKingston.ca](http://www.CityofKingston.ca). For assistance completing this form, please contact Building Services staff.

### A. Project Information:

Street: \_\_\_\_\_  
Number Name Unit Number (if applicable)  
Municipality: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Permit Application No. \_\_\_\_\_  
(if applicable)

### B. Municipal Approvals

Name	Required	Received	Contact
Site Plan Application			<b>Planning &amp; Development</b> 613-546-4291 x 3180 <a href="mailto:planning@cityofkingston.ca">planning@cityofkingston.ca</a>
<ul style="list-style-type: none"><li>For non-residential applications, or</li></ul>	Y N		
<ul style="list-style-type: none"><li>Applications greater than 10 residential units, or</li></ul>	Y N		
<ul style="list-style-type: none"><li>Site Plan Control Exemption</li></ul>			
Subdivision Agreement	Y N		
Zoning By-law Conformance	Y N		
Committee of Adjustment Variance	Y N		<b>Committee of Adjustment</b> 613-546-4291 x 1864 <a href="mailto:isullivan@cityofkingston.ca">isullivan@cityofkingston.ca</a>
Committee of Adjustment Severance	Y N		
Water and Sewer	Y N		<b>Utilities Kingston</b> 613-546-1181
Encroachment Agreement	Y N		<b>Engineering Services</b> 613-546-4291 x 3180 <a href="mailto:engineering@cityofkingston.ca">engineering@cityofkingston.ca</a>
Ontario Heritage Act			<b>Heritage Planning</b> <a href="mailto:heritageplanning@cityofkingston.ca">heritageplanning@cityofkingston.ca</a>
<ul style="list-style-type: none"><li>Designated-Council</li></ul>	Y N		
<ul style="list-style-type: none"><li>Registered-60 Days</li></ul>	Y N		
Source Water Protection Within a wellhead protection area	Y N		<b>Utilities Kingston</b> 613-546-1181
Development Charges Total to be confirmed during application review	Y N		<b>Building Services</b> 613-546-4291 x 3280 <a href="mailto:buildingpermits@cityofkingston.ca">buildingpermits@cityofkingston.ca</a>

### C. Other Approvals

Name	Required	Received	Contact
Conservation Authority (CA)	Y	N	<b>Cataraqui Region Conservation Authority</b> 613-546-4228 <a href="mailto:mdakin@crca.ca">mdakin@crca.ca</a>
Ministry of Transportation Where construction is adjacent to a highway, or is within 800m of highway & will generate major traffic	Y	N	<b>Highway Corridor Management</b> 613-745-6841 / 1-888-362-1770
<b>Ministry of Environment</b>			
<ul style="list-style-type: none"> <li>Record of Site Condition</li> </ul>	Y	N	613-549-4000 / 1-800-267-0974 Monday to Friday, 8:30 am - 5:00
<ul style="list-style-type: none"> <li>Environmental Assessment (industrial, commercial &amp; government projects)</li> </ul>	Y	N	Assessment & Approvals 1-800-461-6290 <a href="mailto:enviropemissions@ontario.ca">enviropemissions@ontario.ca</a>
<ul style="list-style-type: none"> <li>Former Waste Disposal Site</li> </ul>	Y	N	Investigations & Enforcement 1-800-565-4923
<ul style="list-style-type: none"> <li>Renewable Energy Approval</li> </ul>	Y	N	Assessment & Approvals 1-800-461-6290
Federal Airport Authority	Y	N	Transport Canada 1-800-305-2059
Nutrient Management Act	Y	N	Ontario Ministry of Agriculture, Food & Rural Affairs 1-877-424-1300
Milk Act	Y	N	<a href="mailto:ag.info@omafra.on.ca">ag.info@omafra.on.ca</a>
Long Term Care Homes	Y	N	Ministry of Long Term Care 1-866-532-3161
Child Care Centres	Y	N	Ministry of Education 1-877-510-5333
Community Benefits Charges	Y	N	<b>Building Services, City of Kingston</b> 613-546-4291 ext. 3280

### D. Declaration

I have considered the list of applicable laws in the Ontario Building Code and as described above; I declare:

- None of these applicable law approvals apply to this project.
- Applicable laws checked with a 'yes' apply to this project and approval documents are submitted with this application.
- Applicable laws checked with a 'yes' apply to this project, however, all approval documents have not yet been obtained.

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation or partnership with respect to this application (if applicable).

Applicant Name:

Applicant Signature

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 613-546-4291 x 3280