

**King Township Web Portal**  
**Entrance Permits – Step by Step Guide**

Prior to applying for a Entrance Permit, you will need to obtain a Zoning Certificate first. You can apply in the Portal under, **Planning and Zoning Services, Apply for a Planning Application or Zoning Certificate.**

1. Under **Development Engineering**, select **Apply for a Development Engineering Permit.**
2. Choose the Application Type – **Entrance Permit**
3. Enter a general **Description of the Work Being Done.** If you are the Property Owner, include Company Information who will be doing the works and Contract Person.
4. Under **Permit Types** – make sure “Entrance Permit” is selected. *Next Step.*
5. Select the option(s) that best suit the proposal (multiple can be selected). *Next Step.*
6. Input the **quantity.** *Next Step.*
7. Select Location **Address.** *Next Step.*
8. Insert address in **Search for Location.** Address should automatically populate. *Next Step.*
9. **Add Business from Address Book** – (Skip this Step if the business does not come up). Not all businesses have been entered at this time. *Next Step.*
10. Upload the following documents: Site Plan showing proposed works, Zoning Certificate, Pre-construction Photos (right of way and location of proposed works), Certificate of Insurance (Contractor’s), Conservation Authority Permit (if required) *Next Step.*
11. Select Do you Agree – **Yes.** *Next Step.*
12. Type Characters.
13. *Submit.*

If you have any questions, please contact us at [drivewayentrance@king.ca](mailto:drivewayentrance@king.ca).

Development Engineering, Growth Management Services