

King Township Web Portal

Site Alteration Permits – Step by Step Guide

Prior to applying for a Site Alteration 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 – **Site Alteration 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 “Site Alteration” is selected. *Next Step.*
5. Select the Site Alteration type, small or large. (Small less than 1000 m³, large greater than 1000m³). *Next Step.*
6. Input the amount in **cubic meters.** *Next Step.*
7. **Under Location Type(s)** Select **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: *Next Step.*
 - Zoning Certificate
 - Conservation Authority Permit (if required)
 - Description of Works
 - Map showing the location of proposed works
 - Source material for import of fill
 - Haul route for import or export of fill
 - Certificate of Insurance (COI)
 - Site Plan (including grading details)
11. Select Do you Agree – **Yes.** *Next Step.*
12. Type Characters.
13. *Submit.*

If you have any questions, please contact us at sitealteration@king.ca.

Development Engineering, Growth Management Services