

# Building Permit Application Portal User Guide

#### Introduction

St. Catharines Building Permits Application Portal is for individuals or organizations that would like to apply for:

- Building a new house, semidetached house, townhouse, apartment building or hotel
- Residential alteration permits (additions, renovations, adding a secondary suite)
- Demolition of any existing residential building
- Demolition of non-residential structures
- Building a shed, detached deck, detached garage, pergola on a residential property
- Non-residential decks and accessory structures
- Installing a pool on a residential property
- Building a place of worship, restaurant, school
- Building an office, barber/hair salon
- · Building manufacturing, self storage, service station and warehousing
- · Building a hospital, nursing home, residential care facility
- Building a store
- Plumbing only permits
- Miscellaneous construction projects such as retaining walls and other designated structures
- Temporary structures (air-supported structures, storage containers and tents)
- Building a greenhouse, barn and agricultural related structures
- Pre-submission consultation

This guide will walk you through the steps you need to follow to create an account and log in, get a PIN, create your profile, apply for your permit, and make your payment.

If you have any questions about this guide or the Permit Portal, please contact the Planning and Building Services Department.



Building Permit Enquiries:

Email: building@stcatharines.ca

Planning-related Application Enquiries

Email: developmentagreementcoordinator@stcatharines.ca

Phone:

905.688.5600 ext. 1660



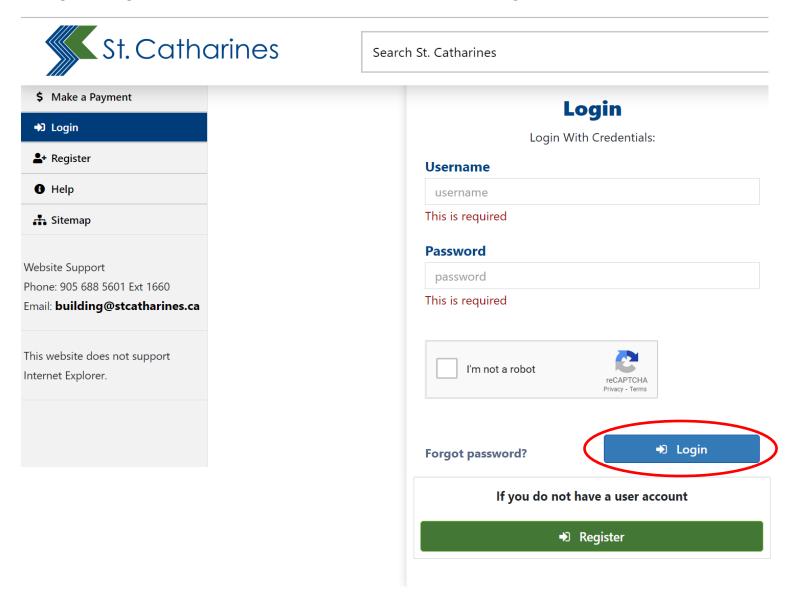
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# **Login to your Account**

Login using the credentials you entered when you registered your account.

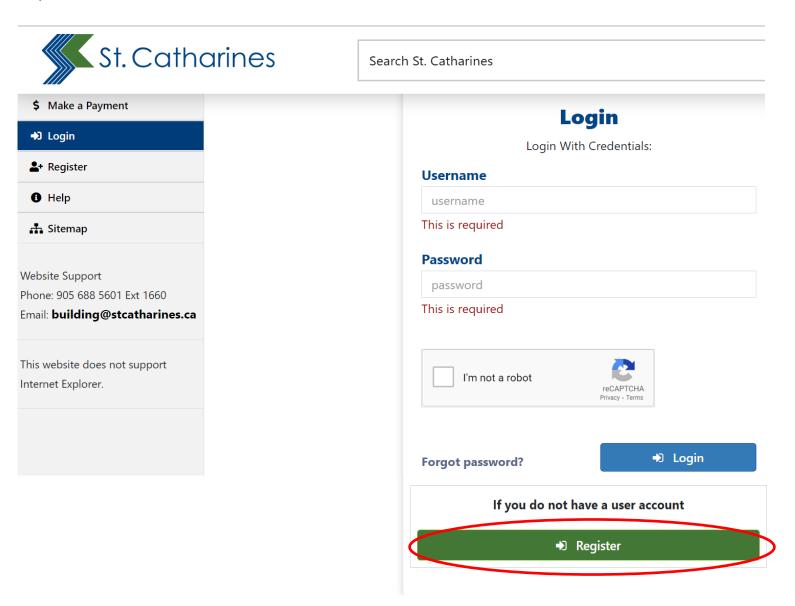




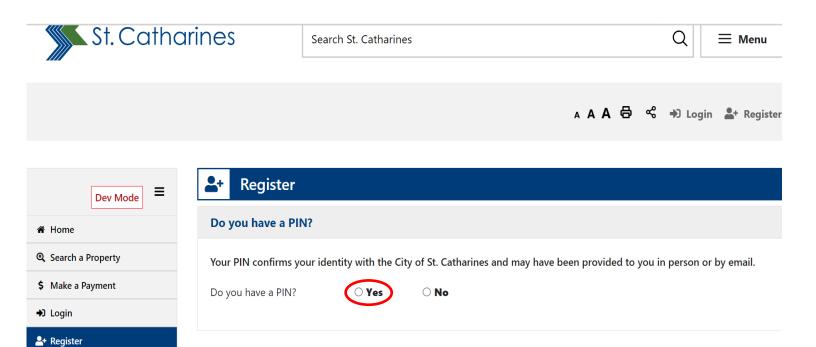
# Register and get a PIN

If you are already in the St. Catharines' Online Permits System, but do not yet have a PIN, please select the **Register** button, to request a PIN.

You will need to provide the email address you originally used to register for the system.







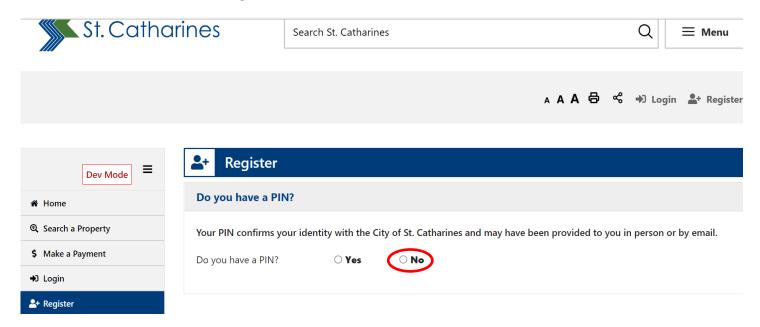
Your PIN and email address must be in City of St. Catharines' Online Permits System. If you already have a PIN, select **Yes**. Enter your PIN and your email address.

If your email is already in the Online Permits System, you will receive the following message:

Email address already exists. Please use Forgot Password.



If you are not already registered and do not have a PIN, select No.





#### Register

#### **Registration Options:**

- 1. **Person** An individual applying without association to any company (example: A homeowner applying for a permit at their property).
- 2. **Organization (Company)** One person acts as the company administrator. They will be able to submit applications on behalf of the company and will have access to application records.
  - Multiple employees of an organization. Register as a Person, and then associate yourself with a registered organization. This allows multiple employees to submit applications on behalf of one company (example: home builders with multiple permit administrators). Instructions for Organization Member Management. (opens in new window)

Note: each registered user, whether a person, organization administrator, or organization employee, must have a unique email address.

Select if you are registering as a Person or an Organization:

#### **Person or Organization?**

Are you registering on behalf of a Person or Organization?

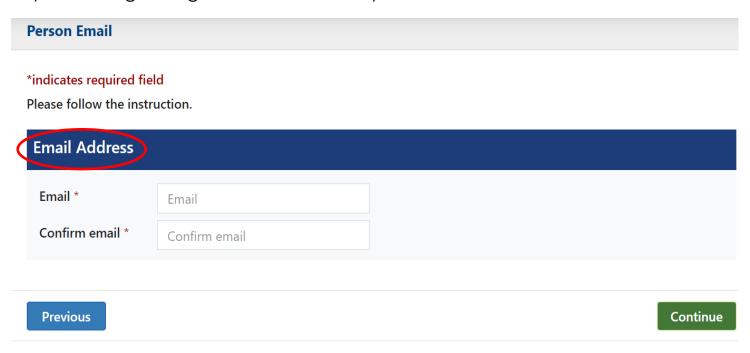






# Registering as a Person

If you are registering as a **Person**, enter your email address.

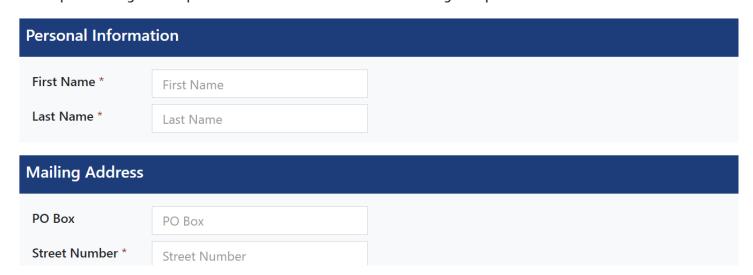


Continue filling out the form to request a PIN for a Person.

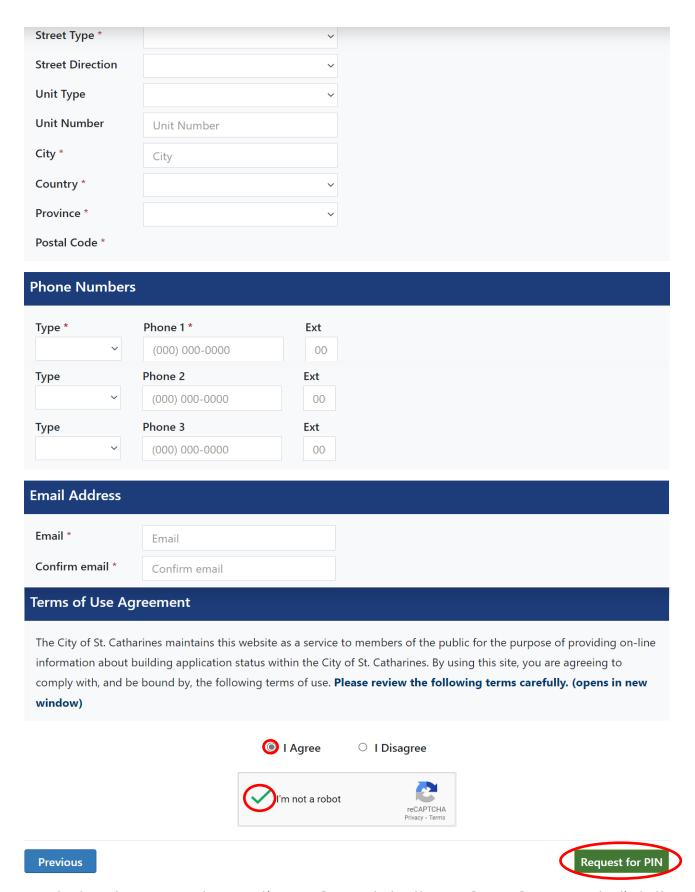
#### **Request PIN for Person**

#### \*indicates required field

Complete the following form and you will receive your PIN immediately via email. Once you have your PIN you will be able to complete the registration process and access additional services through the portal.





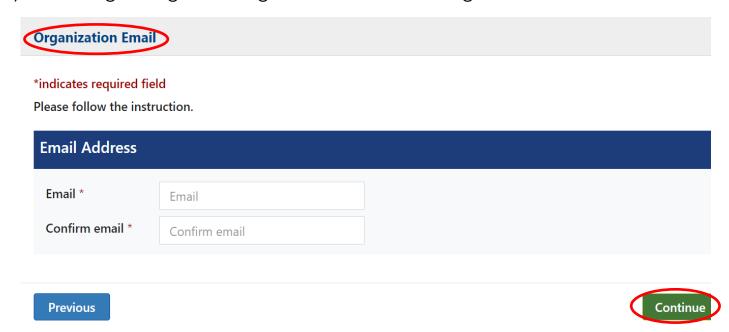


You must check **I Agree** to continue. Complete the reCAPTCHA, and click the **Request for PIN** button.



# Registering as on Organization

If you are registering as an organization, fill in the Organization's email:

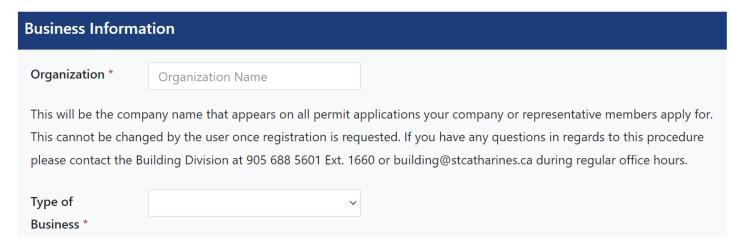


Continue filling out the form to request a PIN for an Organization.

#### **Request PIN for Organization**

#### \*indicates required field

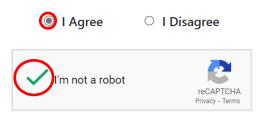
Complete the following form and you will receive your PIN immediately via email. Once you have your PIN you will be able to complete the registration process and access additional services through the portal.





#### Terms of Use Agreement

The City of St. Catharines maintains this website as a service to members of the public for the purpose of providing on-line information about building application status within the City of St. Catharines. By using this site, you are agreeing to comply with, and be bound by, the following terms of use. **Please review the following terms carefully.** (opens in new window)



Previous



You must check I Agree to continue. Complete the reCAPTCHA, and click the Request for PIN button.

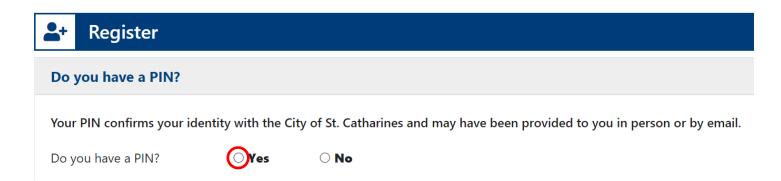
Whether you are registering as a person or as an organization, you will receive the following message:



#### Register

Your registration request has been submitted. You will receive an email with further instructions. If you do not see the email in your inbox, check your spam or junk folders.

#### Select Register and indicate Yes:





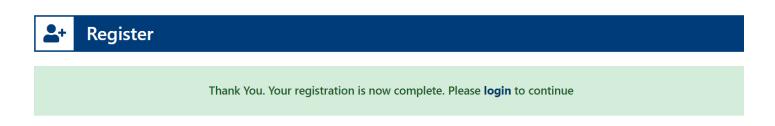
# Proceed with Registration \*indicates required field PIN \* Enter your PIN Enter your email address Previous Proceed with Registration

Enter your PIN, email address and select Proceed with Registration.

You will be requested to create a password and select a security question.

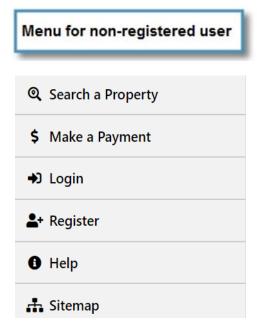
Once the PIN and email address are validated, registration can continue. At this stage, all information in the database can be updated except your email address.

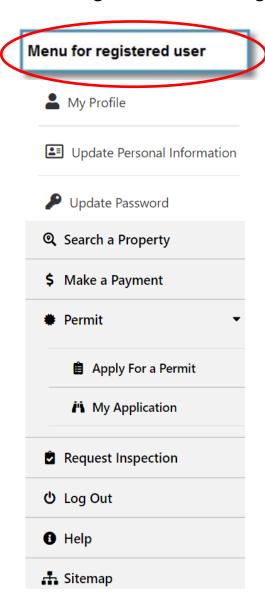
You can change the email once registration is complete under **My Profile** if required.





Additional items are now available in the **navigation menu** to registered users.





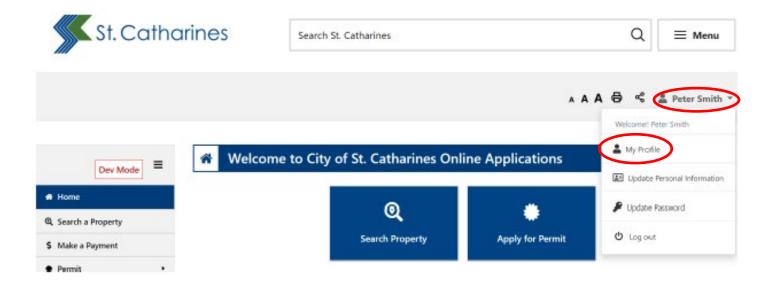


# Creating a Profile for a Person under an Organization

After both the organization administrator and a person that will be representing the organization have completed the registration process, the individual may apply to be associated with the organization as a member.

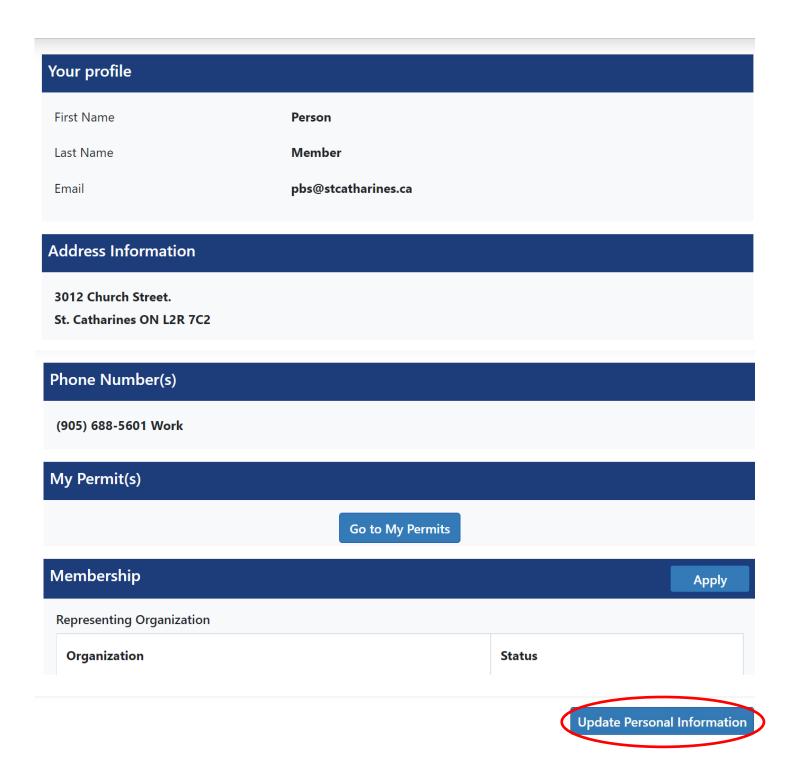
The organization's administrator will be responsible to log in and authorize the request.

Login to the Person's account and navigate to the Person's profile by clicking on My Profile in the menu under the Person's name.



Click the **Update Personal Information** button.

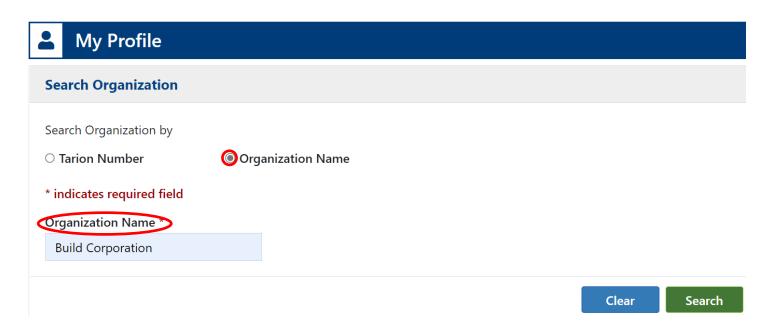




Under the Person's profile, search by the Organization Name, or Tarion Number.

Here, we have searched by Organization Name, and entered the name of the organization in the search box.





Select the Organization name you would like to associate the Person with and click the **Apply** button.

Your membership request will be sent to the organization administrator for approval.



The membership status will show as pending until it is approved by the administrator of the organization.

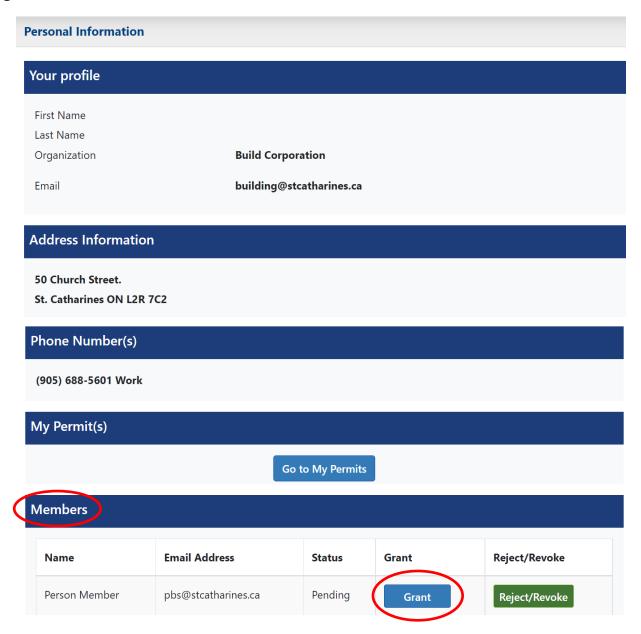




# Approving a Person's profile under an Organization

The organizations administrator will need to log in under the Organization's main account and grant permission for an individual to manage the organization's permits.

Once the administrator is logged in to the organization's profile, they can navigate to the **Members** section and click the **Grant** button to allow access.

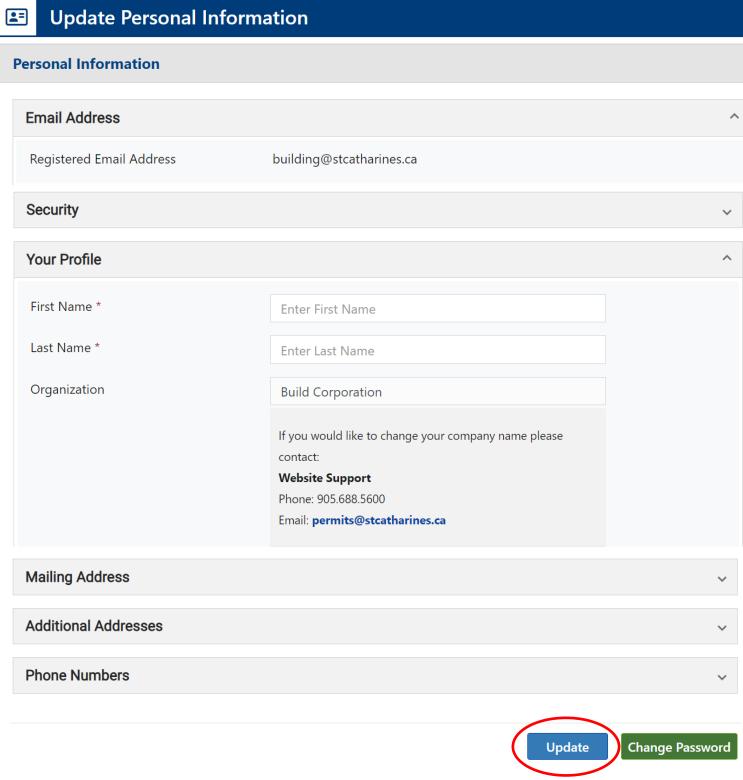


The organization administrator may reject or revoke the membership at any time by logging into the organization's account, opening **My Profile**, and clicking the **Reject/Revoke** button within the Members section.



# **Updating your Information**

Click on the **Update Personal Information** in the navigation menu to change profile information. You will receive a confirmation email that personal information has been changed successfully.





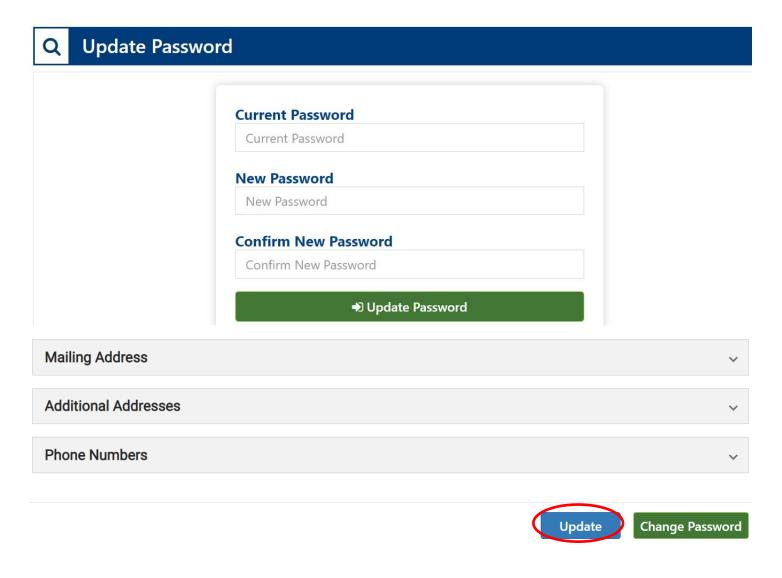
# **Updating your Password**

You will need to know your existing password to update it.

Under the Update Personal Information section, click the **Change Password** button to change your password.

Fill in your current password, and your new password, once again to confirm it, and then click the **Update** button.

You will receive a confirmation email once the password has been successfully updated.





# **Searching for a Property**

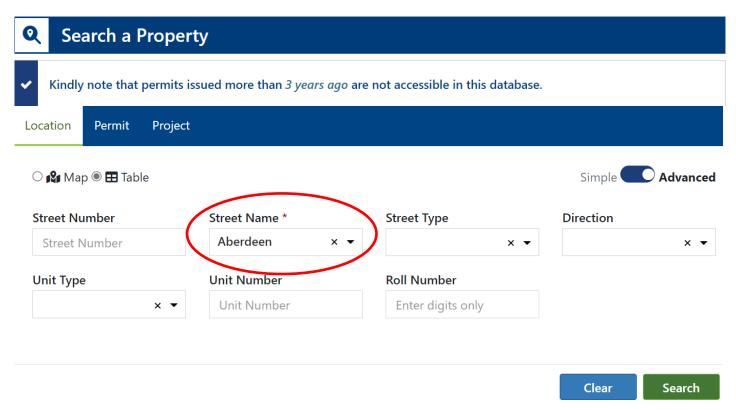
On the left-hand side navigation, click on **Search Properties** to be able to search any properties in St. Catharines.

You must accept the Terms of Use Agreement to continue by checking I Agree.



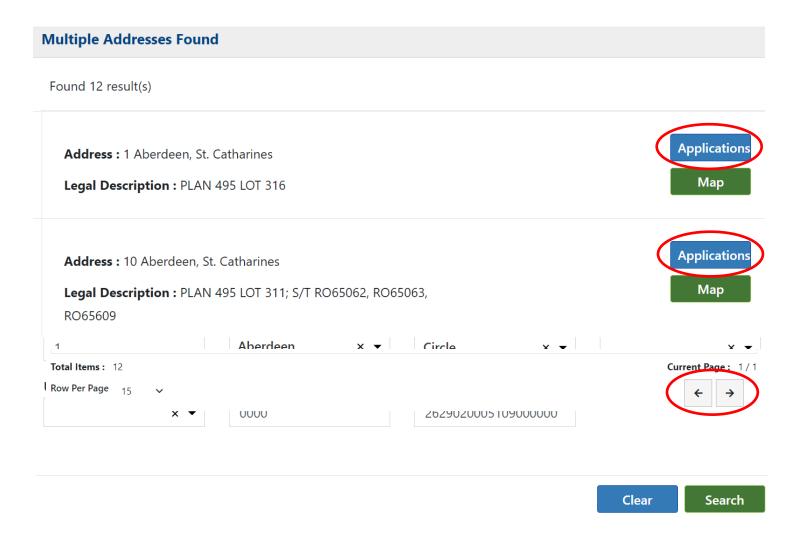
Select search by table.

If searching by location, note that a street name is mandatory.





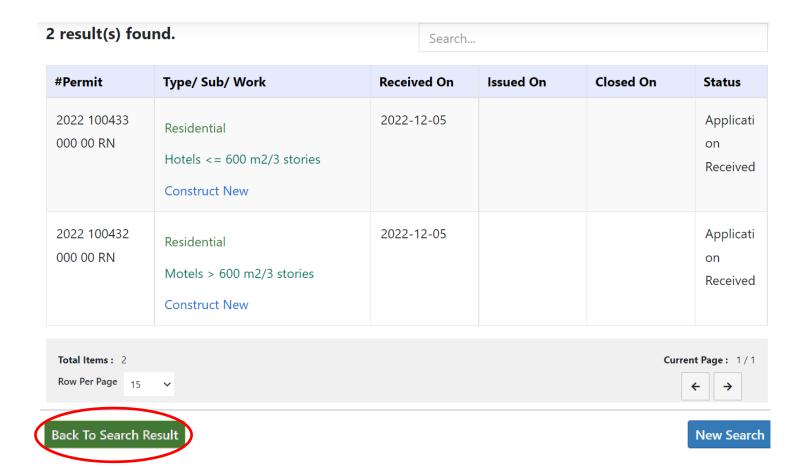
Select the **Applications** button to see the permit information related to a specific property.



Use the **Navigation (arrow)** buttons to move from page to page.

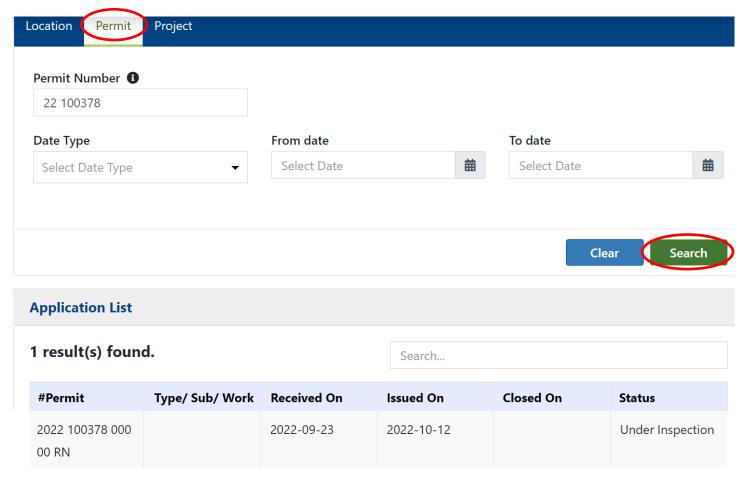


If you select the **Back to Search Result** button, it will take you back to the main property search.



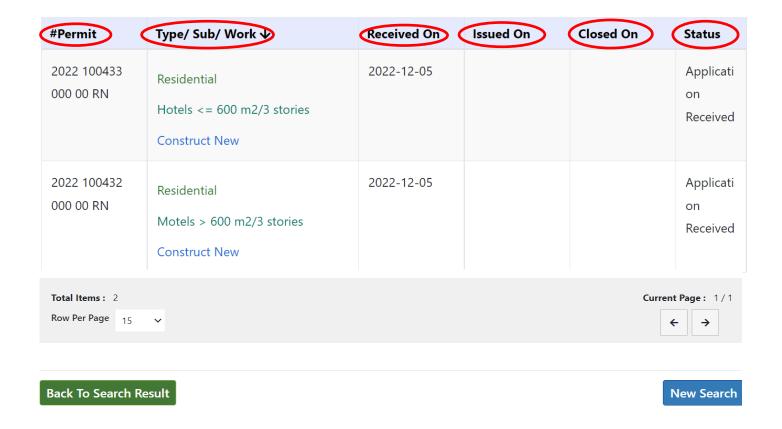


Click on the **Permit** tab to search by permit number. Enter your permit number and click the **Search** button.





# Click on a column header to auto-sort results by: **Permit Number**, **Application Details**, **Date Received**, **Date Issued**, **Date Closed**, or the **Application Status**.



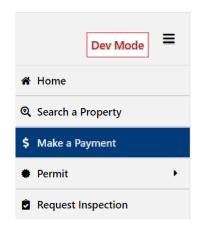


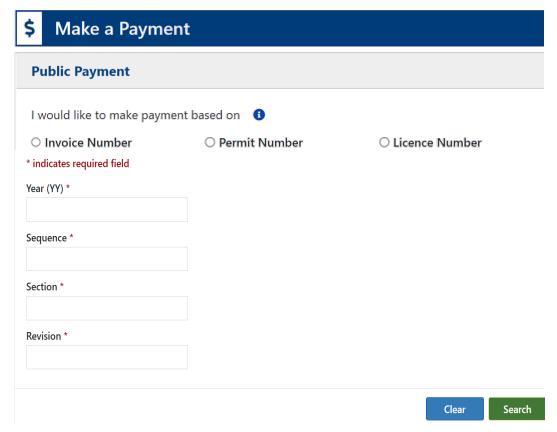
# **Making a Payment**

Use the Navigation Page buttons to move from page to page.

Click on the Make a Payment page menu to pay for any permit.

You don't have to be a registered user to be able to pay for any permit fee.

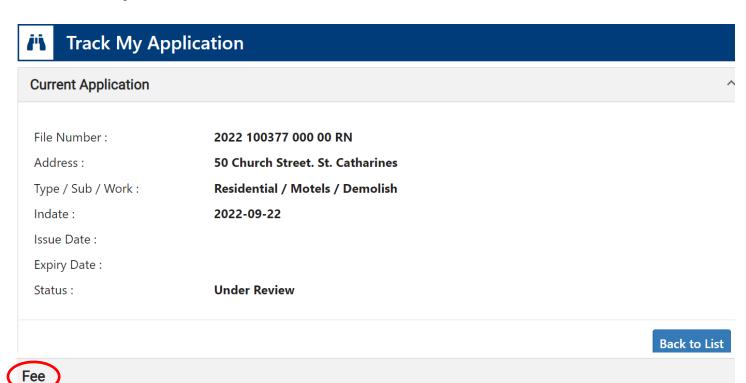






To pay for the permit or license, you must know the invoice number or permit number. This information is available to logged-in users in the **Fee** section of **Track my Application**. You can also pay directly from this area of the portal.

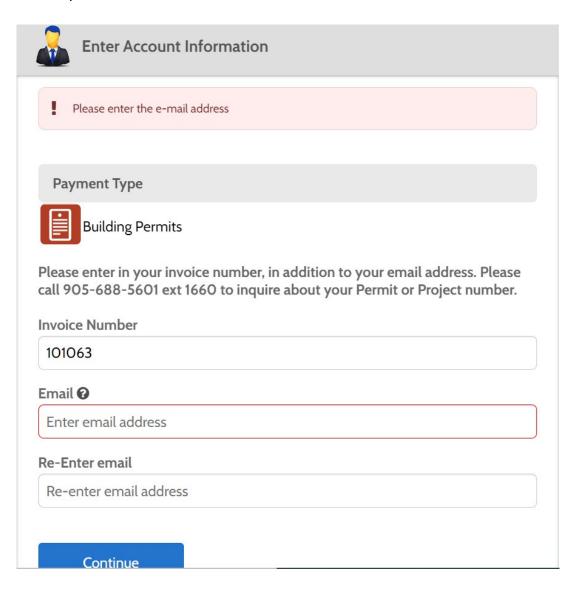
Click the Pay button to continue.



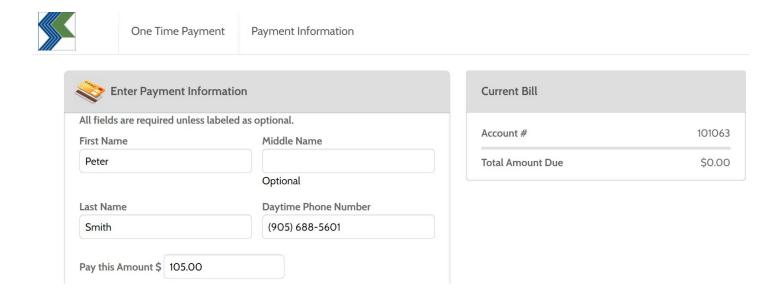
	Invoice Number	Bill Amount	Paid Amount	Pay	Detail
	100992	\$225.45	\$225.45	Already Paid	Detail
<b>V</b>	101063	\$105.00	\$0.00	Pay	Detail



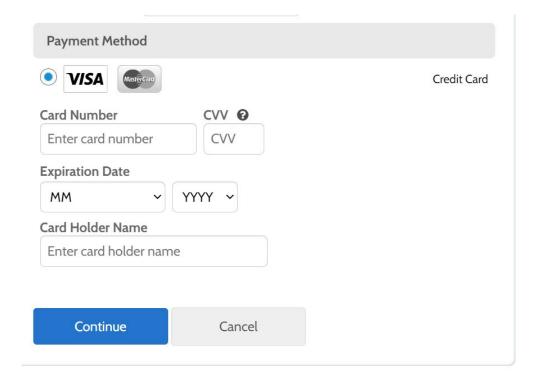
#### Enter your email address:



Click the **Continue** button to proceed to the payment screen.



Enter your credit card information and hit the Continue button:



# **Paymentus**

In the next screen, the Paymentus service fee will be calculated at 1.75 per cent and added to the amount which will be charged to your credit card.

Select Pay.



You will be able to view your payment history.

# Payment History

×

Transaction Desc	Transaction Date	Bill Number	Bill Amount	Paid Amount
Construct Water Fee 4month	2022-11-16	101063	55	0
Construct Water Fee 4month	2022-11-16	101063	50	0



#### Submission Standards for Electronic Documents

#### Preparing your submission

This is a guide to assist you in preparing your electronic drawing and document files to upload to <u>BuildSTC</u> as part of your building permit application as the files must adhere to the City of St. Catharines Building Division submission standards.

These standards are in place to maintain consistency and allow applications to be easily identified, enabling an efficient review and approval process. Files that do not follow these standards will require resubmission and may cause unnecessary delays in your application.

#### **Documents and Drawing Files**

The submission standards in this section apply to all files uploaded to <a href="BuildSTC"><u>BuildSTC</u></a>. There are two categories of files: drawings and documents. Drawings include drawing files such as site plans, layouts, and servicing diagrams, while documents include any files that do not fit into the drawing category such as any forms, supporting documents, and approval documents.

The following tables summarize the two file categories, give examples of each, and list acceptable attachment types that can be uploaded to <a href="BuildSTC"><u>BuildSTC</u></a> as part of a building permit application.



<b>Drawings</b> (e.g., site plans, layouts, and servicing diagrams)			
File Type	Examples	Upload to this attachment type	
Drawings  Design drawings that will be used for the construction of the building. All submitted drawings must be on standard- sized sheets, drawn to scale	<ul> <li>Architectural</li> <li>Structural</li> <li>Mechanical</li> <li>Plumbing</li> <li>Electrical</li> <li>Fire Protection</li> <li>Site Servicing</li> <li>Grading Plan</li> <li>Truss Layout Drawing</li> <li>Site Plan Agreement</li> <li>Site Plan Drawing</li> <li>Development Agreement Drawings</li> </ul>	<ul> <li>Architectural Drawing</li> <li>Structural Drawing</li> <li>HVAC Drawing</li> <li>Plumbing Drawings</li> <li>Electrical Drawing</li> <li>Fire Protection Drawing</li> <li>Site Servicing Drawing</li> <li>Grading Plan</li> <li>Truss Layout Drawing</li> <li>Site Plan Agreement Drawing</li> <li>Site Plan Drawing</li> <li>Development Agreement Drawings</li> </ul>	



Documents (e.g., forms, supporting documents, approval documents)			
File Type	Examples	Upload to this attachment type	
Forms Application forms required by the City of St. Catharines	<ul> <li>Schedule 1</li> <li>Approved Septic/Sewage System</li> <li>Commitment Form by Grading Designer, or Other Designer as required, if applicable</li> <li>Commitment to General Review</li> <li>Schedules</li> <li>Demolition Permit Site Services Declaration</li> <li>Utilities Waiver</li> </ul>	<ul> <li>Schedule 1</li> <li>Approved Septic/ Sewage System Permit</li> <li>Commitment Form Signed by Grading Designer/ Other Designer</li> <li>Commitment to Review</li> <li>Schedules</li> <li>Demolition Permit Services Declaration</li> <li>Utilities Waiver</li> </ul>	
Supporting Documents Supporting document files include other files that are required as part of the application submission but are not drawing files. Generally, these consist of shop drawings, calculations, and reports.	<ul> <li>Roof Truss Shop Drawings</li> <li>Floor Joist Shop Drawings</li> <li>Soil Reports</li> <li>Specifications</li> <li>Heat Loss/Heat Gain Calculations (ASHRAE)</li> <li>Energy Efficiency Calculations (EEDS)</li> <li>Fire Protection Hydraulic Calculations</li> <li>OBC Data Matrix</li> </ul>	<ul> <li>Truss Layout Drawing</li> <li>Pre-Engineered / Pre-Manufactured Products</li> <li>Soil Reports</li> <li>Specifications</li> <li>Heat Loss Calculations</li> <li>Energy Efficiency Design Summary</li> <li>Fire Protection Hydraulic Calculations</li> <li>OBC Data Matrix</li> </ul>	
Approval Document Document issued by an external agency and required by Applicable Law	<ul> <li>Site Plan Approval</li> <li>Authorization Form</li> <li>Development Agreement Drawings</li> <li>Committee of Adjustment Final and Binding Decision</li> <li>Ministry of Transportation Building and Land Use Permit</li> <li>Niagara Escarpment Commission Approval</li> <li>Niagara Peninsula Conservation Authority Approval</li> <li>Ministry of Energy, Conservation and Parks Approval (e.g., RSC)</li> <li>Pest Management Plan</li> <li>St. Catharines Heritage Advisory Committee Approval</li> <li>Other</li> </ul>	<ul> <li>Site Plan Agreement Drawing</li> <li>Authorization Form</li> <li>Development Agreement Drawings</li> <li>Minor Variance</li> <li>MTO Approval</li> <li>NEC Approval</li> <li>NPCA Approval</li> <li>MECP Approval</li> <li>Pest Management Plan</li> <li>SCHAC Approval</li> <li>Other</li> </ul>	



#### **Required File Types**

#### **Electronic / Digital Drawings**

- The portal only allows one document per attachment type please combine multiple pages into one document before uploading.
- 2. Vector PDF files are preferred for drawings. AutoCAD software is commonly used to create drawing files. Drawings created in AutoCAD are converted to vector format PDF by using the Autodesk Vector Graphic Converter: DWG to PDF.pc3 plotter driver.
- 3. All drawings must be flattened into a single layer. We do not need to see layers that clutter the drawings e.g., floor finishes that are crosshatched.
- 4. All drawing text and comments must be in the colour black.
- 5. Provide a colour-coded fire separation plan with a legend clearly indicating the different fire separations applicable to the application. Do not use the colour red as this is the colour used by the City to mark up plans.
- 6. Notes for low-density, part nine multi-unit residential (semi-detached, non-stacked townhouses)
  - a) Block plans and elevations must indicate the proposed layout of each unit. Optional layouts must be shown on the submitted block plans.
  - b) Architectural and structural unit floor plans are to be submitted on a single sheet only and only indicate the options / layouts being constructed for the specific permit.
  - c) Individual unit floor plans are not required if the structural design is included in the block plans.
  - d) Individual unit elevations are not permitted.
  - e) Mechanical drawings (HVAC) for non-stacked townhouse blocks are permitted for individual units.
  - f) All information should be reflected on the block elevations.



#### **Documents**

- Each document shall be uploaded as a separate file.
- Roof trusses and floor joist shop drawings must be submitted preferably as a vector-based PDF package. All other supporting files must be submitted in PDF format only.
- 3. Submit searchable PDF files for calculations, specifications, reports and other supporting documentation (non-drawing files).

### **File Naming**

The file naming convention below must be used when submitting digital drawings. Drawings that do not adhere to these standards will be rejected and will require resubmission before the permit application will be accepted by the City of St. Catharines.

The following characters are not allowed:

```
\ | : / * ? " < > ! # $ % & = » « @ £ § € { } ; ',
```

Your naming standards should begin with a reflection of the type of drawings they are (e.g., Site Plan, Architectural, Structural, Mechanical, Plumbing, Electrical, etc.) followed by the document type, e.g.:

✓ Structural plans 12345-industrial building-permit-set.pdf

X 12345-industrial building-permit set.pdf



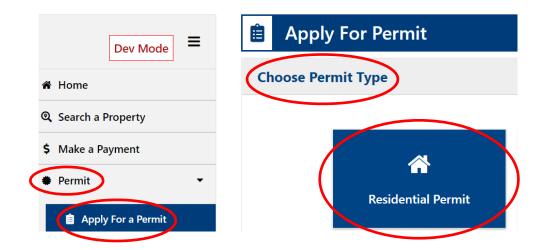
# **Applying for a Residential Building Permit**

You can apply online for a residential building permit.

Anything that has an asterisk (\*) denotes that information is mandatory. You will receive an error and won't be able to continue if you do not enter the required information properly.

On the left menu, you will find Apply for a Permit under the Permit tab.

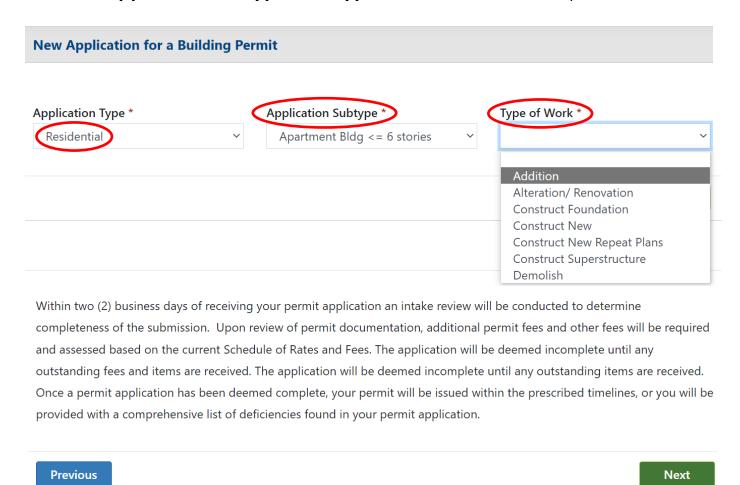
Under Choose Permit Type, select Residential Permit.



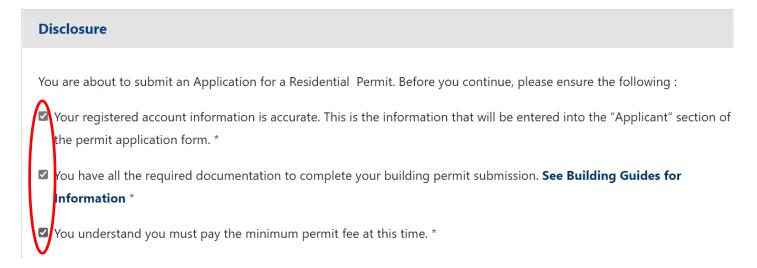


## The **Application Type** will be Residential.

Select the Application Subtype and Type of Work from the dropdown lists.

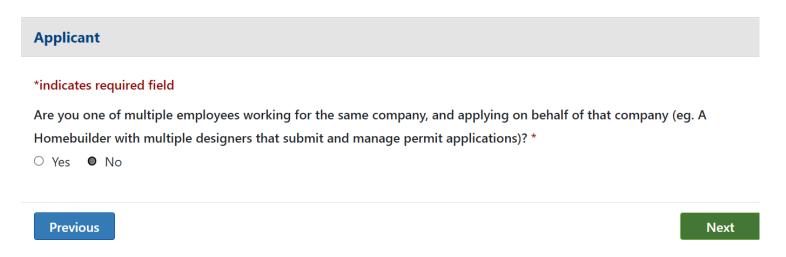


Under **Disclosure**, all three boxes must be checked off to continue.

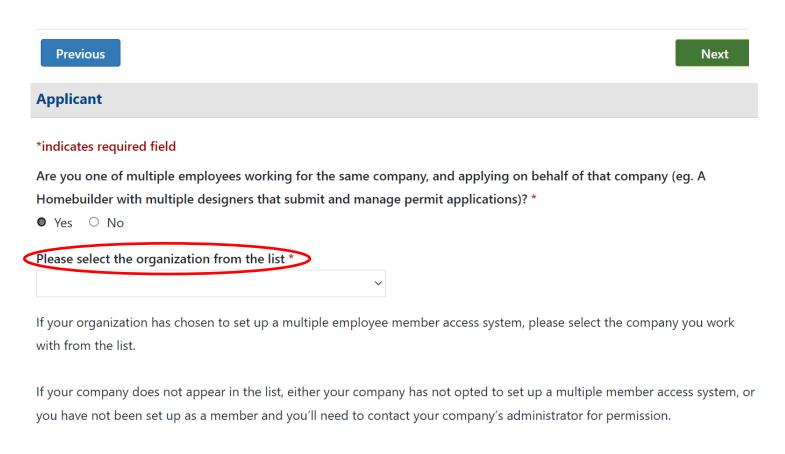




The user can either be the main applicant or a representative of an organization.



Select your organization from the dropdown list. The list contains only the organization(s) where the logged in user is a member.

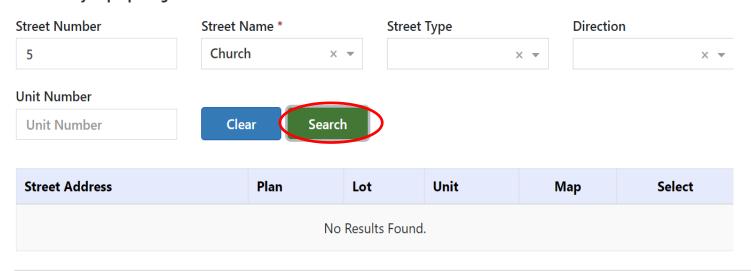




## **Select Property**

Enter the required information and click the Search button.

## Where are you proposing to build? \*



## **Select Property**

## \*indicates required field

#### Steps:

- 1. You can search for the address using one of the 2 options:
  - 1) Simple 2) Advanced
- 2. In the Simple mode, type the address in the address field and choose the address from the drop down list.
- 3. In the Advanced mode, fill all or some of the fields in the form and click Search. Choose the address from the result table.



The property may not be available for the following reasons:

- Property is not in the City's database
- There is an existing residential structure on the property, and you are required to have a demolition permit before you can construct a new residential building

If you have issues searching for your property, please contact Citizen's First at 905.688.5600.



## Select the address and click the Next button.

#### Where are you proposing to build? \* Street Name \* **Street Type** Street Number Direction Church **Street Number Unit Number** Search **Unit Number** Clear This is required 43 Church Street CP 2 705 Мар **Select** 43 Church Street CP 2 706 Мар **Select** 50 Church Street CP 2 0000 Select Map Next **Previous**



Identify if you are the owner or an authorized agent of the Owner.

If you are not the Owner, provide the Owner's information and click the **Next** button.

nter Owner Info	
First Name *	Last Name *
Org Name	Street Number
Street Name	Street type
Street Direction	Unit type
Unit Number	City
Country	Province
Postal Code	Phone Type
Telephone	Email Address
(000) 000-0000	



## Answer the questions on the next page and click the **Next** button.

#### **Builder**

## \*indicates required field

By law, anyone in Ontario who plans to build a home for someone else or sells a new home must be registered as a vendor or builder and each home built must be enrolled with Home Construction Regulatory Authority (HCRA). For more information, please visit www.obd.hcraontario.ca

### Who is the Builder constructing the house? \*

- O Search for the Builder by typing the name or HCRA# in Advanced Search
- Enter builder information
- I am the Owner & Builder
- O Not Applicable

I am the property owner acting as the builder (i.e. you are personally hiring each of the various construction trades and supervising the construction). Your home will not be covered by warranty under the *Ontario New Home Warranties Plan Act.*\*

Note: "owner-builder" is defined in the Ontario New Home Warranties Act as an individual who constructs or manages the construction of a residential dwelling, on land they own, for the individual's personal use and occupation.

If you have entered into a contract/agreement with another person or company to provide you with a complete home, then that person or company must be registered with the Home Construction Regulatory Authority (HCRA) and must enroll the house in the new home warranty program. That person or company should be obtaining the permit and must be listed as the builder on the permit application.

If you have questions, please contact HCRA at info@hcra.ca.

I verify that I am the property owner and I am acting as the owner-builder. \*

**Previous** 

Next



If you are not an owner/builder, you may search for the Builder. Perform your search and click the **Next** button, or enter the builder's information:

Builder				
*indicates required field				
	me for someone else or sells a new home must be registered as a vendor of home Construction Regulatory Authority (HCRA). For more information,			
Who is the Builder constructing the house? *				
<ul> <li>Search for the Builder by typing the name or H</li> </ul>	ICRA# in Advanced Search			
Enter builder information				
O I am the Owner & Builder				
O Not Applicable				
	Simple Advanced			
Search Builder *				
Build				
Christopher Mazerolle (ABC Build Co)				
Build Corporation				
Previous	Next			
Enter Builder Info				
First Name *	Last Name *			
Org Name	Street Number			
Street Name	Street type			
Street Direction	Unit type			
Unit Number	City			
Country	Province			



# Confirm details, enter a **Description of the proposed work**, and click the **Confirm** button.

## **Confirm the following details**

## \*indicates required field

Address 50 Church Street (UNIT-0000), St. Catharines, ON L2R 7C2

Legal Description Lot 691 CP2 save and except Part 1 30R-3151

Application Type Residential

Application Sub Type Apartment Bldg <= 6 stories

Type of Work Addition

Builder Person Member

Applicant Person Member

## Description of proposed work \*

Addition to 4-story apartment building

Once you click on the Confirm button you will not be able to go back.

**Previous** 





## Complete the project information request form:

# **Project Information** \*indicates required field **Application Completeness** New Home Warranties Act \* Registration Required for New Homes Warranty Act? \* Home Construction Regulatory Authority (HCRA) Number **Designer Information** Responsibility Design For Firm \* Dan Designer Individual BCIN \* 12345 Firm BCIN \* 11111 Responsibility as Other Designer \* no Design Exempt from Registration \* no **Basis For Exemption \*** none **Statistics** Number of Existing Dwelling Units \* 24 Number of Newly Created Dwelling Units \* 1 No. dwelling units to be demolished/lost \* 0 Estimated Value of Construction \* 100000 StatsCan Building Area Sq.Ft./M \* 5000 Area of Work Addition/New in square feet \* 400 Area of Work of Alteration in square feet \* 0



Development Details				
Current Use of Building *	residential apartments			
On-Line Applications - Building Permits				
Addition *				
Alteration *	○ Yes   No			
Conditional *	○ Yes   No			
Demolition *	○ Yes ● No			
New Construction *	○ Yes			



## Complete the declaration and click the Agree and Submit button.

## **Declaration of Applicant**

#### \*indicates required field

- This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment will be made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the Building Code Act, 1992, to be paid when the application is made. \*
- ☑ This application is being made by: \*
  - The owner of the property on which the proposed construction is to take place, or, The authorized agent of the owner
- ☑ This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the Building Code Act, 1992. \*
- This application is accompanied by the information and documents prescribed by the applicable By-law, resolution or regulation made under clause 7(1)(b) of the Building Code Act, 1992 which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law. \*
- The proposed building, construction or demolition will not contravene any applicable law. \*
  - If this property falls within the Regulated Area of the Niagara Peninsula Conservation Authority or Niagara Escarpment Commission, I have contacted the NPCA/NEC and will provide approval from them prior to issuance of the Building Permit.
  - If this property falls within the Ministry of Transportation corridor boundary, I have contacted the MTO and will provide approval from them prior to the issuance of the Building Permit.

By clicking **Agree and Submit** below, you certify the contents of the application, schedules, plans and other documentation is true to the best of your knowledge. If the owner is a corporation or partnership, you have the authority to bind the corporation or partnership.

Agree and Submit



# **Uploading your Documents**

You may now upload your documents by following the instructions on the page.

Managing Attached Docu	ments		
*indicates required field Online Permit Application	Submission Requirements		
Current Attachments			
	You currently have no attachme	nt(s) associ	iated with this permit
Upload New Attachment			
Required Documents *			
Attachment Type	Descrip	tion	Document
	No pending	attachr	ments
Optional Documents *			
Attachment Type	Description		Document
Truss Layout Drawing		h	Drop attachment here or Browse Files
Architectural Drawing		li	Drop attachment here or Browse Files
			Upload All  Continue to Paymen

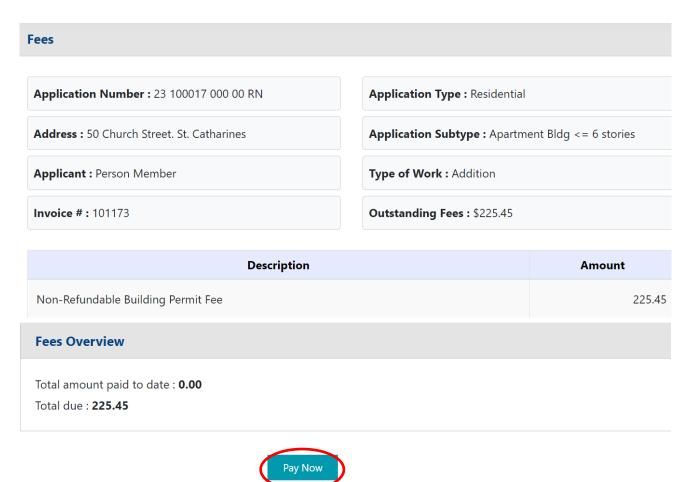
If you do not wish to upload documents at this stage, you may skip this step and continue to payment.

It is mandatory to pay the non-refundable building permit fee at this stage.

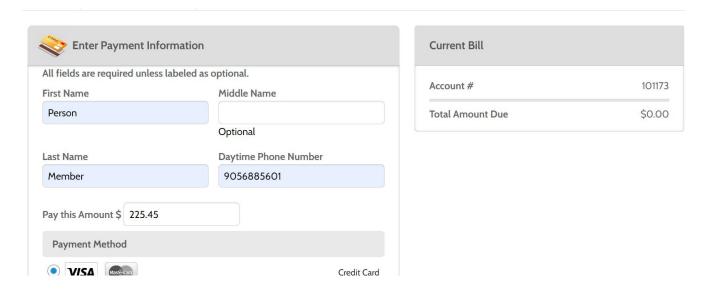
You will be redirected to Paymentus.



Review your application information and click the Pay Now button.



Enter your name, and credit card information.

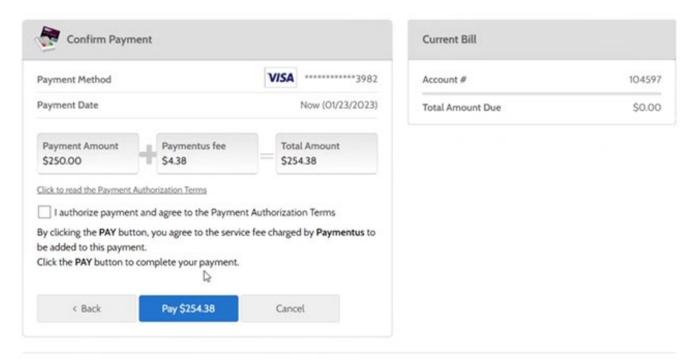




Confirm your payment.

You will also notice the addition of the Paymentus service fee of 1.75% of the payment amount, or \$1, whichever is greater.

A payment receipt will be available for you to print.



## **Paymentus**

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Privacy Policy. Privacy Notice to California Residents. Website Conditions of Use. Payment Authorization Terms



## Confirmation

Once your application is complete and payment has been made, you will receive a payment confirmation email from Paymentus:

From: Billpay@paymentus.com <Billpay@paymentus.com>

Sent: Thursday, January 12, 2023 3:39 PM

To: PBS, Website Information Mailbox pbs@stcatharines.ca

Subject: City of St. Catharines Building Permit Payment Confirmation

### Dear PERSON MEMBER,

We are pleased to confirm your payment with the Corporation of the City of St. Catharines. Below is the summary of your payment transaction. Your payment has been received and will be posted to your account next business day. Thank you for your continued relationship with the Corporation of the City of St. Catharines.

Confirmation number: 60323805

Payment date: Jan 12, 2023, 3:39:03 PM

Payment amount: \$225.45
Paymentus fee: \$6.20
Gross amount including fee: \$231.65

Payment status: ACCEPTED

#### **Contact Information**

First name: Person
Last name: Member

Daytime Phone Number: (905) 688-5601

Email: pbs@stcatharines.ca

#### **Account Information**

Payment type Building Permits

Invoice Number 101173
Payment method: Credit Card

#### **Payment Method Information**

Card type: Visa

Card number: \*\*\*\*\*\*\*\*\*4242
Card holder name: Person Member



# You will also receive a confirmation email from St. Catharines indicating that your application has been received for processing.

From: no-reply@stcatharines.ca <no-reply@stcatharines.ca>

Sent: Thursday, January 12, 2023 3:40 PM

To: PBS, Website Information Mailbox <pbs@stcatharines.ca>
Subject: Permit 23-100017 000 00 RN application for 50 Church Street 0000



Your application 23-100017 000 00 RN for 50 Church Street 0000, year (YY) sequence (######), section (000) and revision (00) has been received by the City of St.Catharines Building Division. It will be reviewed, and you will receive further updates via email.

You can log in to the City of St. Catharines portal at: BuildSTC Permit... My Application, to access your permit application, and click the Details button.

If you have any questions or comments, please see the Help Guide and Frequently Asked Questions, or feel free to contact the Building Division at 905-688-5601 ext. 1660

Please do not reply to this email. If you have any issues please contact building@stcatharines.ca or call 905-688-5601 ext.1660

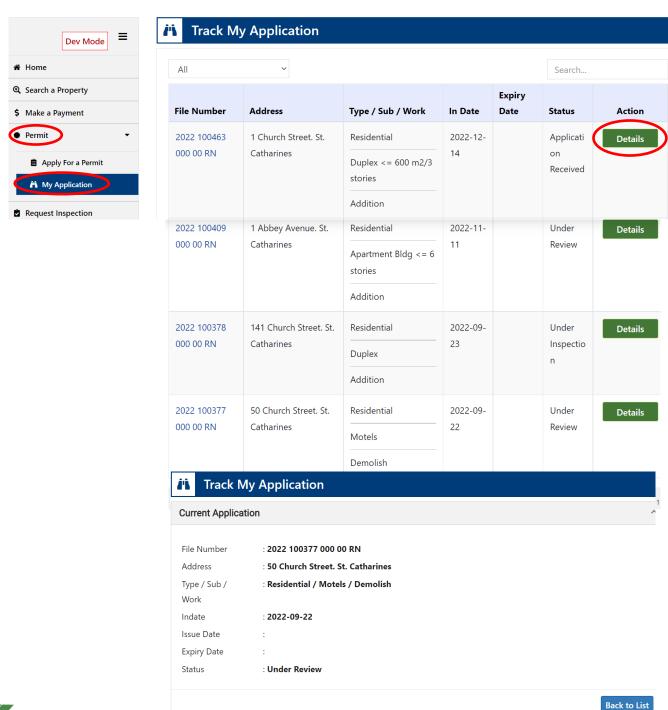


# **Checking Your Permit Application Status**

Click on the **Permit** tab and select **My Application** in the navigation menu to display all permit applications that you have applied for.

You may select **All** or filter by **Application Received**, **Under Review**, or **Under Inspection**.

Click on the **Details** button to get more information about the application.





# **Questions and Assistance**

If you require assistance filling out this application or if you have any questions, please contact the Planning and Building Services Department.

## In Person:

Planning and Building Services
50 Church St. St. Catharines ON L2R 7C2

## **Email:**

building@stcatharines.ca

## Phone:

905.688.5600 ext. 1660

