

Building Permit Application Portal

Plumbing Permits (FLAP)

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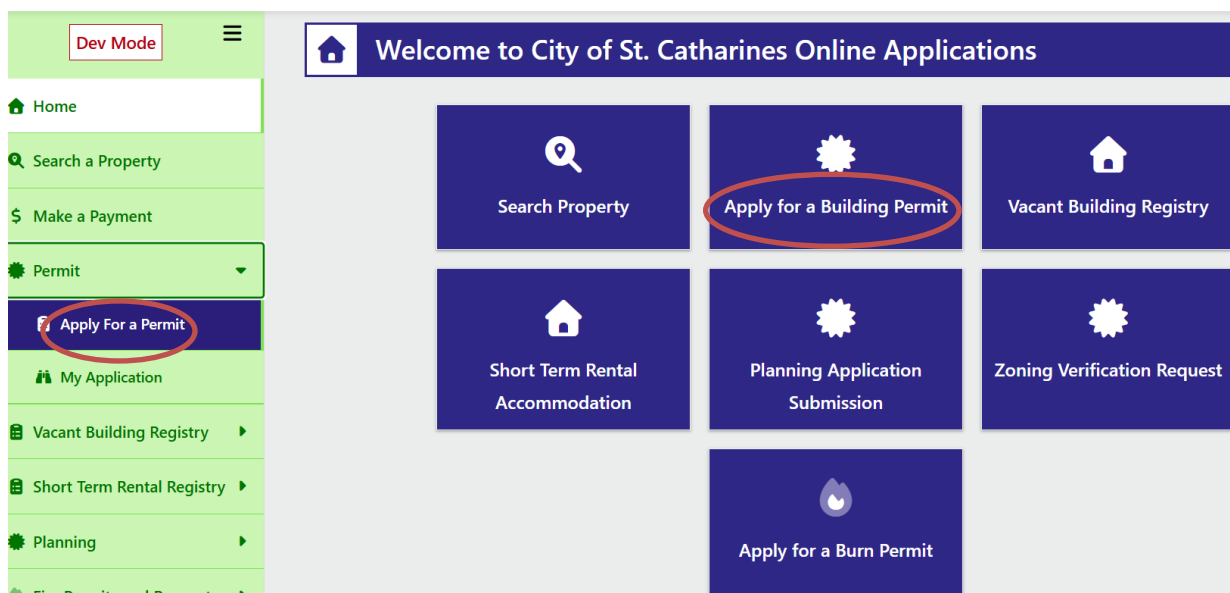
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[Applying for a Plumbing Permit \(FLAP\)](#)

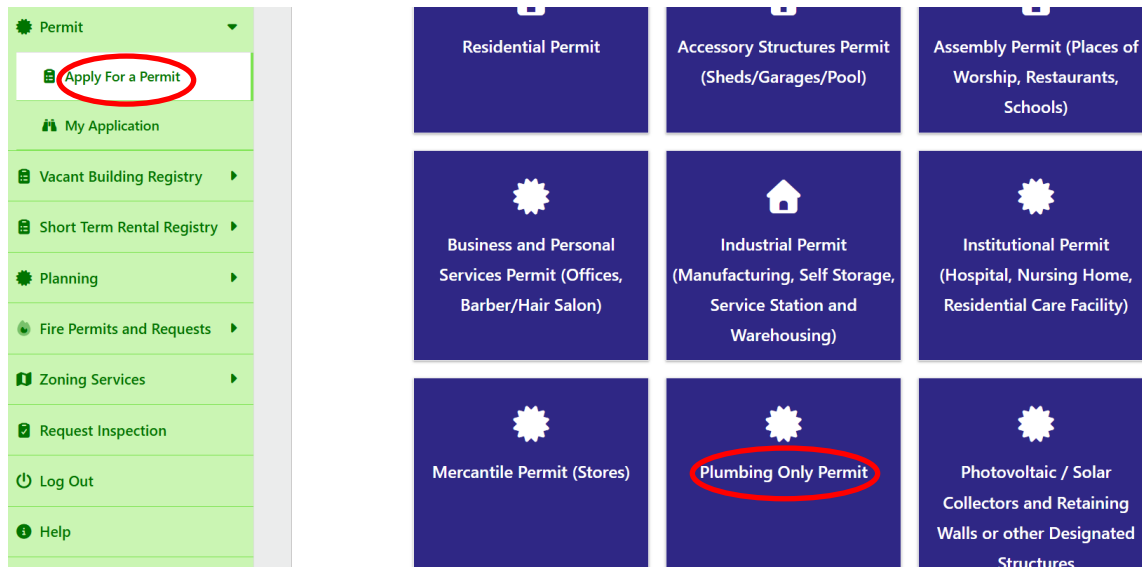
You must [Register](#) in the portal before applying. Once registered, you can apply online for a plumbing permit (FLAP) and will need the following: [Emergency Flap Contractor Assessment Form](#), Proposed Work Drawing and Site Photographs if available.

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 **Plumbing Only Permit**.



The **Application Type** will be Plumbing Only Permit.

Select the **Application Subtype** FLAP and **Type of Work** Install New from the dropdown lists.

The image shows a form titled 'Plumbing Only Permit'. At the top is a progress bar with five steps: 1. Permit Type (highlighted with a green line), 2. Disclosure, 3. Applicant, 4. Property, and 5. Owner. Below the progress bar is a section titled 'New Application for a Building Permit'. A note states: '*indicates required field'. Below this, a message says: 'The online permit portal is limited to certain types of applications at this time. Please refer to the [Home page](#) for details.' There are three dropdown menus: 'Application Type' (circled in red) with 'Plumbing Only Permit' selected, 'Application Subtype *' (circled in red) with 'FLAP Program' selected, and 'Type of Work *' (circled in red) with 'Install New' selected. A green 'Next' button is at the bottom right.

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

Disclosure

You are about to submit an Application for a Residential Permit. Before you continue, please ensure the following :

- ☒ Your registered account information is accurate. This is the information that will be entered into the "Applicant" section of the permit application form. *
- ☒ You have all the required documentation to complete your building permit submission. [See Building Guides for Information](#) *
- ☒ You understand you must pay the minimum permit fee at this time. *

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

Applicant

*indicates required field

Are you one of multiple employees working for the same company, and applying on behalf of that company (eg. A Homebuilder with multiple designers that submit and manage permit applications)? *

☐ Yes ☒ No

Previous

Next

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

Previous

Next

Applicant

***indicates required field**

Are you one of multiple employees working for the same company, and applying on behalf of that company (eg. A Homebuilder with multiple designers that submit and manage permit applications)? *

☒ Yes ☐ No

Please select the organization from the list *

If your organization has chosen to set up a multiple employee member access system, please select the company you work with from the list.

If your company does not appear in the list, either your company has not opted to set up a multiple member access system, or you have not been set up as a member and you'll need to contact your company's administrator for permission.

Select Property

In a simple search, enter the required information and click the **Search** button.

Where are you proposing to build? *

Street Number

Street Name *

 x ▼

Street Type

 x ▼

Direction

 x ▼

Unit Number

Clear

Search

Street Address	Plan	Lot	Unit	Map	Select
No Results Found.					

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.

Simple ☒ Advanced

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

In the advanced search, enter the street, select the address and click the **Next** button.

Where are you proposing to build? *

Street Number

Street Number

Street Name *

Church

Street Type

Direction

Unit Number

Unit Number

Clear

Search

This is required

43 Church Street	CP 2		705	Map	Select
43 Church Street	CP 2		706	Map	Select
50 Church Street	CP 2		0000	Map	Select

Previous

Next

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.

Identify if you are; *

☐ Owner ☒ Authorized agent of Owner

Enter 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

Previous

Next

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

Plumbing Contractor

*indicates required field

Who is the Plumbing Contractor? *

- ☐ Search for the Plumbing Contractor by typing the name
- ☐ Enter Plumbing Contractor information
- ☒ I am the Owner & Plumbing Contractor
- ☐ Not Applicable

I am the property owner acting as the Contractor

☐ I verify that I am the property owner and I am acting as the owner-contractor. *

Previous

Next

If you are not an owner/plumbing contractor, please search for the Plumbing Contractor. Perform your search and click the **Next** button, or enter the plumber's information:

Plumbing Contractor

*indicates required field

Who is the Plumbing Contractor? *

- ☒ Search for the Plumbing Contractor by typing the name
- ☐ Enter Plumbing Contractor information
- ☐ I am the Owner & Plumbing Contractor
- ☐ Not Applicable

Search Plumbing Contractor *

Simple ☒ Advance

Plumbing Contractor Name

Plumb%

Search

Name	Address	Select
A & G Plumbing	53 Canby Street., Port Robinson ON L0S 1K0	Select
A-1 Plumbing & Mechanical	440 Lake Avenue. Unit 1, Hamilton ON L8E 3C2	Select

Previous

Next

Enter Plumbing Contractor Info

First Name *	Last Name *
Org Name	First Name
Last 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 (install Backwater Valve, Sump and disconnect weeping tile)**, and click the **Confirm** button.

Confirm the following details

***indicates required field**

Address	50 Church Street , St. Catharines, ON L2R 7C7
Legal Description	Lot 691 CP2 save and except Part 1 30R-3151
Application Type	Plumbing Only Permit
Application Sub Type	FLAP Program
Type of Work	Install New
Builder	Bob Cat (Build Corporation)
Applicant	Bob Cat (Build Corporation)

Description of proposed work *

install backwater valve, sump and disconnect weeping tile

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

Previous

Confirm

Complete the project information request form: choose New Construction.

Project Information

*indicates required field

On-Line Applications - Building Permits

- | | |
|--------------------|---|
| Addition * | ☐ Yes ☒ No |
| Alteration * | ☐ Yes ☒ No |
| Conditional * | ☐ Yes ☒ No |
| Demolition * | ☐ Yes ☒ No |
| New Construction * | ☒ Yes ☐ No |

Sewers

- | | |
|--|---|
| FLAP Program / Sewer * | <input type="text" value="Yes"/> |
| Are you installing a backwater valve? * | ☒ Yes ☐ No |
| Are you disconnecting your weepers/weeping tile? * | ☒ Yes ☐ No |
| Are you installing a sump pump? * | ☒ Yes ☐ No |
| Are you installing a battery or water-powered backup system for the sump pump? * | ☒ Yes ☐ No |

Statistics

- | | |
|-----------------------------------|-----------------------------------|
| Estimated Value of Construction * | <input type="text" value="5000"/> |
|-----------------------------------|-----------------------------------|

Save for Later

Next

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 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.

Managing Attached Documents

*indicates required field

Online Permit Application Submission Requirements

Current Attachments

You currently have no attachment(s) associated with this permit

Upload New Attachment

Upload All

Save for Later

Continue to Payment

Optional Documents

You can upload multiple attachments in each attachment type box

Attachment Type	Description	Document
Emergency FLAP Contractor Assessment Form		Drop attachment(s) here or Browse File(s)
Proposed Work Drawing (if not provided above)		Drop attachment(s) here or Browse File(s)
Site Photographs		Drop attachment(s) here or Browse File(s)
Miscellaneous Documents		Drop attachment(s) here or Browse File(s)

Upload All

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

Payment of Fees

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.

Fees

Application Number : 26 100897 000 00 PO

Application Type : Plumbing Only

Address : 50 Church Street. St. Catharines

Application Subtype : FLAP Program

Applicant : Bob Cat - Build Corporation

Type of Work : Install New

Invoice # : 112734

Outstanding Fees : \$284.10

Invoice Number	Description	Amount
112734	Non-Refundable Building Permit Fee	\$284.10

Fees Overview

Total amount paid to date : **\$0.00**

Total due : **\$284.10**

[Pay Now](#)

Enter your name and credit card information.

**Enter Payment Information**

All fields are required unless labeled as optional.

First Name
Person

Middle Name
Optional

Last Name
Member

Daytime Phone Number
9056885601

Pay this Amount \$ 225.45

Payment Method
☒ VISA ☐ MasterCard Credit Card

Current Bill

Account #	101173
Total Amount Due	\$0.00

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.

Confirm Payment

Payment Method



*****4242

Payments

Payment Type	Account Number	Payment Amount	Paymentus fee
Building Permits	112734	\$284.10	\$5.97

Payment Amount \$284.10	+	Paymentus fee \$5.97	=	Total Amount \$290.07
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Click to read the [Payment Authorization Terms](#) and [Privacy Notice](#)

☒ I authorize and agree per Payment Authorization Terms.

By clicking the **PAY** button, you agree to the service fee charged by **Paymentus** to be added to this payment.

Click the **PAY** button to complete your payment.

Confirmation

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

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 similar to this 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.

The screenshot shows the 'Track My Application' interface. On the left, a green sidebar contains a navigation menu. The 'Permit' option is highlighted with a red circle, and its sub-option 'My Application' is also highlighted with a red circle. The main content area has a dark blue header 'Track My Application'. Below this is a table of permit applications. The table has columns: File Number, Address, Type / Sub / Work, In Date, Expiry Date, Status, and Action. The second row of the table is highlighted, and the 'Details' button in the 'Action' column is circled in red.

File Number	Address	Type / Sub / Work	In Date	Expiry Date	Status	Action
2026 100899 000 00 PO	50 Church Street. St. Catharines	Plumbing Only FLAP Program Install New	2026-08-17		Incomplete Submission	Resume
2026 100897 000 00 PO	50 Church Street. St. Catharines	Plumbing Only FLAP Program Install New	2026-08-17		Application Received	Details
2026 100891 000 00 PO	50 Church Street. St. Catharines	Plumbing Only	2026-08-17		Incomplete	Resume

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