

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
- Zoning verification request

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

Building Inspection Enquiries:

Email: bldginspections@stcatharines.ca

Planning-related Application Enquiries:

Email: developmentagreementcoordinator@stcatharines.ca

Zoning Verification Request Enquiries:

Email: zoning@stcatharines.ca

Phone:

905.688.5600 ext. 1660

Looking for assistance as you use our [St. Catharines Online Applications portal](#)? In addition to this User Guide, we have developed some [videos](#) to assist you with some of the tasks required as you navigate through the application process.

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Login to your Account

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



Search St. Catharines

\$ Make a Payment

➔ Login

👤 Register

📄 Help

🗺 Sitemap

Website Support

Phone: 905 688 5601 Ext 1660

Email: building@stcatharines.ca

This website does not support Internet Explorer.

Login

Login With Credentials:

Username

This is required

Password

This is required

I'm not a robot



reCAPTCHA
Privacy - Terms

[Forgot password?](#)

➔ Login

If you do not have a user account



➔ Register

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.

The screenshot shows the St. Catharines website interface. At the top left is the St. Catharines logo. To its right is a search bar labeled "Search St. Catharines". Below the logo is a vertical navigation menu with the following items: "Make a Payment", "Login" (highlighted in blue), "Register", "Help", and "Sitemap". Below the menu, contact information is provided: "Website Support", "Phone: 905 688 5601 Ext 1660", and "Email: building@stcatharines.ca". A note states: "This website does not support Internet Explorer." The main content area is titled "Login" and includes the text "Login With Credentials:". There are two input fields: "Username" (containing "username") and "Password" (containing "password"). Both fields have a red error message below them: "This is required". Below the input fields is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. To the right of the widget is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below the widget is a link for "Forgot password?" and a blue "Login" button. At the bottom of the main content area, there is a section titled "If you do not have a user account" with a green "Register" button highlighted by a red circle.

Dev Mode  Home Search a Property

\$ Make a Payment

 Login Register Register

Do you have a PIN?

Your PIN confirms your identity with the City of St. Catharines and may have been provided to you in person or by email.

Do you have a PIN?

 Yes No

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**.

Dev Mode

- Home
- Search a Property
- Make a Payment
- Login
- Register

Register

Do you have a PIN?

Your PIN confirms your identity with the City of St. Catharines and may have been provided to you in person or by email.

Do you have a PIN? Yes No

Register

Registration Options:

- Person** – An individual applying without association to any company (example: A homeowner applying for a permit at their property).
- 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?

Person Organization

Registering as a Person

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

Person Email

*indicates required field

Please follow the instruction.

Email Address

Email *

Confirm email *

Previous

Continue

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.

Personal Information

First Name *

Last Name *

Mailing Address

PO Box

Street Number *

Street Type *	<input type="text"/>
Street Direction	<input type="text"/>
Unit Type	<input type="text"/>
Unit Number	<input type="text" value="Unit Number"/>
City *	<input type="text" value="City"/>
Country *	<input type="text"/>
Province *	<input type="text"/>
Postal Code *	<input type="text"/>

Phone Numbers

Type *	Phone 1 *	Ext
<input type="text"/>	<input type="text" value="(000) 000-0000"/>	<input type="text" value="00"/>
Type	Phone 2	Ext
<input type="text"/>	<input type="text" value="(000) 000-0000"/>	<input type="text" value="00"/>
Type	Phone 3	Ext
<input type="text"/>	<input type="text" value="(000) 000-0000"/>	<input type="text" value="00"/>

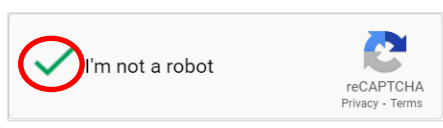
Email Address

Email *	<input type="text" value="Email"/>
Confirm email *	<input type="text" value="Confirm email"/>

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)**

I Agree I Disagree



[Previous](#)

[Request for PIN](#)

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:

Organization Email

*indicates required field

Please follow the instruction.

Email Address

Email *

Confirm email *

Previous

Continue

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.

Business Information

Organization *

This will be the company name that appears on all permit applications your company or representative members apply for. This cannot be changed by the user once registration is requested. If you have any questions in regards to this procedure please contact the Building Division at 905 688 5601 Ext. 1660 or building@stcatharines.ca during regular office hours.

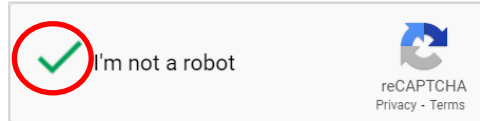
Type of

Business *

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I Agree I Disagree



Previous

Request for PIN

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:

 Register

Do you have a PIN?

Your PIN confirms your identity with the City of St. Catharines and may have been provided to you in person or by email.

Do you have a PIN? **Yes** **No**

Proceed with Registration

*indicates required field

PIN *

Enter your PIN

Email *

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.

 **Register**

Thank You. Your registration is now complete. Please [login](#) to continue

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

Menu for non-registered user

- 🔍 Search a Property
- 💰 Make a Payment
- ➔ Login
- 👤+ Register
- 📘 Help
- 🏠 Sitemap

Menu for registered user

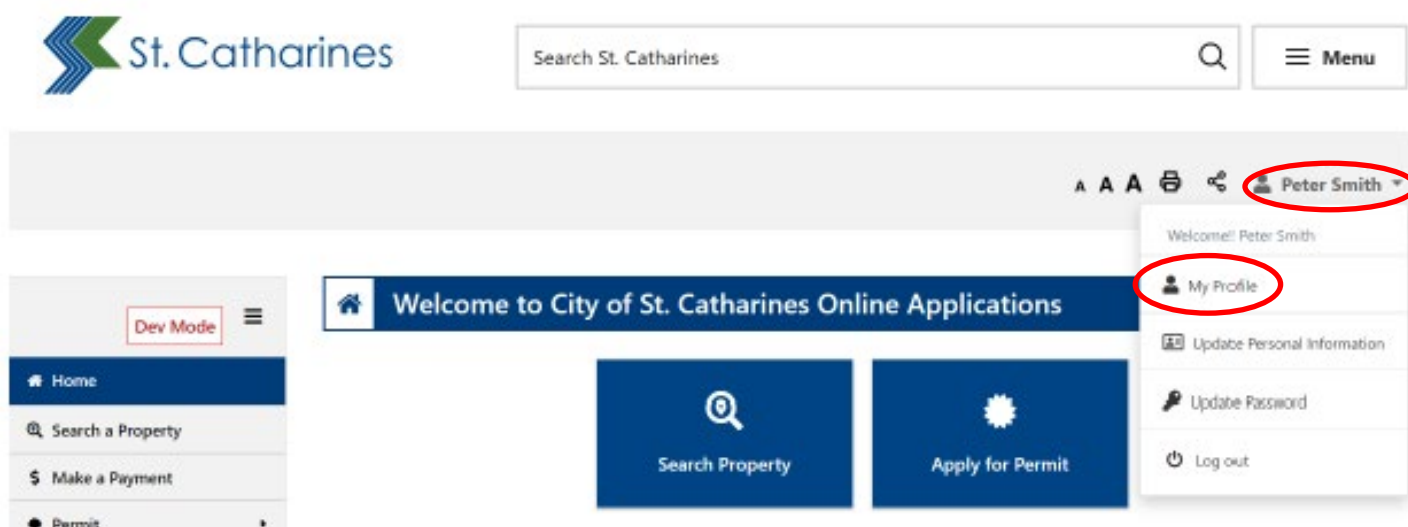
- 👤 My Profile
- 📄 Update Personal Information
- 🔑 Update Password
- 🔍 Search a Property
- 💰 Make a Payment
- ⚙️ Permit ▼
 - 📄 Apply For a Permit
 - 👤 My Application
- 📄 Request Inspection
- 🔌 Log Out
- 📘 Help
- 🏠 Sitemap

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.

Your profile

First Name **Person**
Last Name **Member**
Email **pbs@stcatharines.ca**

Address Information

3012 Church Street.
St. Catharines ON L2R 7C2

Phone Number(s)

(905) 688-5601 Work

My Permit(s)

[Go to My Permits](#)

Membership

[Apply](#)

Representing Organization

Organization

Status

[Update Personal Information](#)

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.

👤 **My Profile**

Search Organization

Search Organization by

Tarion Number Organization Name

** indicates required field*

Organization Name *

Build Corporation

Clear
Search

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.

Organization

Organization Name	Apply
Build Corporation	Apply

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

Membership Apply

Representing Organization

Organization	Status
Build Corporation	Pending

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.

Personal Information

Your profile

First Name
Last Name
Organization **Build Corporation**
Email **building@stcatharines.ca**

Address Information

50 Church Street.
St. Catharines ON L2R 7C2

Phone Number(s)

(905) 688-5601 Work

My Permit(s)

[Go to My Permits](#)


Members

Name	Email Address	Status	Grant	Reject/Revoke
Person Member	pbs@stcatharines.ca	Pending	Grant	Reject/Revoke

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.

 **Update Personal Information**

Personal Information

Email Address ^

Registered Email Address	building@stcatharines.ca
--------------------------	--------------------------

Security v

Your Profile ^

First Name *	<input type="text" value="Enter First Name"/>
Last Name *	<input type="text" value="Enter Last Name"/>
Organization	<input type="text" value="Build Corporation"/>

If you would like to change your company name please contact:

Website Support
Phone: 905.688.5600
Email: permits@stcatharines.ca

Mailing Address v

Additional Addresses v

Phone Numbers v

Update **Change Password**


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.

 **Update Password**

Current Password

New Password

Confirm New Password

Mailing Address ▼


Additional Addresses ▼

Phone Numbers ▼

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**.

 **Search a Property**

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 online information about application status within the City of St. Catharines. By using this site, you are agreeing to comply with, and be bound by, the following agreement.

Please review the following agreement carefully

I Agree **I Disagree**

Select search by table.

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

 **Search a Property**

✓ Kindly note that permits issued more than 3 years ago are not accessible in this database.

Location Permit Project

Map Table Simple Advanced

Street Number <input type="text" value="Street Number"/>	Street Name * <input type="text" value="Aberdeen"/>	Street Type <input type="text"/>	Direction <input type="text"/>
Unit Type <input type="text"/>	Unit Number <input type="text" value="Unit Number"/>	Roll Number <input type="text" value="Enter digits only"/>	

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

Multiple Addresses Found

Found 12 result(s)

Address : 1 Aberdeen, St. Catharines	Applications
Legal Description : PLAN 495 LOT 316	Map
Address : 10 Aberdeen, St. Catharines	Applications
Legal Description : PLAN 495 LOT 311; S/T RO65062, RO65063, RO65609	Map

1 | Aberdeen x | Circle x |

Total Items : 12 | Current Page : 1 / 1

Row Per Page 15 v

x | 0000 | 2629020005 109000000

Clear **Search**

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.

2 result(s) found.

Search...

#Permit	Type/ Sub/ Work	Received On	Issued On	Closed On	Status
2022 100433 000 00 RN	Residential Hotels <= 600 m2/3 stories Construct New	2022-12-05			Applicati on Received
2022 100432 000 00 RN	Residential Motels > 600 m2/3 stories Construct New	2022-12-05			Applicati on Received

Total Items : 2

Current Page : 1 / 1

Row Per Page 15 ▾



Back To Search Result

New Search

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

Location **Permit** Project

Permit Number ⓘ
22 100378

Date Type: Select Date Type ▼

From date: Select Date [Calendar Icon]

To date: Select Date [Calendar Icon]

Clear Search

Application List

1 result(s) found. Search...

#Permit	Type/ Sub/ Work	Received On	Issued On	Closed On	Status
2022 100378 000 00 RN		2022-09-23	2022-10-12		Under Inspection

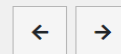
Click on a column header to auto-sort results by: **Permit Number**, **Application Details**, **Date Received**, **Date Issued**, **Date Closed**, or the **Application Status**.

#Permit	Type/ Sub/ Work ↓	Received On	Issued On	Closed On	Status
2022 100433 000 00 RN	Residential Hotels <= 600 m2/3 stories Construct New	2022-12-05			Application Received
2022 100432 000 00 RN	Residential Motels > 600 m2/3 stories Construct New	2022-12-05			Application Received

Total Items : 2

Row Per Page 15 ▾

Current Page : 1 / 1



[Back To Search Result](#)

[New Search](#)

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.

Dev Mode ☰

- Home
- Search a Property
- \$ Make a Payment**
- Permit ▶
- Request Inspection

\$ Make a Payment

Public Payment

I would like to make payment based on ⓘ

Invoice Number Permit Number Licence Number

** indicates required field*

Year (YY) *

Sequence *

Section *

Revision *

Clear Search

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.

 **Track My Application**

Current Application ^


File Number : **2022 100377 000 00 RN**
Address : **50 Church Street. St. Catharines**
Type / Sub / Work : **Residential / Motels / Demolish**
Indate : **2022-09-22**
Issue Date :
Expiry Date :
Status : **Under Review**

[Back to List](#)

Fee

	Invoice Number	Bill Amount	Paid Amount	Pay	Detail
	100992	\$225.45	\$225.45	Already Paid	Detail
<input checked="" type="checkbox"/>	101063	\$105.00	\$0.00	Pay	Detail


Enter your email address:



Enter Account Information


! Please enter the e-mail address

Payment Type

 Building Permits

Please enter in your invoice number, in addition to your email address. Please call 905-688-5601 ext 1660 to inquire about your Permit or Project number.

Invoice Number


Email 

Re-Enter email

Continue

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



 **Enter Payment Information**

All fields are required unless labeled as optional.


First Name	Middle Name
<input type="text" value="Peter"/>	<input type="text"/>
	Optional
Last Name	Daytime Phone Number
<input type="text" value="Smith"/>	<input type="text" value="(905) 688-5601"/>


Pay this Amount \$

Current Bill	
Account #	101063
<hr/>	
Total Amount Due	\$0.00

Enter your credit card information and hit the **Continue** button:

Payment Method

VISA  Credit Card

Card Number CVV 

Expiration Date

Card Holder Name

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 [BuildSTC](#) 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 [BuildSTC](#). 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 [BuildSTC](#) as part of a building permit application.

Drawings

(e.g., site plans, layouts, and servicing diagrams)

File Type	Examples	Upload to this attachment type
<p>Drawings <i>Design drawings that will be used for the construction of the building. All submitted drawings must be on standard-sized sheets, drawn to scale</i></p>	<ul style="list-style-type: none"> • Architectural • Structural • Mechanical • Plumbing • Electrical • Fire Protection • Site Servicing • Grading Plan • Truss Layout Drawing • Site Plan Agreement • Site Plan Drawing • Development Agreement Drawings 	<ul style="list-style-type: none"> • Architectural Drawing • Structural Drawing • HVAC Drawing • Plumbing Drawings • Electrical Drawing • Fire Protection Drawing • Site Servicing Drawing • Grading Plan • Truss Layout Drawing • Site Plan Agreement Drawing • Site Plan Drawing • Development Agreement Drawings

Documents <i>(e.g., forms, supporting documents, approval documents)</i>		
File Type	Examples	Upload to this attachment type
Forms <i>Application forms required by the City of St. Catharines</i>	<ul style="list-style-type: none"> • Schedule 1 • Approved Septic/Sewage System • Commitment Form by Grading Designer, or Other Designer as required, if applicable • Commitment to General Review • Schedules • Demolition Permit Site Services Declaration • Utilities Waiver 	<ul style="list-style-type: none"> • Schedule 1 • Approved Septic/Sewage System Permit • Commitment Form Signed by Grading Designer/ Other Designer • Commitment to Review • Schedules • Demolition Permit Site Services Declaration • Utilities Waiver
Supporting Documents <i>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.</i>	<ul style="list-style-type: none"> • Roof Truss Shop Drawings • Floor Joist Shop Drawings • Soil Reports • Specifications • Heat Loss/Heat Gain Calculations (ASHRAE) • Energy Efficiency Calculations (EEDS) • Fire Protection Hydraulic Calculations • OBC Data Matrix 	<ul style="list-style-type: none"> • Truss Layout Drawing • Pre-Engineered / Pre-Manufactured Products • Soil Reports • Specifications • Heat Loss Calculations • Energy Efficiency Design Summary • Fire Protection Hydraulic Calculations • OBC Data Matrix
Approval Document <i>Document issued by an external agency and required by Applicable Law</i>	<ul style="list-style-type: none"> • Site Plan Approval • Authorization Form • Development Agreement Drawings • Committee of Adjustment Final and Binding Decision • Ministry of Transportation Building and Land Use Permit • Niagara Escarpment Commission Approval • Niagara Peninsula Conservation Authority Approval • Ministry of Energy, Conservation and Parks Approval (e.g., RSC) • Pest Management Plan • St. Catharines Heritage Advisory Committee Approval • Other 	<ul style="list-style-type: none"> • Site Plan Agreement Drawing • Authorization Form • Development Agreement Drawings • Minor Variance • MTO Approval • NEC Approval • NPCA Approval • MECP Approval • Pest Management Plan • SCHAC Approval • Other

Required File Types

Electronic / Digital Drawings

1. 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

1. Each document shall be uploaded as a separate file.
2. 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

✗ 12345-industrial building-permit set.pdf

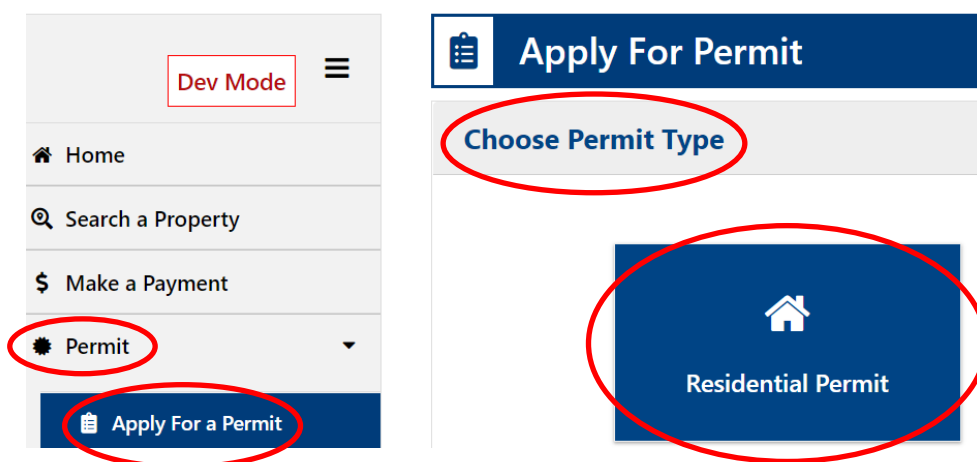
Applying for a Residential Building Permit

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.

New Application for a Building Permit

Application Type *
Residential

Application Subtype *
Apartment Bldg <= 6 stories

Type of Work *
Addition
Alteration/ Renovation
Construct Foundation
Construct New
Construct New Repeat Plans
Construct Superstructure
Demolish

Within two (2) business days of receiving your permit application an intake review will be conducted to determine completeness of the submission. Upon review of permit documentation, additional permit fees and other fees will be required and assessed based on the current Schedule of Rates and Fees. The application will be deemed incomplete until any outstanding fees and items are received. The application will be deemed incomplete until any outstanding items are received. Once a permit application has been deemed complete, your permit will be issued within the prescribed timelines, or you will be provided with a comprehensive list of deficiencies found in your permit application.

Previous Next

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

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

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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

Enter the required information and click the **Search** button.

Where are you proposing to build? *

Street Number	Street Name *	Street Type	Direction
<input type="text" value="5"/>	<input style="border-bottom: 1px solid #ccc;" type="text" value="Church"/>	<input style="border-bottom: 1px solid #ccc;" type="text"/>	<input style="border-bottom: 1px solid #ccc;" type="text"/>
Unit Number	<input type="button" value="Clear"/> <input type="button" value="Search"/>		
<input type="text" value="Unit Number"/>			

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

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 Number Street Name * Street Type Direction

Unit Number

This is required

43 Church Street	CP 2		705	<input type="button" value="Map"/>	<input type="button" value="Select"/>
43 Church Street	CP 2		706	<input type="button" value="Map"/>	<input type="button" value="Select"/>
50 Church Street	CP 2		0000	<input type="button" value="Map"/>	<input type="button" value="Select"/>

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 *
<input type="text"/>	<input type="text"/>
Org Name	Street Number
<input type="text"/>	<input type="text"/>
Street Name	Street type
<input type="text"/>	<input type="text"/>
Street Direction	Unit type
<input type="text"/>	<input type="text"/>
Unit Number	City
<input type="text"/>	<input type="text"/>
Country	Province
<input type="text"/>	<input type="text"/>
Postal Code	Phone Type
<input type="text"/>	<input type="text" value="v"/>
Telephone	Email Address
<input type="text" value="(000) 000-0000"/>	<input type="text"/>

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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? *

- Search for the Builder by typing the name or HCRA# in Advanced Search
- Enter builder information
- I am the Owner & Builder
- 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. *

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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*

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? *

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

Simple Advanced

Search Builder *

Build

Christopher Mazerolle (ABC Build Co)

Build Corporation

[Previous](#) [Next](#)

Enter Builder Info

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Org Name	<input type="text"/>	Street Number	<input type="text"/>
Street Name	<input type="text"/>	Street type	<input type="text"/>
Street Direction	<input type="text"/>	Unit type	<input type="text"/>
Unit Number	<input type="text"/>	City	<input type="text"/>
Country	<input type="text"/>	Province	<input type="text"/>

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

Confirm

Complete the project information request form:

Project Information

*indicates required field

Application Completeness

New Home Warranties Act *	<input type="text" value=""/>
Registration Required for New Homes Warranty Act? *	<input type="text" value=""/>
Home Construction Regulatory Authority (HCRA) Number	<input type="text" value=""/>

Designer Information

Responsibility Design For Firm *	<input type="text" value="Dan Designer"/>
Individual BCIN *	<input type="text" value="12345"/>
Firm BCIN *	<input type="text" value="11111"/>
Responsibility as Other Designer *	<input type="text" value="no"/>
Design Exempt from Registration *	<input type="text" value="no"/>
Basis For Exemption *	<input type="text" value="none"/>

Statistics

Number of Existing Dwelling Units *	<input type="text" value="24"/>
Number of Newly Created Dwelling Units *	<input type="text" value="1"/>
No. dwelling units to be demolished/lost *	<input type="text" value="0"/>
Estimated Value of Construction *	<input type="text" value="100000"/>
StatsCan Building Area Sq.Ft./M *	<input type="text" value="5000"/>
Area of Work Addition/New in square feet *	<input type="text" value="400"/>
Area of Work of Alteration in square feet *	<input type="text" value="0"/>

Next

Development Details

Current Use of Building *

residential apartments

On-Line Applications - Building Permits

Addition *

Yes No

Alteration *

Yes No

Conditional *

Yes No

Demolition *

Yes No

New Construction *

Yes No

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 Documents

*indicates required field

Online Permit Application Submission Requirements

Current Attachments

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

Upload New Attachment

Required Documents *

Attachment Type	Description	Document
No pending attachments		

Optional Documents *

Attachment Type	Description	Document
Truss Layout Drawing	<input type="text"/>	Drop attachment here or Browse Files
Architectural Drawing	<input type="text"/>	Drop attachment here or Browse Files

[Upload All](#)

[Continue to Payment](#)

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.

Fees

Application Number : 23 100017 000 00 RN	Application Type : Residential
Address : 50 Church Street. St. Catharines	Application Subtype : Apartment Bldg <= 6 stories
Applicant : Person Member	Type of Work : Addition
Invoice # : 101173	Outstanding Fees : \$225.45


Description	Amount
Non-Refundable Building Permit Fee	225.45

Fees Overview

Total amount paid to date : **0.00**
Total due : **225.45**

Pay Now

Enter your name, and credit card information.

<p> Enter Payment Information</p> <p>All fields are required unless labeled as optional.</p> <p>First Name <input type="text" value="Person"/> Middle Name <input type="text"/></p> <p>Last Name <input type="text" value="Member"/> Daytime Phone Number <input type="text" value="9056885601"/></p> <p>Optional</p> <p>Pay this Amount \$ <input type="text" value="225.45"/></p> <p>Payment Method</p> <p><input checked="" type="radio"/> VISA <input type="radio"/> MasterCard Credit Card</p>	<p>Current Bill</p> <table><tr><td>Account #</td><td>101173</td></tr><tr><td>Total Amount Due</td><td>\$0.00</td></tr></table>	Account #	101173	Total Amount Due	\$0.00
Account #	101173				
Total Amount Due	\$0.00				

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.

Confirm Payment

Payment Method **VISA** *****3982

Payment Date Now (01/23/2023)

Payment Amount	+	Paymentus fee	=	Total Amount
\$250.00		\$4.38		\$254.38

[Click to read the Payment Authorization Terms](#)

I authorize payment and agree to the 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.

< Back **Pay \$254.38** Cancel

Current Bill

Account #	104597
Total Amount Due	\$0.00

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.

Dev Mode

- Home
- Search a Property
- Make a Payment
- Permit**
- Apply For a Permit
- My Application**
- Request Inspection

File Number	Address	Type / Sub / Work	In Date	Expiry Date	Status	Action
2022 100463 000 00 RN	1 Church Street. St. Catharines	Residential Duplex <= 600 m2/3 stories Addition	2022-12-14		Application Received	Details
2022 100409 000 00 RN	1 Abbey Avenue. St. Catharines	Residential Apartment Bldg <= 6 stories Addition	2022-11-11		Under Review	Details
2022 100378 000 00 RN	141 Church Street. St. Catharines	Residential Duplex Addition	2022-09-23		Under Inspection	Details
2022 100377 000 00 RN	50 Church Street. St. Catharines	Residential Motels Demolish	2022-09-22		Under Review	Details

Track My Application

Current Application

File Number : 2022 100377 000 00 RN
Address : 50 Church Street. St. Catharines
Type / Sub / Work : Residential / Motels / Demolish
Indate : 2022-09-22
Issue Date :
Expiry Date :
Status : Under Review

[Back to List](#)

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