



Applicable Law Checklist

This form is used to confirm approvals from other agencies that are required before a building permit can be issued

Address	Date
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The *Building Code Act* prohibits the issuance of a building permit if the proposed construction or demolition will contravene an applicable law as defined by the Building Code. The questions below will help you to determine if an applicable law applies to your project. No timeframe for building permit review can be established until all required applicable law approvals are completed and the approval documents are submitted to the Building Division.

If you answer **yes** to any of the following questions, the relevant approval documents must be submitted with this permit application. Where any required approval has not been obtained, the agencies listed on the back of this form must be contacted to obtain approval, and the declaration on the bottom of this form must state accordingly.

	Yes	No
Zoning By-Laws ▪ Planning Department		
Is / was relief required to permit a minor variance in your proposal?	<input type="checkbox"/>	<input type="checkbox"/>
Is / was rezoning required to permit the proposed building or land use?	<input type="checkbox"/>	<input type="checkbox"/>
Is a land division or subdivision required and not yet fully completed?	<input type="checkbox"/>	<input type="checkbox"/>
Are municipal services required but not yet completed or available?	<input type="checkbox"/>	<input type="checkbox"/>
Planning Approval ▪ Planning Department		
Does this development require site plan approval from the Planning Department?	<input type="checkbox"/>	<input type="checkbox"/>
Design Requirements ▪ Ontario Association of Architects / Professional Engineers Ontario		
Does the proposed construction require design by an Architect or a Professional Engineer?	<input type="checkbox"/>	<input type="checkbox"/>
Heritage ▪ Sault Ste. Marie Municipal Heritage Committee		
Are you demolishing a building that is listed on the City's Heritage inventory?	<input type="checkbox"/>	<input type="checkbox"/>
Is the building designated or in the process of being designated?	<input type="checkbox"/>	<input type="checkbox"/>
Construction and Fill Permits ▪ Sault Ste. Marie Region Conservation Authority		
Does the property abut a ravine, watercourse, wetland, or shoreline?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property under the jurisdiction of the Sault Ste. Marie Region Conservation Authority?	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Approvals ▪ Ontario Ministry of the Environment		
Is an RSC (record of site condition) required to be filed because of a change to more sensitive land use?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property a former waste disposal site?	<input type="checkbox"/>	<input type="checkbox"/>
Is this project a major industrial, commercial, or government project?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a renewable energy project?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a drilled well geothermal project?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Conductor Clearances ▪ Electrical Safety Authority & Ontario Building Code		
Are there overhead wires within:		
1.0 meters plus the swing of the conductor where the electrical conductors are carrying 750v or less	<input type="checkbox"/>	<input type="checkbox"/>
3.0 meters plus the swing of the conductor where the electrical conductors are carrying greater than 750v but not more than 46kv	<input type="checkbox"/>	<input type="checkbox"/>
3.7 meters plus the swing of the conductor where the electrical conductors are carrying greater than 46kv but not more than 69kv	<input type="checkbox"/>	<input type="checkbox"/>
Clean Water Act / Source Protection ▪ Planning Department		
Does a water source protection plan restrict the land use you are proposing?	<input type="checkbox"/>	<input type="checkbox"/>
Agriculture and Farms ▪ Ontario Ministry of Agriculture and Food		
Is this a farm building that will house animals or manure?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a milk processing plant?	<input type="checkbox"/>	<input type="checkbox"/>
Child Care Centres ▪ Ontario Ministry of Education		
Is a daycare proposed in any part of the building?	<input type="checkbox"/>	<input type="checkbox"/>
Seniors Centres ▪ Ontario Ministry of Community and Social Services		
Is this a senior's project where Ontario Government funding is being sought?	<input type="checkbox"/>	<input type="checkbox"/>
Declaration		
I have considered the list of applicable laws above and as described in Article 1.4.1.3. of the Ontario Building Code, and do hereby declare that:		
<input type="checkbox"/>	None of these applicable law approvals apply to this project.	
<input type="checkbox"/>	Applicable laws checked with a 'YES' apply to this project and approval documents are submitted with this application.	
<input type="checkbox"/>	Applicable laws checked with a 'YES' apply to this project, however all approval documents have not yet been obtained.	
The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation or partnership with respect to this application (if applicable).		
Name:	Signature:	Date:

Applicable Law and Building Permits

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are not administered by the Building Division. The fastest way to obtain a building permit is to ensure all of these other approvals are completed (or do not apply) before applying for a building permit. The Building Division is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals.

Zoning & Planning

Contact: City of Sault Ste. Marie Planning Division at 705-759-5368 or visit our website at www.city.sault-ste-marie.on.ca

[Planning Act, s.34, 34\(5\), 45 and Part VI](#)

Zoning by-laws restrict such things as land use, lot size, building size and setbacks. If your project does not comply with any part of the zoning by-law, a minor variance or rezoning must be obtained before any building permit can be issued. Zoning by-laws also restrict the issuance of permits until any associated land division, subdivision or municipal servicing is complete.

[Planning Act, s.41](#)

Site Plan Approval is required for most new buildings and additions other than houses and accessory structures. The site plan agreement must be registered before site plans will be approved.

Design Requirements

Contact: Ontario Association of Architects www.oaa.on.ca Architects Act R.S.O. 1990 or Professional Engineers Ontario www.peo.on.ca Professional Engineers Act R.S.O. 1990 Certain buildings require design and general review by an architect or a professional engineer and design documents as well as commitment to general review forms must be provided prior to the issuance of any building permits.

Heritage

Contact: Joseph J. Cain – Manager Recreation & Culture Division at 705-759-5312 or by email at j.cain@cityssm.on.ca

[Ontario Heritage Act, s.27, 30, 33, 34, 40.1, & 42](#)

Sault Ste. Marie has designated certain heritage buildings and maintains a listing of buildings of heritage interest. Approval from the Sault Ste. Marie Municipal Heritage Committee must be obtained if your property is affected.

Conservation Authority Permits

Contact: Sault Ste. Marie Region Conservation Authority at 705-946-8530 or visit the website at www.ssmrca.ca

[Conservation Authorities Act s.28 \(1\)\(c\), regulation 176/06](#)

Development within certain conservation regulated areas requires a permit from the conservation authority before a building permit can be issued. The SSMRCA will confirm if your property falls within their jurisdiction.

Environmental Approvals

Contact: Ministry of the Environment at 1-800-565-4923 or visit the website at www.ene.gov.on.ca/environment

[Environmental Protection Act s.46, 47.3, 168 and the Environmental Assessment Act s 5.](#)

Ministry of the Environment approvals are required where a property of industrial or commercial use is changed to a more sensitive residential or parkland use, for major government, industrial and commercial projects where defined regulation, properties formerly used for landfill or waste disposal, or renewable energy projects.

Electrical Conductor Clearances

Contact: PUC Distribution Inc. Engineering Department at 705-759-6500

Certain minimum clearances must be maintained from overhead electrical conductors depending on their voltage. Please contact the Engineering Department to confirm the voltage of power lines in the area of your project.

Clean Water / Source Protection

Contact: Peter Tonazzo - City of Sault Ste. Marie Planning Division at 705- 759-2780 or by email at p.tonazzo@cityssm.on.ca

[Clean Water Act s.59](#)

Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated risk management official. For example, is a dry cleaning facility being proposed on the site?

Agriculture and Farms

Contact: Ministry of Agriculture Food and Rural Affairs at 1-877-424-1300

[Nutrient Management Act 2002 s.11 reg 267/03, Milk Act s.14](#)

Buildings or structures that house animals or store manure may trigger a requirement for a nutrient management strategy approved by the ministry. The Ministry must determine if a milk processing plant is necessary and authorize it before a building permit can be issued.

Child Care Centres

Contact: Ministry of Education at 1-800-387-5514 or visit the web site at www.edu.gov.on.ca/eng

[Day Nurseries Act s.5 of reg 262](#)

Ministry plan approval is required if a new building is proposed to be used as a day nursery, an existing building is proposed to be used, altered or renovated for a day nursery, or if an existing day nursery is altered or renovated.

Seniors Centres

Contact: Ontario Ministry of Community and Social Services at 1-888-789-4199 or visit the web site at www.mcsc.gov.on.ca/en/mcsc

[Elderly Persons Centres Act s.6 of reg 314](#)

Reports must be submitted to the Minister and approval obtained for all senior's centres to which government funding applies.