

# Frequently Asked Questions

## What is involved in the permit review?

Our regulations staff works with property owners to ensure developments meets legislation and NVCA guidelines. We will work together to ensure your project is safe from river flooding, erosion and doesn't affect wetlands, the Georgian Bay shoreline or our environment.

In rare cases where projects may not meet NVCA's guidelines, a hearing may be held before the NVCA board to determine if the permit can be issued. Visit NVCA's website for more information about board hearings.

## Can I start my project after I receive a permit from NVCA?

Your projects must also comply with your local municipal by-laws and Official Plan. For more information, please contact your local municipality.

If your property is located in the Niagara Escarpment jurisdiction, you must obtain proper approvals from the Niagara Escarpment Commission prior to applying for a permit from NVCA.

Permits are valid for 2 years, and may be extended for an additional 2 years.

## What if I'm not the owner?

If you are applying for a permit on behalf of the property owner, complete the Landowner Authorization Form (included in the application package) and submit it with the completed application form and supporting information.

## Is the permit process complicated?

It depends on your property and project and whether or not we have received all the necessary information to review your file.

Depending on the complexity of your project, our regulations staff may send your file to be reviewed by our engineers or ecologists for review.

If there are any concerns, they will comment on your submission and send it to you and your agents (authorized representatives). This process will continue until all concerns are resolved.

Get started by booking a pre-consultation with us at [permit.nvca.on.ca](http://permit.nvca.on.ca).

## What are NVCA's responsibilities?

NVCA is responsible for directing development outside of natural hazards such as floodplains, steep slopes, dynamic beaches and other hazardous lands to protect public safety.

We also ensure development does not impact sensitive environmental areas such as wetlands, shorelines and watercourses.

## Contact Us

To check if your property is in an NVCA regulated area, go to our Interactive Data Viewer at [nvca.on.ca](http://nvca.on.ca)

You can also contact us by

- Filling out the Property Inquiry Form at [permit.nvca.on.ca](http://permit.nvca.on.ca)
- Email at [permits@nvca.on.ca](mailto:permits@nvca.on.ca)
- Call us at 705-424-1479



## Getting Your NVCA Permit

If your property is in or near a watercourse, river, stream, pond, wetland, steep slope, floodplain or the Georgian Bay shoreline, you may need a permit from NVCA before you start your work.

We are happy to work with you to see if your property is in our regulated area, and how this affects your project.

## Do I need a permit?

It depends on two things:

1. If the work you are planning to do is in an NVCA regulated area
2. The type of project you're doing.

Examples of projects that require an NVCA permit:

- Construction of a dwelling or addition
- Reconstruction of a dwelling
- Construction of any other structure such as shorewall, inground pool or driveway
- Placing or constructing a detached accessory structure such as a barn, shed or pool house
- Changes to a building or structure that alters the use, increases the size or increases the occupancy such as, enclosing a carport to create a garage, or an "in-law" suite
- Site grading
- Temporary or permanent, removal or importation of material such as fill, gravel, soils, even if the material originated on the site

Examples of projects that don't require an NVCA permit:

- Fences and ground level decks outside natural hazards.
- Above ground swimming pools, temporary pools and hot tubs
- Landscaping activities such as planting trees or garden beds
- Minor limbing of trees, cutting scrub or damaged vegetation
- Agricultural practices such as cropping and tilling of existing agricultural lands



## How long will it take?

As a general rule, the more complete your application, the quicker we can process on your application.

To avoid delays, please ensure all required information is included in your application.

We will review your application within 21 days, and let you know if your application is complete, or if there is missing information.

Every project is unique and the time and review process for your application can vary depending on your plans and property. In all cases, we strive to meet the provincial standards for conservation authority permit reviews.

**It typically takes  
30 – 90 days to  
review a complete  
application.**

## How do I get a permit?

### Step 1. Discuss your plans with us

If you are considering a project that may require a permit, contact NVCA to discuss your plans. Our regulations staff will help you determine if you need a permit, the information required for your application and what to expect during the permitting process.

You can contact NVCA in a few ways:

- Email [permits@nvca.on.ca](mailto:permits@nvca.on.ca)
- Fill out the Property Inquiry Form at [permit.nvca.on.ca](http://permit.nvca.on.ca)
- Call the NVCA Administration Office at 705-424-1479

### Step 2. Submit application form and fee

When you are ready to apply, send us your application form, supporting information and the appropriate review fee.

Our regulations staff will provide a list of supporting information required for your permit application. Supporting information can include:

- Address of the location of your project
- A brief description of the project
- A digital or paper copy of your site plans and construction drawings (including grading and restoration details)
- Municipal Zoning Approval (provided by your municipality)
- Digital photographs
- Additional supporting information such as Environmental Reports, Natural Hazard Assessments, Geotechnical Reports, Soils Reports, Topographic Surveys, Architectural Design Plans
- Once our regulations staff confirms your application is complete, your submission will be circulated for review.