



What is a Heritage Permit?

A Heritage Permit is required to undertake changes to properties designated under the Ontario Heritage Act. Properties are either designated individually or are designated within a Heritage Conservation District. There is no fee for a Heritage Permit.

The Heritage Permit process is not intended to prevent new construction or additions to an existing building. Property owners can also introduce modern requirements such as air conditioning, wheel chair ramps, satellite dishes, garages, and modern interior treatments where they do not diminish the heritage value of the property.

When do you need one?

A Heritage Permit assists a property owner to ensure any alterations are complimentary to the existing heritage attributes of the house and the neighbourhood. Heritage attributes are items including materials, details, spatial configurations, historical associations and character defining elements that collectively contribute to the heritage value of the designated property.

Regular maintenance items such as the replacement of black roof shingles with black roof shingles are considered maintenance and do not require heritage approval. Please contact the Planning Department if you are unsure whether the work you intend to conduct requires a Heritage Permit.

Approval Process

The City of Belleville has prioritized improved and timely processing of heritage applications. The **first step** in this process is for the applicant to contact Heritage Planning Staff to identify opportunities to develop plans that will meet heritage guidelines resulting in quick approvals.

Permit applications that meet heritage guidelines and are minor in nature can be reviewed and approved by the Heritage Planning Staff. For some applications that have met guidelines, this approval may be given at the Planning Department on the same day.

What happens if I do not receive approval?

If a person is not provided approval for a heritage permit through the City's approval process, it is their right to request Council consider their application.

Supporting Documentations

Depending on the type of work proposed, applicants may be required to submit supporting documentation for their application. These documentation requirements can be determined through discussion with Heritage Planning Staff. Depending upon the type of work, supporting documentation could include the following:

- Drawings—Architectural drawings should clearly illustrate all proposed changes to the structure
- Site Plans—Showing existing and proposed structures and additions on the lot, setbacks from front, rear and side lot lines, demolition of exiting site features, and location of proposed site features
- Photographs—Showing the front of the property and its main structure; nearby streetscape and neighbouring properties; and any other relevant portions of the property and structures
- Samples of Proposed Materials—Samples may be physical or visual (i.e. brochure)

Important notes

It is recommended that anyone contemplating alterations to their designated property consider retaining the services of an experienced designer/architect for larger alterations and/or experienced heritage contractors.

Please note that approval of a Heritage Permit must precede any other municipal approval, including those related to building permits, site plan and minor variances.