



Heritage Permit – General Information

What is a Heritage Permit?

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

When do I need a Heritage Permit?

The permit is needed when alterations are being made to a designated property. It ensures alterations compliment the heritage attributes of the house and the neighbourhood. Heritage attributes include 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.

What is the approval process?

The first step is to contact Heritage Planning Staff at planning@belleville.ca to find out if a permit is required and discuss what options may be considered for alterations that will meet heritage guidelines.

The second step is to complete the **Heritage Permit Application**. Applications that meet heritage guidelines and are minor in nature can be reviewed and approved by the Heritage Planning Staff.

What if I do not receive approval?

If you do not receive approval through the City's approval process you may request that Council consider the application.

Supporting Documents

Depending on the type of worked proposed, supporting documents may be required. These documents can be determined through discussion with Heritage Planning Staff. Supporting documentation could include:



- Drawings – architectural drawings should clearly show all proposed changes to the structure.
- Site Plans – showing existings and proposed structures and additions on the lot, setbacks from the front, rear and side lot lines, demolition of existing site features, and location of proposed site features.
- Photos – showing the front of the property and its main structure; nearby streetscapes and neighbouring properties; and any other relevant portions of the properties and structures.

Important notes

*If you are doing larger alterations to a designated property it is recommended that you retain services from an experienced designer/architect/contractor who understands the heritage guidelines.

*Approval of a Heritage Permit precedes any other municipal approval, including building permits, site plan and minor variances

For further information please contact planning@belleville.ca

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