



## Applying Online

The City of Belleville's web portal is now online. In order to access the portal you must register as a user. Approval is quick and easy and you can then enjoy the benefits that the online portal has to offer. At this point in time you can apply for a building permit, check the status of your building permit application and pay for building permits through the portal.

Applying for a permit online is just another means of applying for a permit. We do still require and application form to be filled out and attached during the submission process.

Applying for a permit is an eight step process. Throughout the various steps, you will be asked for information that pertains to the permit you are applying for, such as the location, estimated project value, description of work, and contact information. On step 6, you will be able to attach a PDF copy of your application, plans and any other documents that accompany your permit application. Once you reach the final step, step 8, you will be able to submit and pay the initial building permit fee.

### Contact

Building Section  
Engineering & Development Services  
City of Belleville  
613-967-3204  
[building@belleville.ca](mailto:building@belleville.ca)

## Demolitions

Complete applications for demolitions must include:

- applicable law approval documentation when required
- completed application package
- building permit fees
- applicable utility disconnection documentation

The information provided should be used as a sample only to help you with creating your application.

### Required Inspections

- final (including capping of sewer lines)

### Fees

We determine fees based on our Building By-Law. Please see our By-Law for the most up-to-date building permit fees.

### Before you start

It is your responsibility to ensure that all necessary approvals or permits have been obtained from other agencies for any Applicable Law identified in the Ontario Building Code that is relevant to your project.

Written confirmation of the following Utility disconnections from the utility companies:

- [Elexixon Energy](#)
- [Hydro One](#)
- [Enbridge Gas](#)
- [Enviroment Services\(Belleville Water\)](#)

Demolition permit applications for buildings identified in Division C – 1.2.2.3 of the OBC must include a Commitment to General Review form from a professional engineer.