

## Steps to obtain your Operations Permit

- 1- Submit the [online form](#), ensuring all the required information and documentation is provided.
- 2- Allow 2-5 business days for review. You will be contacted if additional information is needed.
- 3- When your Permit is *Approved Pending Payment*, you will receive an email with URL to payment page.
- 4- Visit the payment page to pay and finalize your application. [www.belleville.ca/operationspayment](http://www.belleville.ca/operationspayment)
- 5- The email will contain your Application ID and the amount to be paid
- 6- Ensure you reference the Application ID with your payment. The permit will not be issued until payment is received.

If you cannot pay online using a credit card:

Please process payment using the following methods:

- **Operations Centre**, 31 Wallbridge Crescent, Belleville, ON K8P 1Z5 – Debit or Credit only (cheque & cash not accepted at this location)
- **City Hall**, 169 Front Street, Belleville, ON K8N 2Y8 – Debit or Credit, Cheque, Cash

**Contact the Office for assistance: 613-967-3275**