

GRCA Permit Application Checklist

GRCA encourages pre-consultation with staff at the beginning of the permitting process to ensure complete applications so we can review applications quickly and efficiently. This will help to limit the number of times more information is requested and ensure a more timely approval process. Please contact [GRCA staff](#) before submitting an application to discuss whether additional reports or studies may be required.

The following checklist is a guide for applicants preparing an application under Ontario Regulation 41/24 and is also used by GRCA staff to determine whether an application is complete.

Online applications are encouraged. To apply online, go to [our online permit application page](#). An application tool will guide you through the process.

General Requirements for all applications:

- A site plan showing the type and location of the project
- Signed application form accepting the General Conditions of the permit
- Permit fee
- Start and completion dates for the project
- Existing and proposed use of the buildings/structures on the property
- Elevations of existing and proposed buildings/structures and grades on the property
- Drainage/grading details before and after development
- Description of the type of fill proposed to be placed or dumped*
- Three copies of technical reports/plans if required (contact GRCA staff)

*Projects involving large amounts of fill require more detailed information to be submitted. The [Site Specific Guidelines for Large Fill](#) include a separate checklist.

Additional Requirements:

Some larger-scale projects may require additional reports or studies to be completed by a qualified professional and submitted along with the permit application. Please contact GRCA staff to confirm application requirements.

- Confirmation of pre-consultation with GRCA staff
- Environmental Impact Study
- Surveyed information
- Hydrogeological Study
- Geotechnical Study
- Hydraulic Analysis
- Storm Water Management Report/Plans
- Erosion and Sediment Control Plan
- Structural Engineering Report/letter