

Other types of Regional Permits:

- Annual Oversize Permits & Single-Trip Oversize Permits are issued to transporters, trucking companies and organizations travelling on Regional roads. All Oversize Permits are applied and paid for at Halton Region's Services Permit office.
- Entrance Permits are issued to contractors and homeowners on Regional roads. Entrance Permits are applied and paid for at Halton Region's Services Permit office.
- Excavation Permits are issued to local utilities, contractors and homeowners on Regional roads. Excavation Permits are applied for at Halton Region's GIS & Data Management office, and after approval, are paid for at Halton Region's Services Permit office.
- Halton Region's Cross-Connection Control By-law must be adhered to and applicable permits and/ or fees may be required. For additional information please contact the Cross-Connection Control office.



Halton Region's Services Permit office is responsible for issuing many different Permits relating to water, sanitary sewer and Regional road-related activities within Halton Region.

Hours of Operation

8:30 a.m. - 4:30 p.m. Monday – Friday

Services Permit and GIS & Data Management Office

Regional Headquarters
1151 Bronte Road
Oakville ON, L6M 3L1

Water Distribution Office

Woodlands Operation Centre
1179 Bronte Road
Oakville ON, L6M 4G3

Cross-Connection Control Office

North Operation Centre
8140 Fifth Line
Georgetown ON, L7G 4S6

For more information, contact

Halton Region

905-825-6000

Toll free: 1-866-4HALTON (1-866-442-5866)

TTY: 905-827-9833

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Public Works
For Our Community
and Our Environment.

PW-10014

Halton Region's Services Permit Process



Halton Region's Services Permit Process

When is a Regional Services Permit required?

- If you have been issued a Municipal Demolition Permit to demolish an existing structure that had existing water and/or sanitary sewer service, and intend to build a new structure with either new or re-used water and/or sanitary sewer services.
- If you build any new water service that requires a water meter.
- If you build any new water and/or sanitary services on your property and wish to connect for the first time to the existing services at your property line.

How do I apply for a Regional Service Permit?

- Visit Halton Region's GIS & Data Management office to obtain all necessary 'as-built' drawings pertaining to the proposed address. Fees are applicable.
- Your Architect, Professional Engineer, or Land Surveyor will then combine the 'as-built' servicing information with your 'proposed' servicing information to create your Site Servicing drawing.
- Submit your Site Servicing drawing to the Service Permit office for processing.

Site Servicing Drawing Submission Guidelines:

- A minimum of two copies of the Site Servicing drawing should be submitted with the initial application to the Services Permit office.
- Each drawing should be printed clear and legible.

- The Title Block of each Site Servicing drawing must include:
 - The title of the drawing and the municipal address located in the bottom right hand corner.
 - A detailed Key Plan located in the top right hand corner.
 - A north arrow in a suitable location.
 - The full Regional approval block for our signature in a suitable location.
- The Site Servicing drawing must display:
 - The surveyed lot line, indicating clear boundaries of the property.
 - The municipal street name that the property is fronting, and all others if applicable.
 - The location of the proposed or existing building or facility.
 - All the existing water, sanitary and storm mains in the proposed work area.
 - All existing services to the property.
 - The proposed services to the property.
 - The proposed water meter location and size.

Review Process:

- Please allow the Services Permit office a minimum of 10 working days from date of receipt to review your initial application.
- If revisions are required, the drawing will be returned to the Applicant for corrections and re-submission.
- Once the drawings are acceptable, an estimate of Permit fees will be provided to the Applicant.
- Once the Site Plan Conditions are fulfilled by the Applicant, and the fees are paid, the Regional Services Permit will be issued.

What is the process for getting my Municipal Demolition Pre-Permit Clearance form signed off?

You can either deliver your form in person or fax it to Halton Region's Services Permit office,
Fax: 905-847-0982.

Please ensure your form is clear and legible. It will be reviewed and will be returned by fax or post, if requested.

Conditions of Demolition:

- Please call Halton Region's Water Distribution office to remove the existing water meter from the facility, and to turn off the water supply at the property line.
- If no building is proposed at this location, the Services Permit office needs to be informed to co-ordinate the disconnection of the existing water and sanitary sewer services directly at the mains in the street.
- If a new building is proposed at this location requiring water or sanitary sewer services, and/or a water meter, you must apply for a Services Permit, issued by Halton Region's Services Permit office.

