

Application Guide: Zoning Certificate Of Occupancy

Town of Oakville
Building Services Department
1225 Trafalgar Road
Oakville, ON L6H 0H3
Tel: 905-845-6601
www.oakville.ca



What is a Zoning Certificate of Occupancy and when is it required?

A Zoning Certificate of Occupancy (“Zoning Certificate”) authorizes a change in the use of land, building or structure from what was previously approved (e.g. changing the use of a building unit from a retail store to a restaurant).

A Zoning Certificate does not ensure compliance with all applicable zoning regulations, such as minimum yard or setback requirements, and floor area and height restrictions. Furthermore, it is not an occupancy permit pursuant to Section 11 of the Building Code Act and does not grant occupancy of a building or structure.

A Zoning Certificate is required for all non-residential uses as well as the following residential uses;

- Accessory dwelling / second suite
- Bed and breakfast establishment
- Home occupation
- Lodging house
- Short-term accommodation

You are not allowed to change the use of any land, building or structure until you have applied for and received an approved Zoning Certificate.

What are the submission requirements?

Each submission for a Zoning Certificate shall include;

- A signed application form including completed “Schedule A” Questionnaire
- Drawings (see below for details)
- Letter of Use (upon request for more complex uses)
- Payment of \$150 fee (following pre-screening by Town staff)

Please note that at this time, fees are collected via Interac e-Transfer (preferred) or cheque (may cause delays in processing). A valid email address is required as all correspondence, including approved Zoning Certificates, will be sent directly to the Applicant via email unless otherwise specified.

Which drawings should be provided?

Drawings are typically required as part of the Zoning Certificate application in order to confirm parking requirements and applicable Zone regulations (i.e. maximum size for a proposed use such as an accessory dwelling or seasonal garden centre). Drawings should be scalable and clearly dimensioned so that staff can calculate floor area. Some examples of an acceptable drawing scale are; 1:100, 1: 200, 1:500, 3/16”=1’-0”, 1/4”=1’-0”, etc.

Drawings to be provided;

- Survey (if available)
- Site Plan showing birds eye view of subject land
 - Building(s) footprint and overall dimensions
 - Location of unit and/or area to be occupied (incl. expansion if applicable) clearly identified
 - Any outdoor areas clearly labelled (i.e. patio, outside display and sales area, etc.)

- Parking layout (including stacking spaces if applicable) or, length and width of driveway for residential properties
- Site statistics incl. but not limited to; lot area, required and proposed parking, floor area including detailed breakdown if more than one use exists or is being proposed (i.e. 25% office, 75% warehouse, etc.)
- Floor Plan(s) including Mezzanine level if applicable
 - Fully dimensioned to outside walls or centreline of party wall for multi-tenant units
 - For residential properties, internal dimensions for a private garage and/or basement
 - All rooms clearly labelled
 - Detailed area breakdown

Please remember to include the property address, legal description and project name on each drawing sheet.

How do I make a digital submission?

Digital submissions are preferred for Zoning Certificate applications. To ensure that your submission is complete please note the following requirements;

- Completed applications along with any supporting documents may be emailed to zoningrequests@oakville.ca
- All drawings and documents shall be saved in PDF format as an independent file and with proper viewing orientation
- All drawings shall be in black and white and formatted to a standard sheet size no larger than 11x17
- Files shall be extractable and not be secured / password protected
- Files should be labelled accurately and descriptively for easy navigation. Example;
 - A101_Survey, A102_Site Plan,
 - A201_BsmtFloorPlan, A202_FirstFloorPlan, A203_SecondFloorPlan, etc.
- Digital submissions which involve scanned drawings or documents must meet these additional minimum quality standards;
 - No folds or creases that cause missing information
 - No reduction to size and no skews

Application for Zoning Certificate of Occupancy

under the *Planning Act*, R.S.O. 1990 c.P.13, as amended

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For Office Use Only		
Application No.	Date Received	
Receipt No.	Received By	
Zoning	<input type="checkbox"/> By-law 2014-014	<input type="checkbox"/> By-law 2009-189
Notes		

A. Property Location		
Street No.	Street Name	Unit No.
Legal Description (lot / plan / con. no.)		

B. Purpose of Application (check all that apply)	
<input type="checkbox"/> Change of Use	<input type="checkbox"/> Expansion of Existing Business
<input type="checkbox"/> Town Business License Requirement	<input type="checkbox"/> Motor Vehicle Sales (OMVIC License)
<input type="checkbox"/> Establishment of Daycare (Child Care License)	<input type="checkbox"/> Propane Distribution (TSSA License)
<input type="checkbox"/> Other (specify):	

C. Existing and Proposed Business Operation	
Existing Use	Proposed Primary Use (i.e. retail store, restaurant, office)
Total Area Occupied (sq.m.)	List any proposed accessory uses
Name of Business	
Detailed description of proposed business operation (attach additional documentation if necessary)	

D. Applicant Information

Name	Corporation or Partnership (if applicable)		
Address	City / Town	Province	Postal Code
E-mail	Phone No.		
Applicant is: <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Authorized Agent of Property Owner / Tenant			

E. Property Owner Information (if different from applicant)

Name	Corporation or Partnership (if applicable)		
Address	City / Town	Province	Postal Code
E-mail	Phone No.		

F. Declaration of Applicant

I, the undersigned, hereby declare that the statements and attached documentation made by me in this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

I have authority to bind the corporation or partnership, if applicable.

Signature of Applicant

Print Name

Date

Note: The zoning certificate (if approved) will be emailed to the applicant noted above unless otherwise requested.

Schedule A: Questionnaire

Zoning Certificate of Occupancy

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Please answer each of the questions below (non-residential properties only)	
1. Is there any outside storage proposed? If so, specify in detail the materials to be stored and illustrate on the applicable drawings.	Yes No N/A
2. Is there any outside display and sales areas proposed? If so, specify the type of items to be displayed and/or sold and their overall dimensions (including any hardscape display surface).	Yes No N/A
3. Is there any retail sales directly to the public? If so, specify the type of items sold and clearly indicate the retail area on the floor plan.	Yes No N/A
4. Will any food be sold to the public for immediate consumption on the property?	Yes No N/A
5. Will food be sold for take-out?	Yes No N/A
6. Will there be any drive-through facilities?	Yes No N/A
7. Is there an outside patio proposed?	Yes No N/A

See next page for accessory residential uses.

Please answer each of the questions below (for bed and breakfast establishment, short-term accommodation, accessory dwelling/second suite or home occupation only)

1. Is the proposed business operated by the person or persons whose principal residence is the dwelling in which the business is located?	Yes No N/A
2. Is overnight accommodation provided? If so, specify the approximate number of nights.	Yes No N/A
3. What is the proposed number of lodging units? If applicable, must be clearly illustrated / labelled on plans.	Yes No N/A