



Entranceways and Civic Signs

Using an existing building application

A step-by-step guide to creating a new entranceway and civic sign application from an already submitted building permit.

Before you begin

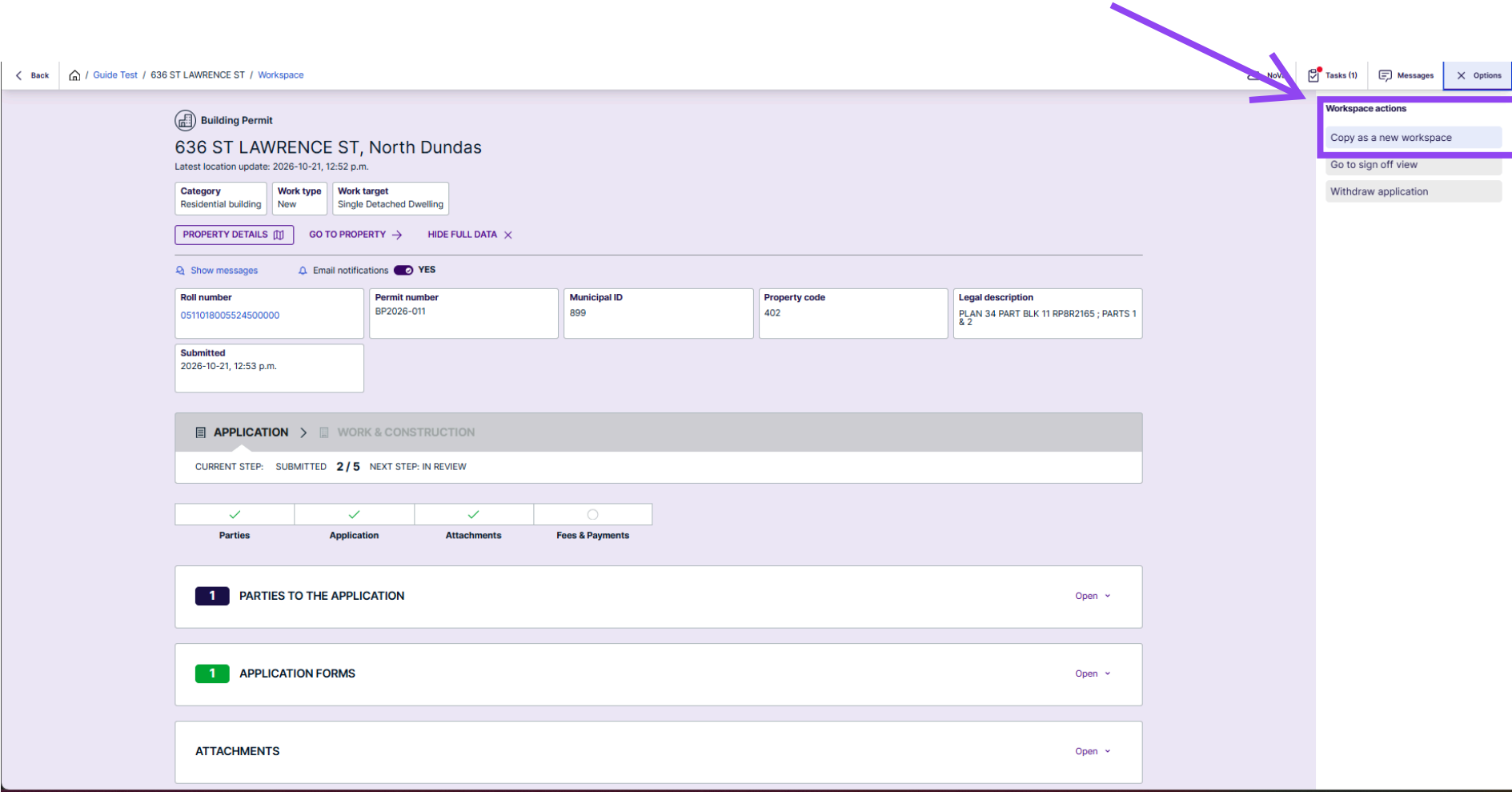
- Open an existing, submitted building permit application.
- Have your proposed entranceway or civic sign details ready.
- Prepare a site plan showing the proposed entranceway and/or civic blade location.

IMPORTANT:

This process requires you to create a new project from an already submitted building application.

Step 1 — Open the submitted building application

Open your submitted building permit application. Under **Options** , select **Copy as a new workspace** .



Step 2 — Create a new project

Select **Create a new project** . Enter a descriptive name, such as **Property address - Entranceway** , then click **Next** .

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NoVa

Tasks (1)

Messages

Copy as a new workspace

Select project

Select location

Parties

Attachments

Create workspace

Project selection

All applications are part of a project which can contain multiple applications. You can select an existing one or create a new project.

Select existing project

Create a new project

Name of the project

Guide Test - Entranceway

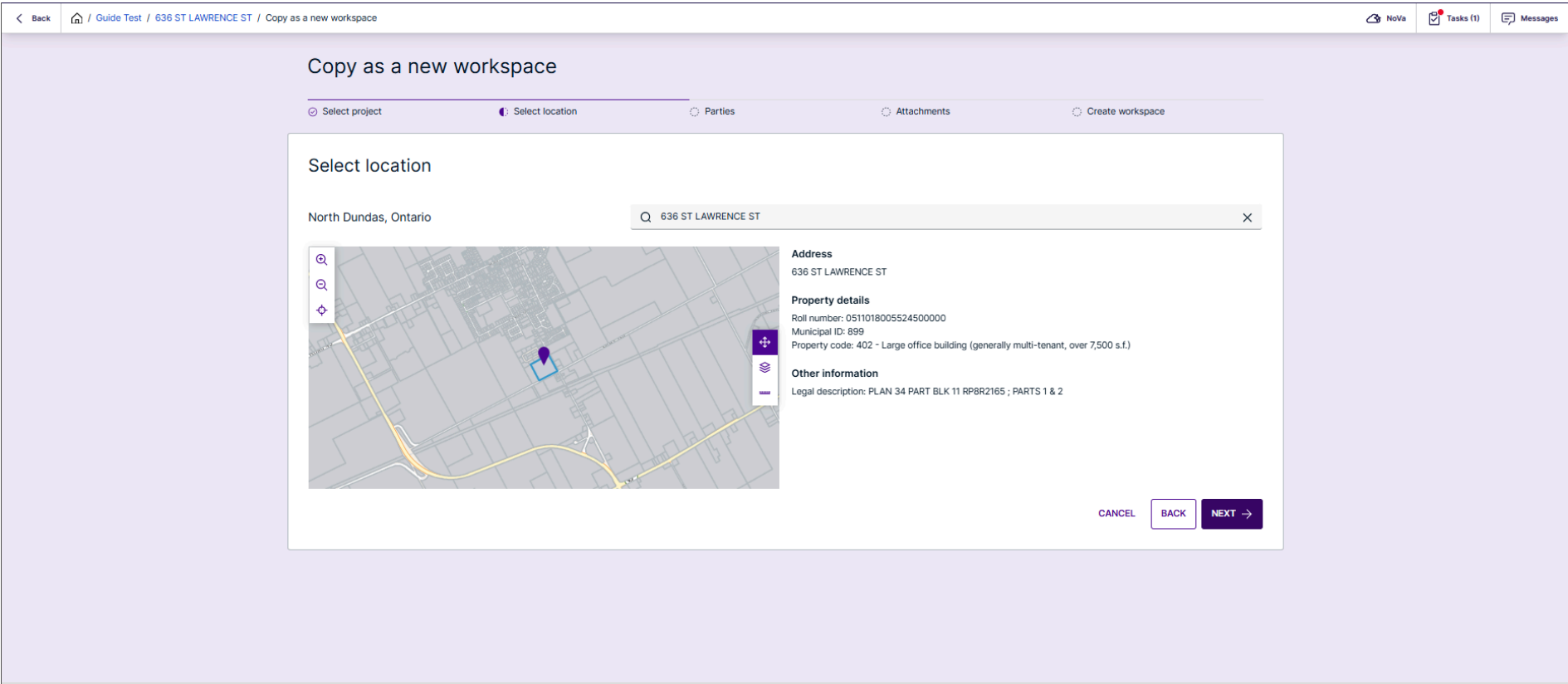
CANCEL

BACK

NEXT →

Step 3 — Confirm the property location

Search for the property address, confirm the correct property and click **Next** .



Step 4 — Review the parties

Select the parties you want to include in the new workspace. Review the details, then click **Next** .

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NoVa

Tasks (1)

Messages

Copy as a new workspace

Select project

Select location

Parties

Attachments

Create workspace

Include previous parties

Se

☒ Workspace creator
Applicant

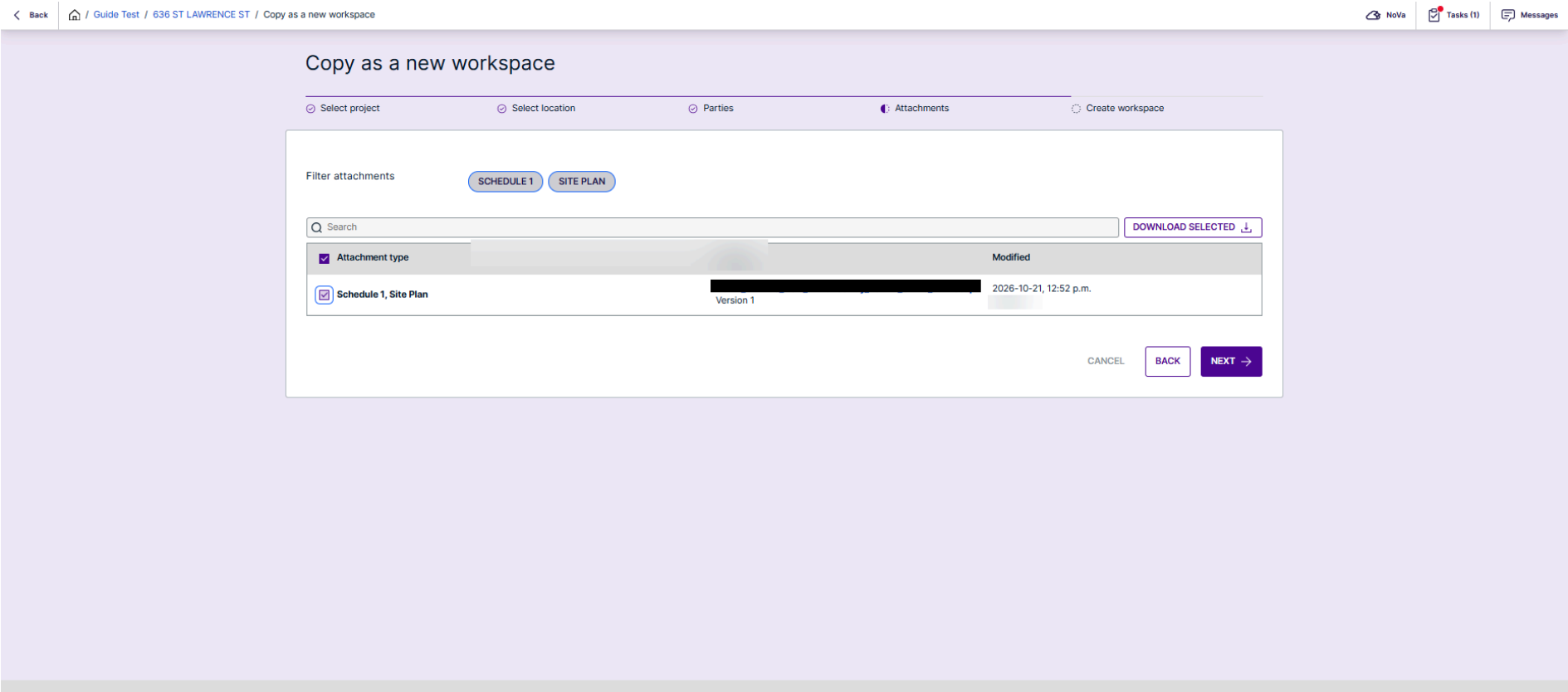
CANCEL

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NEXT →

Step 5 — Select attachments to carry over

Select any attachments to carry over from the building application. A **site plan is required**. Carry it over only if it shows the proposed entranceway and/or civic sign location. Otherwise, select nothing and click **Next** ; you can upload the site plan later.



Step 6 — Create the workspace

Review the property, parties and selected attachments. Click **Create Workspace** to continue.

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Tasks (1)

Messages

Copy as a new workspace

Select project

Select location

Parties

Attachments

Create workspace

Create workspace

Address

Property details

Roll number: 0511018005524500000
Municipal ID: 899
Property code: 402 - Large office building (generally multi-tenant, over 7,500 s.f.)

Other information

Legal description: PLAN 34 PART BLK 11 RP8R2165 ; PARTS 1 & 2

Include previous parties

Step 1

Workspace creator

Applicant

Selected attachments

Attachment type	Drawing number	Attachment contents
Schedule 1, Site Plan		

CANCEL

BACK

CREATE WORKSPACE →

Step 7 — Change the application category

DO NOT DO ANY WORK IN THIS CURRENT WORKSPACE. YOU MUST CHANGE THE WORK CATEGORY BEFORE PROCEEDING. Open **Options** and select **Change category, work type or work target** .

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NoVA

Tasks (1)

Messages

Options

SIGN OFF APPLICATION

Building Permit

3S

Latest location update: 2026-10-21, 12:57 p.m.

Category

Residential building

Work type

New

Work target

Single Detached Dwelling

PROPERTY DETAILS

GO TO PROPERTY

HIDE FULL DATA

Show messages

Email notifications

YES

Roll number

0511018005524500000

Permit number

-

Municipal ID

899

Property code

402

Legal description

PLAN 34 PART BLK 11 RP8R2165 ; PARTS 1 & 2

APPLICATION

WORK & CONSTRUCTION

CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

REQUIRED TASKS

Parties

Application

Attachments

Fees & Payments

Application needs to be signed off before submission.

You need to complete required tasks to continue to the next phase.

1 PARTIES TO THE APPLICATION

Open

1 APPLICATION FORMS

Open

ATTACHMENTS

Open

Workspace actions

Change category, work type or work target

Copy as a new workspace

Delete workspace

Go to sign off view

Step 8 — Select Entranceways and Civic Signs

Choose **Entranceways and Civic Signs** from the category menu, then click **Save** .

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NoVa

Tasks (1)

Messages

Options

SIGN OFF APPLICATION

Building Permit

Latest location update: 2026-10-21, 12:57 p.m.

Category

Entranceways and Civic Signs

CANCEL

SAVE

PROPERTY DETAILS

GO TO PROPERTY

HIDE FULL DATA

Show messages

Email notifications

YES

Roll number

0511018005524500000

Permit number

-

Municipal ID

899

Property code

402

Legal description

PLAN 34 PART BLK 11 RP8R2165 ; PARTS 1 & 2

APPLICATION

WORK & CONSTRUCTION

CURRENT STEP: DRAFT

1 / 5

NEXT STEP: SUBMITTED

REQUIRED TASKS

✓

Parties

✓

Application

✓

Attachments

○

Fees & Payments

Application needs to be signed off before submission.

You need to complete required tasks to continue to the next phase.

1

PARTIES TO THE APPLICATION

Open

1

APPLICATION FORMS

Open

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Step 9 — Complete the required application form

After the category is saved, the **Entranceway & Civic Application** form should appear under **Application Forms**. Open the form.

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NoVa

Tasks (1)

Messages

Options

SIGN OFF APPLICATION

Building Permit

Latest location update: 2026-10-21, 12:57 p.m.

Category

Entranceways and Civic Signs

Work type

New

Work target

Single Detached Dwelling

PROPERTY DETAILS

GO TO PROPERTY

HIDE FULL DATA

Show messages

Email notifications

YES

Roll number

0511018005524500000

Permit number

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Municipal ID

899

Property code

402

Legal description

PLAN 34 PART BLK 11 RP8R2165 ; PARTS 1 & 2

APPLICATION

WORK & CONSTRUCTION

CURRENT STEP: DRAFT

1 / 5

NEXT STEP: SUBMITTED

REQUIRED TASKS

✓

Parties

ⓘ

Application

✓

Attachments

○

Fees & Payments

① Make sure you have filled in all required form fields.

① Application needs to be signed off before submission.

You need to complete required tasks to continue to the next phase.

1

PARTIES TO THE APPLICATION

Open

1

APPLICATION FORMS

Close

Waiting for customer

→ Entranceway & Civic Application

MISSING MANDATORY FIELDS

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Step 10 — Fill out and sign off the form

Complete all applicable fields. Select the purple **Sign-Off** button.

CHANGES REQUIRED ⓘ

OK ✓

DELETE FORM

ENTRANCEWAY & CIVIC APPLICATION

MISSING MANDATORY FIELDS

Draft

All required fields are marked with *

All values are in

Metric

Imperial

Application Details

Is a New Entranceway Required? *

Yes

If Yes, Reason For Entranceway

- Select -

Entranceway Type

Residential

Is a New Civic Number Required? *

Yes

If No, Enter Current Civic Number

Is a New Civic Blade Required? *

Yes

Lot #

Concession #

Roll #

Enter 15 digit roll number

Township Road *

St Lawrence St

Side of Road *

West

Between Civic Numbers

and

Specifically

Distance

m

Direction

- Select -

From Civic Number

Acknowledgement

I hereby apply to the Corporation of the Township of North Dundas for permission to construct an entranceway described above and to hereby agree to conform to the Township's conditions, standards and specifications governing entranceways.

Signature

SIGN-OFF

BACK TO WORKSPACE

All information saved a minute ago

PREVIOUS FORM

NEXT FORM

Step 11 — Confirm the signed form

After selecting **Sign-Off** , click **OK** at the top right of the form to confirm the sign-off.

CHANGES REQUIRED

OK ✓

EDIT FORM

DELETE FORM

ENTRANCEWAY & CIVIC APPLICATION

Draft

All required fields are marked with *

All values are in Metric Imperial

Application Details

Is a New Entranceway Required? *

Yes

If Yes, Reason For Entranceway

New Permanent Entranceway

Entranceway Type

Residential

Is a New Civic Number Required? *

No

If No, Enter Current Civic Number

Is a New Civic Blade Required? *

No

Lot #

7

Concession #

8

Roll #

051101100906000

Township Road *

Shellihan

Side of Road *

North

Between Civic Numbers

Corner of CR 1 and Shellihan Ln

and

10541 Shellihan Ln

Specifically

Distance

60

m

Direction

West

From Civic Number

10541 Shellihan Ln

Acknowledgement

I hereby apply to the Corporation of the Township of North Dundas for permission to construct an entranceway described above and to hereby agree to conform to the Township's conditions, standards and specifications governing entranceways.

Signature

Signed by Stephanie Banga

2026-10-20, 9:36 a.m.

BACK TO WORKSPACE

All information saved 3 days ago

CLOSE FORMS AND GO TO WORKSPACE

Step 12 — Return to the workspace

Once the form is confirmed, select **Close Forms and Go to Workspace** at the bottom right of the screen.

2026-10-23, 10:05 a.m. OK

Direct message

EDIT FORMDELETE FORM

ENTRANCEWAY & CIVIC APPLICATIONOK

All required fields are marked with *

All values are inMetricImperial

Application Details

Is a New Entranceway Required? *

Yes

If Yes, Reason For Entranceway

New Permanent Entranceway

Entranceway Type

Residential

Is a New Civic Number Required? *

No

If No, Enter Current Civic Number

Is a New Civic Blade Required? *

No

Lot #

7

Concession #

8

Roll #

051101100906000

Township Road *

Shelllhan

Side of Road *

North

Between Civic Numbers

Corner of CR 1 and Shelllhan Ln

and

10541 Shelllhan Ln

Specifically

Distance

60m

Direction

West

From Civic Number

10541 Shelllhan Ln

Acknowledgement

I hereby apply to the Corporation of the Township of North Dundas for permission to construct an entranceway described above and to hereby agree to conform to the Township's conditions, standards and specifications governing entranceways.

Signature

e Banga 2026-10-20, 9:36 a.m.

BACK TO WORKSPACE

All information saved 3 days ago

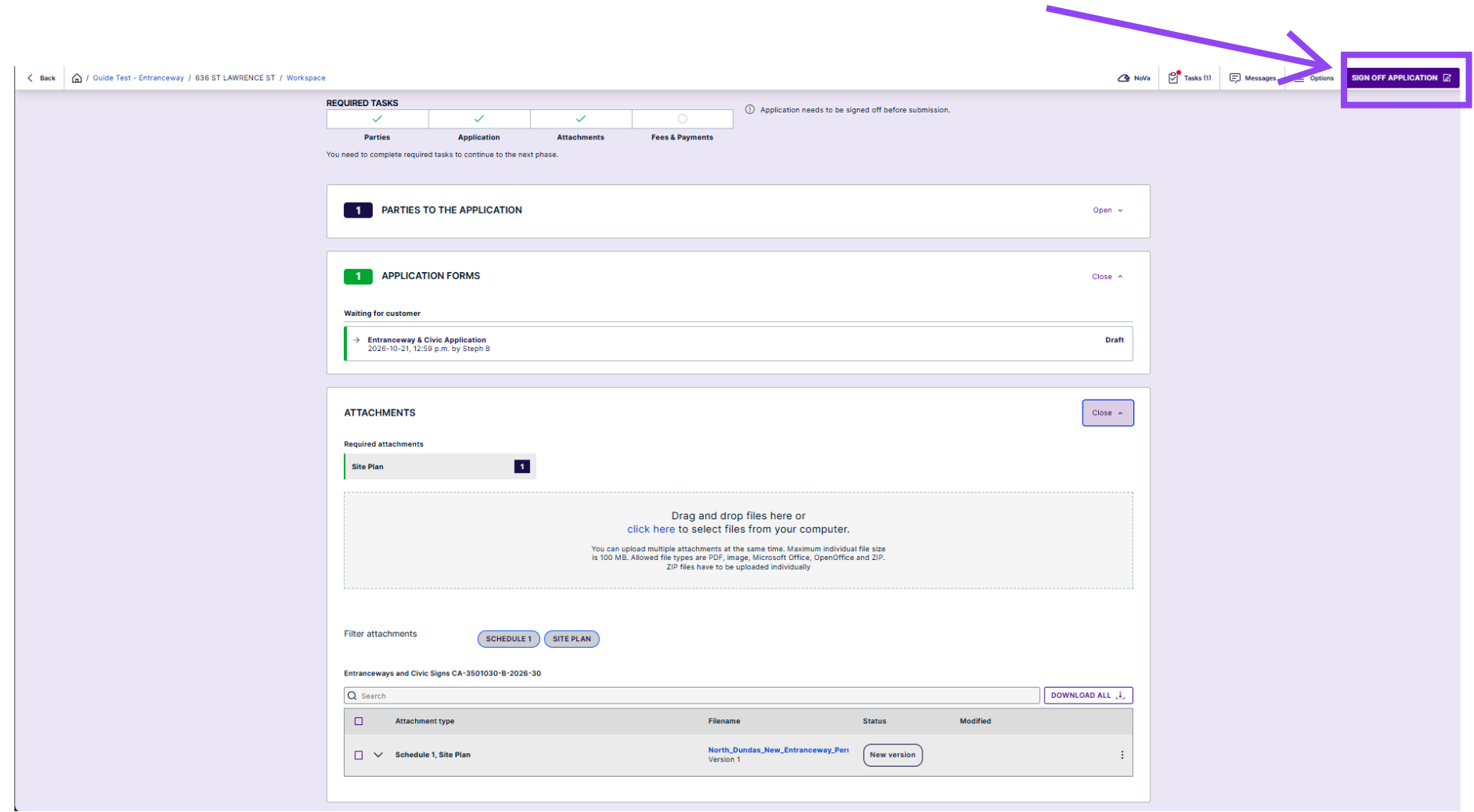
CLOSE FORMS AND GO TO WORKSPACE

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Step 13 — Review the site plan and attachments

Check that a **Site Plan** is attached. If one was not carried over, upload the required plan. Once all required tasks are complete, **sign off and submit** the application.



Step 14 — Confirm submission

Once the application has been submitted, a confirmation screen will appear. Select **Proceed to Workspace** to review your submission.

