



Instructions For Completing Entrance Permit Applications

When submitting an entrance permit, please ensure that the following information is completed on the application:

1. Ensure that all areas of the application are completed fully, including mailing address (with postal code) and phone numbers. Contact information must be current;
2. Location of the proposed entrance: lot, concession, former township, road name, civic address and/or nearest 911 number (if possible) and property roll number;
3. In order to facilitate site inspection the location of the proposed entrance is to be staked; and
4. Map on front of the application should include the following: lot location, road name, indication of distance from lot lines and natural features and direction.

Completed Entrance applications should be submitted to your local Building Division Office:

- Building Department, 180 Kent St. West, Lindsay
- Coboconk Service Centre, 9 Grandy Rd., Coboconk
- Bobcaygeon Service Centre, 123 East St., Bobcaygeon
- Omemee Service Centre, 1 King St. W., Omemee