

Welcome to the Public Access Portal for Economic Development Division Heritage Permits

This guide provides the steps to submit an application for a Conservation District or Individual Designated Property Heritage Permit.



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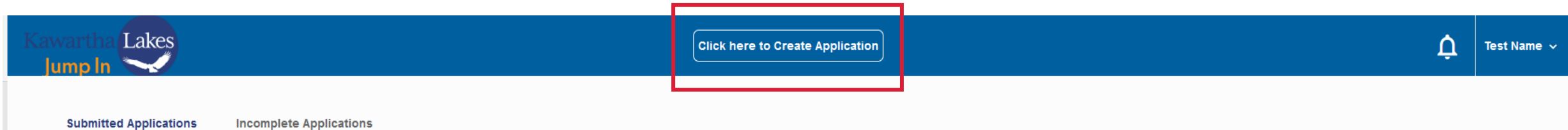
[Support Contacts](#)

Click any of the links to
go directly to that
specific topic within this
help guide.

Step 1 - Log into the Public Access Portal

Start an application:

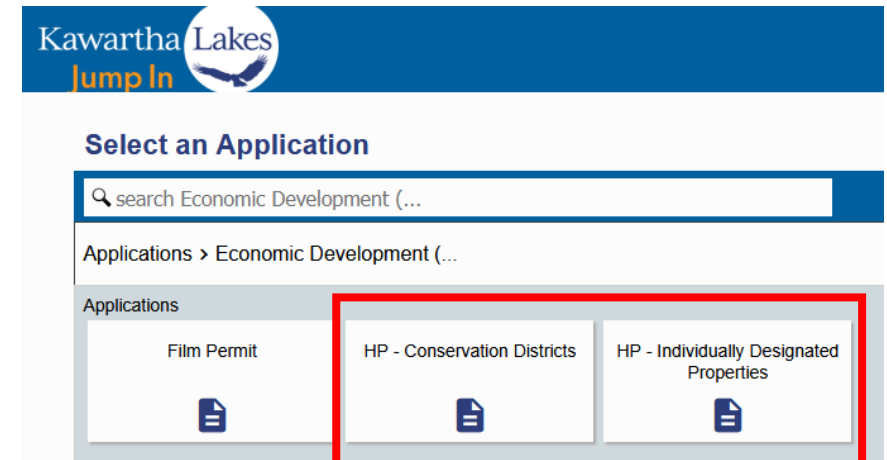
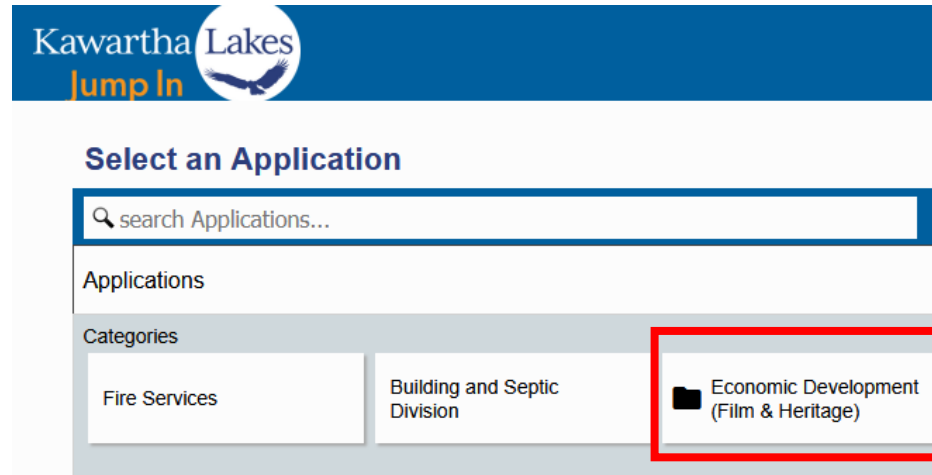
- Log into the Public Access Portal by entering your email and password.
- When you're logged in, the Home Page is displayed.
- Select the 'Click here to Create Application' button (red rectangle in screenshot below)
- The application categories that you can choose from will be displayed.



Step 2 – Select Application Category

Application Categories:

- Select 'Economic Development' to access the applications.
- Select 'HP-Conservation Districts' or HP – Individual Designated Properties' to start the application.
- For the purpose of this user, the HP-Conservation District permit application will be illustrated.



Step 3 - Start an Application

Start an Application

- After selecting the permit you're applying for, the Application Help screen is displayed for your review.

Application Help:

- A help screen containing information about the type of application you selected will appear.
- Click 'OK' to continue or the red 'X' to cancel the application.
- Click 'Begin Application' to start the application process.

Application Help

On the Address Line: Enter the Civic Address for the property.

You will find additional information regarding heritage permitting in our Heritage Permitting Guidelines. Please review these guidelines prior to submitting your application. If you are unsure regarding if you need a heritage permit or what supporting documentation you need to provide, please contact us by calling 705-324-9411 Ext. 1366 or emailing heritage@kawarthalakes.ca.

There is no fee to issue a heritage permit except for an application to demolish a property. You will receive an email prompting payment if you submit an application to demolish a property.

Personal information contained on this form is collected pursuant to the Municipal Act, 2001 and will be used for the purpose of responding to your request. Questions about the collection of this information should be directed to the City Clerk at clerks@kawarthalakes.ca

OK

Step 4 – Application Overview

Filling in the application form

- There are several sections on the permit application:

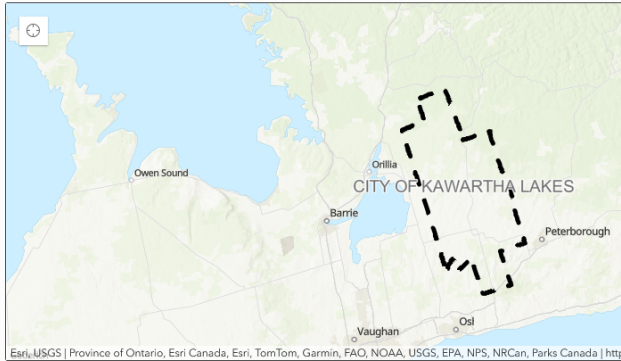
Kawartha Lakes
Jump In [Click here to Create Application](#)

Application: HP - Conservation Districts

1 Main

Additional Description

Address for Permit Application



2 People

3 DataGroup

4 Rel Docs

5 Payment

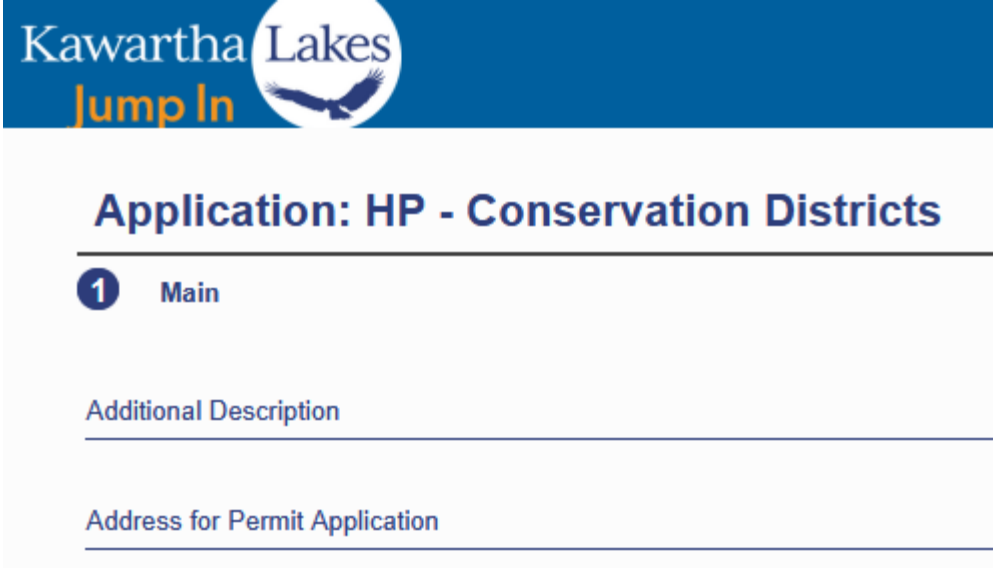
Cancel Clear Next

Step 5 – Application Section 1: Main

Filling in the application form – Section 1

Section 1: Main

- Additional Description: here you'll enter a description for your application which can be used later to search for previously submitted applications; adding the description is optional.
- Address Line: Enter the Civic Address for the property.
- A drop down address suggestion list may appear if a partial address has been entered. Select the address from the list.
- Click the 'Clear' button to remove entries in the Application Description and Address field.
- Click the 'Cancel' button to return to the Home Page.
- Click the 'Next' button to continue.



The screenshot shows the 'Application: HP - Conservation Districts' form. At the top is the 'Kawartha Lakes Jump In' header with a logo. Below the header, the title 'Application: HP - Conservation Districts' is displayed. Underneath, there is a section labeled '1 Main'. This section contains two input fields: 'Additional Description' and 'Address for Permit Application', each with a horizontal line for text entry.

Step 6 – Application Section 2: People

Filling in the application form – Section 2

Section 2: People

- Application Information:
 - Enter the Heritage Permit Applicant information for the permit.
 - Enter the Property Owner for the permit (if applicable).
- If your contact information is the same as your login information, click on the 'Use My Information' button to copy.
- **Red font** indicates mandatory entry fields.
- Click the 'Clear' button to remove entries in the Applicant fields.
- Click the 'Cancel' button to return to the Home Page.
- Click the 'Next' button to continue the application process.

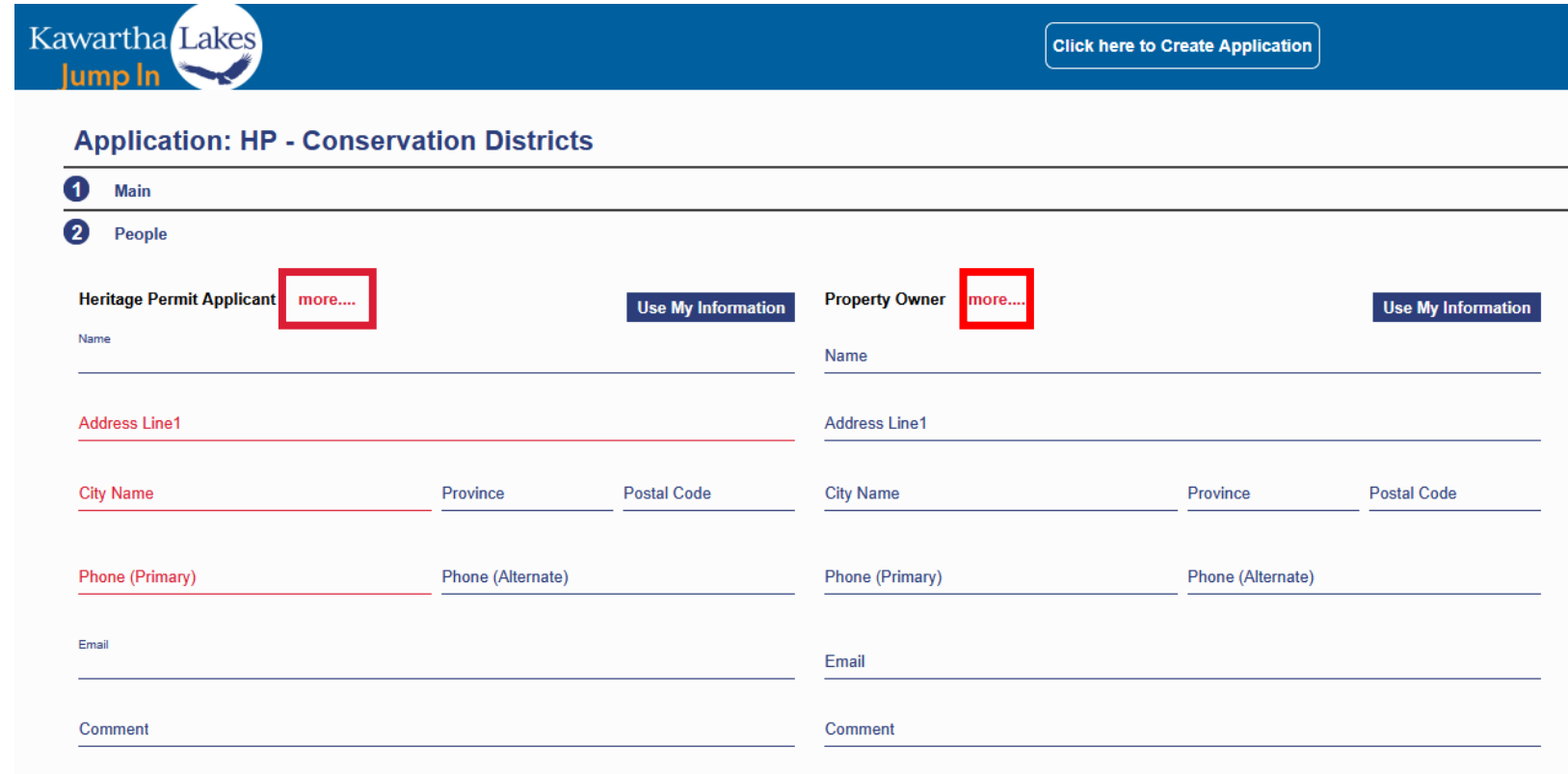
See next page for a screen shot of the People section form.

Step 6 – Application Section 2: People continued

Filling in the application form – Section 2

Section 2: People

- Click 'more....' (red rectangle) to show the additional contact information fields.
- Click 'Next' to continue.



Kawartha Lakes
Jump In

[Click here to Create Application](#)

Application: HP - Conservation Districts

1 Main

2 People

Heritage Permit Applicant [more....](#) [Use My Information](#)

Name

Address Line1

City Name Province Postal Code

Phone (Primary) Phone (Alternate)

Email

Comment

Property Owner [more....](#) [Use My Information](#)

Name

Address Line1

City Name Province Postal Code

Phone (Primary) Phone (Alternate)

Email

Comment

Step 7 – Application Section 3: Data Group

Filling in the application form – Section 3

Section 3: Data Group – ‘Heritage Permit Activity’.

Mandatory fields; **red** indicates mandatory entry fields.

- Check all that applies for this permit.
- Enter ‘Description of Proposed Work’.
- Enter ‘Slip page listing’.
- Enter ‘Application numbers of other approvals’.
- For additional information, enter comments in the Additional Comments text boxes at the box of the data group.
- Click the ‘Clear’ button to remove entries.
- Click the ‘Cancel’ button to return to the Home Page.
- Click the ‘Next’ button to continue the application process.

Heritage Permit Activity
Alteration ☐
Addition ☐
Relocation ☐
Demolition ☐
New ☐
Sign ☐
Other ☐
Other Text Text
! Description of Proposed Work Comment
Please list application numbers of other approvals Comment

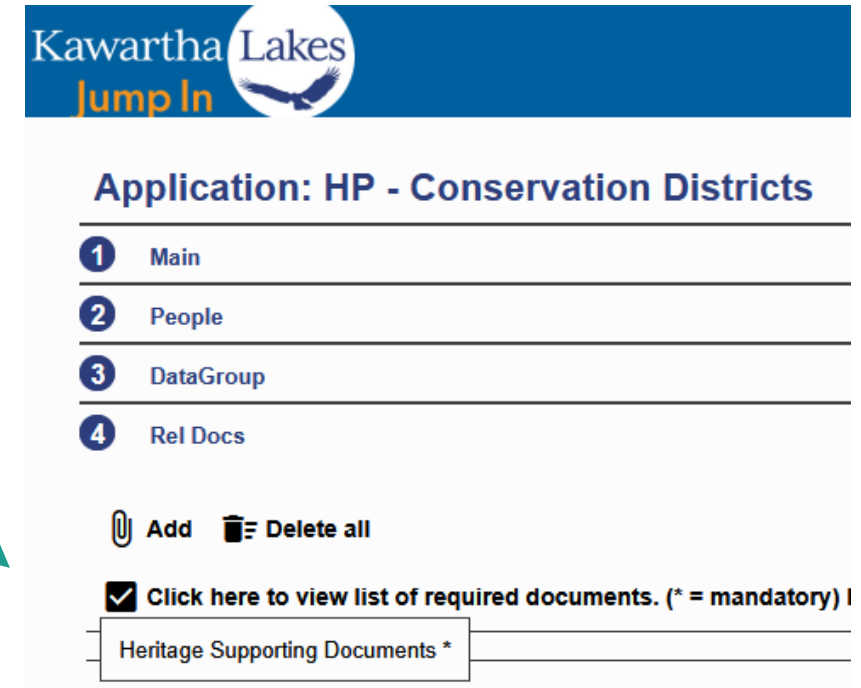
Step 8 – Application Section 4: Related Documents

Upload required documents – Section 4

Section 4: Related Documents

This process requires supporting documents to be attached to the application:

- To view the list of required documents, click here
 - Note that this lists only one required document for this permit.
- To upload a document. Click 'Add' .
- Select the document you want to add.
- Select 'Open' to upload the document to the application
- Once uploaded, you will see the document attached to the application.
- If needed, repeat the above steps to attach all required documentation for the permit. Once documents are uploaded you **must** update the label name. See next page for instructions.



Kawartha Lakes
Jump In

Application: HP - Conservation Districts

- 1 Main
- 2 People
- 3 DataGroup
- 4 Rel Docs

 Add  Delete all

☒ Click here to view list of required documents. (* = mandatory) |

Heritage Supporting Documents *

Step 8 – Application Section 4: Related Documents cont.

Adding Labels to Attachments

Section 4: Related Documents

Once all documents have been uploaded, the label for the attachment will require updating before continuing with the application:

- Click 'Label' and the document list is displayed.
- Select the appropriate label name for the attachment.
- Once the label for all the attachments has been completed, click 'Next' to continue.



Please select LABEL name after attaching document.		
Label	13.26 KB 2025-10-16T13:39:05Z	
Heritage Supporting Documents *		

Step 9 – Application Section 5: Fees & Payments

Filling in the application form – Section 5

Section 5: Fees

- No fee is required to be paid with the application submission.
- If a demolition permit and fee is required, an email notification will be forwarded to the applicant.
Click the 'Clear' button to remove entries on this page.
- Click the 'Cancel' button to return to the Home Page.
- Click the 'Previous' button to return to the previous page.
- Click the 'Submit' button to submit the application.

Fee	Amount	Amount Paid	Amount Due
No fees to display.	\$0.00	\$0.00	\$0.00
Total Fees: \$0.00		Total Paid: \$0.00	Total Due: \$0.00

Payment Amount: \$0.00

☒ Pay Pal

Check here to pay. ☐ [Pay Now](#)

Step 10 – Terms and Conditions

Submitting the application

Once you've submitted the application, the Terms and Conditions page will be displayed for your review:

- Click 'Accept' to agree with the Terms and Conditions.
- Once you've accepted the terms and conditions, you will be directed to the application submission.
- Click 'Decline' to return to the previous section.

×

Terms and Conditions

No work is to commence until a Permit has been issued. You may need to apply for a Building Permit or make an application under the Planning Act prior to the commencement of your project.

Responsibilities of the Permit Holder

The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.

If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Acceptance of the terms and conditions constitutes your signature and that you agree you have read and agree to the terms and conditions.

Once a Permit has been issued, there shall be no change in the plans, specifications, documents or other information on the basis of which the permit was issued unless, written authorization has been obtained from the Heritage Planning Officer.

Decline

Accept

Submitted Application

After submitting your application, the application details will be displayed

A thank you email with the application number will be forwarded by email.

- Application status is Open.
- Application will be reviewed.
- Click on the 'Kawartha Lakes' logo to return to the Home Page.
- After your application has been reviewed, an email will be sent indicating if it is complete.



[← Back](#) [📍 Map](#)

Application

HP - Conservation Districts HP2025-00057	26 Francis St, Lindsay, Ontario, K9V 6H7 No Application Name	Open Actions...	Created:10/16/2025 Expires:10/16/2027
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Addresses

Address	Location Type	Location Id
26 Francis St, Lindsay, Ontario, K9V 6H7	-	-

People

Title	Name	Address
Heritage Permit Applicant	Test User	26 Francis Street, Lindsay, ON, K9V5R8

Data

Heritage Permit Activity
Alteration ☒
Addition ☐
Relocation ☐
Demolition ☐

Fees

Fee	Amount	Amount Paid	Amount Due
No fees to display.	\$0.00	\$0.00	\$0.00
Total Fees: \$0.00		Total Paid: \$0.00	Total Due: \$0.00

Payments

Payment Type	Received By	Payment
No payments to display.		\$0.00
		Total: \$0.00

Related Documents

[📎 Add](#) [🗑️ Delete all](#)

☒ Click here to view list of required documents. (* = mandatory) Please select LABEL name after attaching document.

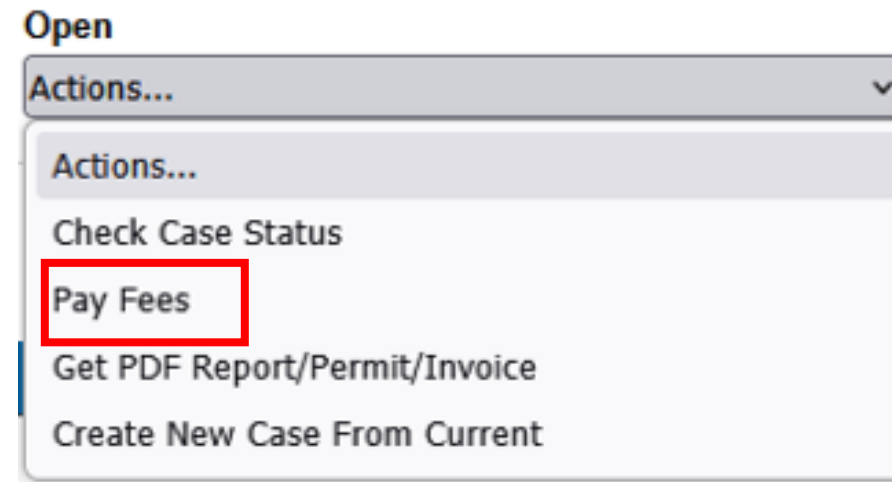
TEST DOCUMENT ONLY.docx
Attached By:

Heritage Supporting Docum
13.26 KB
2025-10-16T16:30:03Z

Making a Payment

If a fee is required, you may pay through the online portal.

- Log into the public access portal.
- To pay your fee, in the Actions field, click the drop down and select 'Pay Fees' (red rectangle).
- The fees page will open. To continue, check the box next to 'Check here to pay' and select 'Pay Now'.
- You will now be directed to the PayPal gateway.
- See the **Online Portal User Guide** for further PayPal instructions.
- Once payment has been made, you will be returned to the application details page.



Print the Permit

You will receive an email notification when the permit is ready to print.

Printing the Application Permit:

- To print your permit, in the 'Action' field, click the drop down and select 'Get PDF Report/Permit/Invoice' (red rectangle).
- From the 'Report' list that pops up, select your desired report and click the 'Get PDF' button.
- Clicking the 'Cancel' button will return you to the Application Details page.
- Clicking the 'Kawartha Lakes' logo will return you to the Public Access Portal Home Page.

Actions...

Check Case Status

Pay Fees

Get PDF Report/Permit/Invoice

Create New Case From Current

Get Report PDF

Report
Heritage Permit - Public

Cancel

Get PDF

Online Portal Options and Logging Out

- To return to the Public Access Portal Home Page, click on the 'Kawartha Lakes' logo.
- To create another permit application, click the 'Click here to Create Application' button,
- To log out, click the drop down arrow on the right side of your user name and select 'Log Out'.

Thank you for using our online Public Access Portal



If you have any questions, please contact Economic Development by using the contact information below:

Heritage Planning
705-324-9411
extension 1366
eturner@kawarthalakes.ca