

Roadmap to Ribbon-Cutting

VAUGHAN'S INVESTMENT CONCIERGE PROGRAM





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PROGRAM OVERVIEW

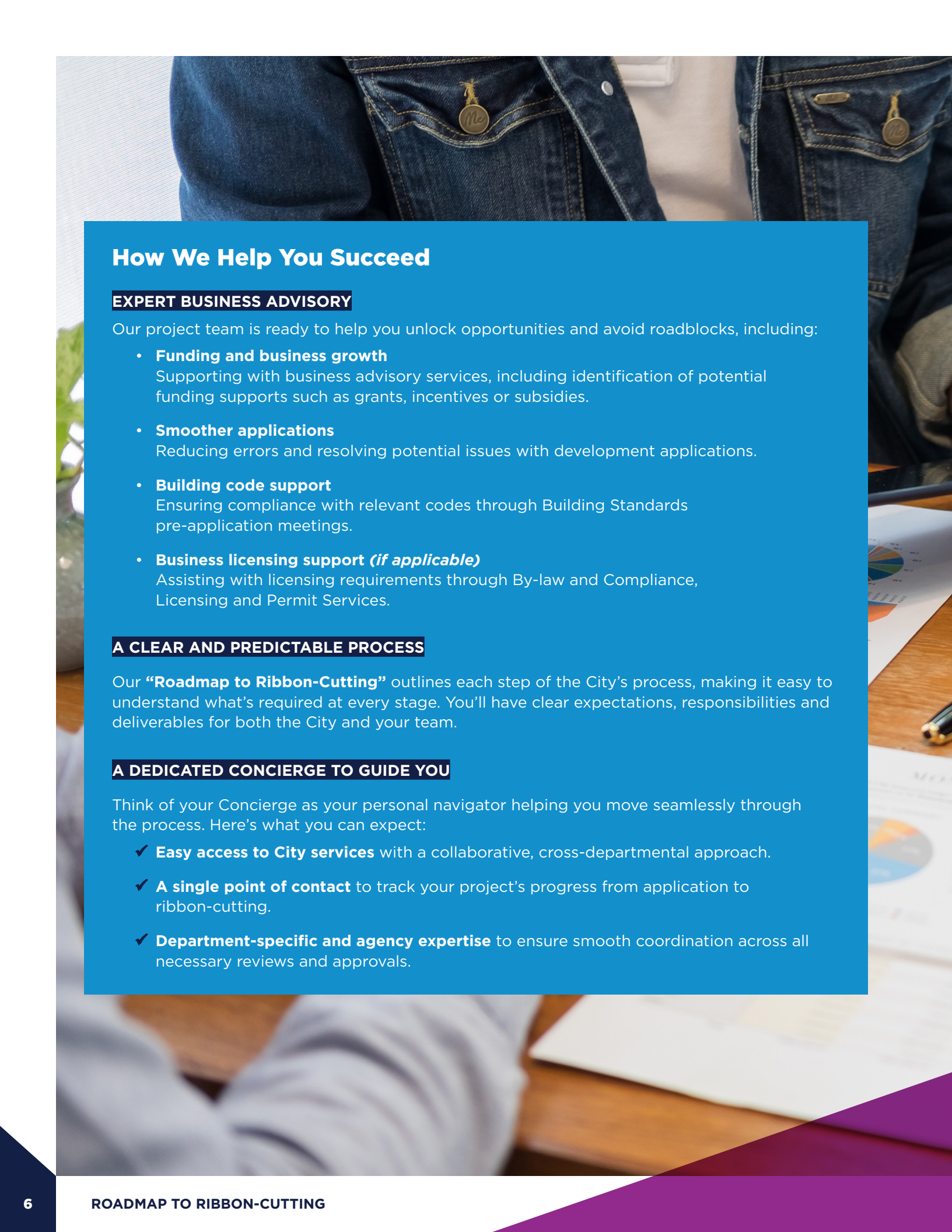


Vaughan's Investment Concierge Program is designed to support business expansion and job creation across the city. Whether you're investing in a new facility or expanding an existing business, our program provides hands-on guidance to help you navigate the City's approval processes smoothly and efficiently.

Your Guide to a Smoother Investment Process

We're here to make your investment journey as seamless and efficient as possible! With Vaughan's Investment Concierge Program, you'll get hands-on support from a dedicated team to help streamline your project from start to finish.





How We Help You Succeed

EXPERT BUSINESS ADVISORY

Our project team is ready to help you unlock opportunities and avoid roadblocks, including:

- **Funding and business growth**
Supporting with business advisory services, including identification of potential funding supports such as grants, incentives or subsidies.
- **Smoother applications**
Reducing errors and resolving potential issues with development applications.
- **Building code support**
Ensuring compliance with relevant codes through Building Standards pre-application meetings.
- **Business licensing support (if applicable)**
Assisting with licensing requirements through By-law and Compliance, Licensing and Permit Services.

A CLEAR AND PREDICTABLE PROCESS

Our **“Roadmap to Ribbon-Cutting”** outlines each step of the City’s process, making it easy to understand what’s required at every stage. You’ll have clear expectations, responsibilities and deliverables for both the City and your team.

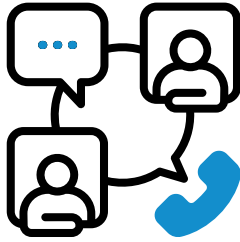
A DEDICATED CONCIERGE TO GUIDE YOU

Think of your Concierge as your personal navigator helping you move seamlessly through the process. Here’s what you can expect:

- ✓ **Easy access to City services** with a collaborative, cross-departmental approach.
- ✓ **A single point of contact** to track your project’s progress from application to ribbon-cutting.
- ✓ **Department-specific and agency expertise** to ensure smooth coordination across all necessary reviews and approvals.



Additional Benefits of the Program



STRATEGIC SITE SELECTION AND FEASIBILITY SUPPORT

Coordination of meetings with Development Services and Building Services teams during pre-development or pre-renovation phases.



TAILORED EXPANSION STRATEGIES

Helping businesses identify the best growth opportunities based on their unique needs.



PRIORITY REVIEW FOR HIGH-IMPACT PROJECTS

Streamlined review process for projects that generate significant job creation and economic benefits, ensuring efficiency while maintaining all required steps and standards.



PROCESS OPTIMIZATION

Continuous improvements to make the Development Review Process more efficient for all applicants.

We are committed to helping businesses **grow, **expand** and **thrive** in Vaughan. Let's build something great together!**

PROGRAM ELIGIBILITY

The Investment Concierge Program is designed to support high-impact commercial, industrial and office developments in Vaughan. To qualify, projects must meet at least two of the following criteria:



LARGE INDUSTRIAL DEVELOPMENTS

More than **9,000 square metres** (100,000 square feet).



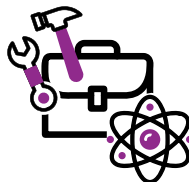
RETAIL GROWTH IN KEY AREAS

At least **1,300 square metres** (15,000 square feet) in Vaughan's **strategic growth areas** (e.g., grocery stores).



LARGE OFFICE SPACES

More than **4,600 square metres** (50,000 square feet) of Class A office.



JOB CREATION AND RETENTION

Supporting **more than 150 new jobs** or **more than 40 jobs** in the professional, scientific or skilled trades sectors.



SIGNIFICANT CAPITAL INVESTMENT

A project capital expenditure of **\$30 million or more**, aligning with investment incentives from partner organizations.



HIGH-PROFILE COMPANIES

Businesses that enhance Vaughan's reputation **locally, nationally** or **globally**, as determined by City leadership.

Additional Considerations

Some projects may receive **special consideration**, even if they don't fully meet the criteria above. This includes projects in **priority sectors** identified in Vaughan's **Economic Development Action Plan** or those supported by **strategic partners** such as York Region, Toronto Global, Invest Ontario, Invest in Canada or the Federal Trade Commissioners Service.



PROGRAM GUIDELINES AND EXPECTATIONS

Through the Investment Concierge Program, the City of Vaughan and the applicant will commit to fostering a respectful, transparent and collaborative working relationship. To ensure timely completion of project phases, the City and the applicant are responsible for adhering to policies, technical requirements and regulatory standards as identified by the City of Vaughan and external agencies.

The Concierge Program Team will collaborate inter-departmentally and with external agencies to ensure eligible applications are streamlined, while recognizing that timelines for external agency reviews will vary based on the level of complexity and coordination required.

Not sure if your project qualifies?

Our team is here to help. Reach out and we'll guide you through the process.

YOUR CONCIERGE TEAM

A Partnership for Success

The Investment Concierge Program is a commitment between the City of Vaughan and the applicant to work together toward the successful completion and opening of the project. Our goal is to ensure a smooth, efficient and collaborative process from start to finish.

For this partnership to thrive, both the City and the applicant have important roles to play. By working together, we can keep things on track, overcome challenges and bring your project to life as smoothly as possible.

Key Stakeholders in the Concierge Program

Key stakeholders in the Concierge Program include staff from various municipal departments who collaboratively review development proposals prior to formal submission. Their role is to ensure proposals align with municipal policies, technical requirements and regulatory standards. Through this coordinated review, departments help applicants identify potential challenges, streamline documentation and reduce delays to support a smoother, more efficient approval process.



ECONOMIC DEVELOPMENT

- Primary liaison for investors, applicants and businesses seeking to establish or expand in Vaughan.
- Promote Vaughan as a prime destination for economic growth and investment.
- Provide tailored support to businesses, including site selection and market intelligence.
- Connect investors with financial incentives, grants and funding opportunities.
- Provide guidance on Community Improvement Plan (CIP) incentives for targeted investment areas in collaboration with Finance Services.
- Assist in navigating municipal processes to reduce administrative barriers.



PLANNING AND DEVELOPMENT SERVICES

- Guide applicants on land use policies and Official Plan requirements.
- Offer pre-application consultations to advise on project information requirements for a formal submission.
- Support Vaughan's sustainable development goals through smart growth initiatives.
- Advise on and process applications required under the *Planning Act* in coordination with other departments and external agencies.



BUILDING STANDARDS AND PERMITTING

- Ensure developments comply with the Ontario Building Code, *Ontario Building Code Act*, applicable legislation and standards.
- Streamline permit processing for priority economic development projects.
- Conduct site inspections and issue occupancy approvals efficiently.
- Work with businesses to resolve technical issues related to permit requirements.



ENGINEERING AND INFRASTRUCTURE SERVICES

- Evaluate site servicing requirements (water, wastewater, stormwater and road networks).
- Ensure developments align with Vaughan's Master Servicing Plan.
- Coordinate with external utility providers (Alectra, Enbridge, Telecom, etc.) for infrastructure needs.
- Work with applicants on sustainable infrastructure and climate-resilient design.



DEVELOPMENT FINANCE ADVISORY SERVICES

- Advise applicants on processes related to development charges.
- Assess the financial implications of proposed developments to ensure alignment with Vaughan's fiscal strategy.
- In coordination with the Economic Development team, offer funding insights and financial considerations to support investor decision-making.



TRANSPORTATION AND MOBILITY PLANNING

- Ensure proposed developments align with Vaughan's Transportation Master Plan.
- Assess traffic impacts and recommend mitigation strategies for major developments.
- Facilitate integration with public transit (Viva, GO Transit, TTC connections).
- Collaborate with applicants on active transportation (bike lanes, pedestrian access and transit-oriented development initiatives).



ENVIRONMENTAL AND SUSTAINABILITY SERVICES

- Ensure compliance with environmental regulations and sustainability standards.
- Promote green building incentives and LEED-certified development.
- Assess environmental impacts, including stormwater management and energy efficiency.
- Support Vaughan's climate action and net-zero emissions objectives.



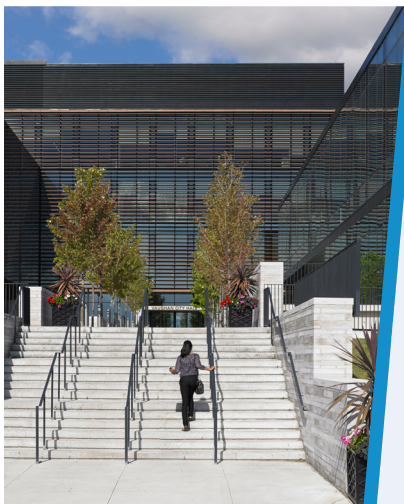
LEGAL SERVICES

- Assist in drafting and reviewing development agreements and commercial agreements.
- Provide legal counsel to the City on the application of the *Planning Act*, *Development Charges Act*, *Municipal Act* and other relevant legislation and regulations.
- Prepare agreements involving public-private partnerships for major development projects.



BY-LAW AND COMPLIANCE, LICENSING AND PERMIT SERVICES

- Ensure developments adhere to municipal by-laws, property standards.
- Conduct inspections and enforcement to address non-compliance issues.
- Work with applicants to ensure business licensing, signage and operational compliance.
- Support public safety by addressing noise, waste management and community impact concerns.
- Collaborate with Planning, Building and Legal teams on compliance resolutions.



VAUGHAN CITY COUNCIL AND POLITICAL LEADERSHIP

- Provide strategic direction to support Vaughan's economic growth priorities.
- Approve key policy changes and incentive programs to attract investment.
- Advocate for Vaughan's development needs at regional, provincial and federal levels.
- Engage with business leaders and community stakeholders to ensure balanced growth.



APPLICANT (DEVELOPER, BUSINESS OWNER, INVESTOR)

- Engage with the City early in the process for pre-application consultation.
- Submit complete and accurate applications to avoid delays.
- Ensure compliance with zoning, building code and environmental regulations.
- Work collaboratively with City departments to resolve technical issues.
- Incorporate sustainable and community-friendly design elements where possible.
- Address stakeholder concerns proactively.



DEVELOPMENT IN THE CITY OF VAUGHAN





The City of Vaughan is a rapidly growing economic hub within the Greater Toronto Area, attracting a diverse range of industrial, commercial, office and institutional developments. As one of Ontario's major employment centers, Vaughan is home to thriving business parks, retail destinations and corporate offices, contributing to job creation and economic growth.

Non-residential development in Vaughan is guided by the City's Official Plan, Zoning By-law and Economic Development Action Plan, ensuring that new projects align with long-term planning objectives. The City prioritizes strategic growth in key employment areas, mixed-use business districts and designated retail hubs, while also supporting infrastructure improvements to enhance accessibility and sustainability.

Given Vaughan's proximity to major transportation corridors, including highways 400 and 407, and the Vaughan Metropolitan Centre (VMC), non-residential developments often require a combination of site plan approvals, zoning amendments and regional coordination. The City works closely with York Region, the Ministry of Transportation (MTO) and other agencies to facilitate well-planned, high-quality developments that serve businesses, workers and residents alike.

With a strong commitment to economic growth, innovation and sustainability, Vaughan continues to be a prime destination for large-scale industrial, office and retail investments.

TYPES OF DEVELOPMENT APPLICATIONS

Depending on your project's proposal, different types of development applications would be applicable depending on the proposed changes and planning requirements.





1.

Official Plan Amendment

An Official Plan Amendment (OPA) is required when a proposed development does not conform to the City's Official Plan, which is the long-term vision for land use and growth.

WHEN IS AN OPA REQUIRED?

- Changing the land use designation (e.g., from industrial to residential).
- Increasing the permitted density or height beyond Official Plan policies.
- Altering major planning policies related to roads, parks or infrastructure.

2.

Zoning By-law Amendment

A Zoning By-law Amendment (ZBA) is required when a development proposal does not conform to the existing Zoning By-law, which regulates how land can be used, including: building height and density, setbacks and lot coverage and permitted uses (e.g., commercial vs. residential).

WHEN IS A ZBA REQUIRED?

- Increasing building height beyond the allowed limit.
- Allowing a new land use not currently permitted.
- Reducing parking, setbacks or other zoning requirements.

3.

Site Plan Application

A Site Plan Application (SPA) is a detailed development review process to evaluate the design, layout and functionality of a proposed development before construction begins. It ensures projects meet municipal requirements for urban design, landscaping, parking, access, servicing and environmental considerations. An SPA ensures developments are safe, functional and visually appealing, confirms compliance with zoning, municipal by-laws and engineering standards, and addresses traffic flow, pedestrian access and servicing (e.g., stormwater management, utilities). It also aims to protect natural features and ensures compatibility with surrounding areas.

WHEN IS AN SPA REQUIRED?

- New commercial, industrial and institutional developments
- Office buildings
- Major expansions or changes to existing buildings that affect site layout

DEVELOPMENT APPLICATION REQUIREMENTS

All developments, regardless of size, must comply with the City's planning policies, zoning regulations and site development standards. Various applications may be required depending on the project proposal to ensure compliance, including for large-scale industrial, retail and office developments, as well as any other projects that meet the applicable criteria. The chart below outlines which applications are necessary based on the type and scale of the project.

Since the developments in this program are strictly non-residential, only certain types of development applications are applicable, and approvals may require co-ordination with regional and external agencies, particularly if the proposal involves employment land conversions, traffic impacts or environmental considerations.

Additionally, the City has strict employment land protection policies, meaning that requests to convert industrial or employment lands into other uses (such as office or retail) may require extensive justification studies. Projects near major roads, highways or natural features may also be subject to review by agencies like the MTO, York Region or the Toronto and Region Conservation Authority (TRCA).

The table below provides an overview of which applications apply to different types of non-residential developments and key considerations for approvals.

Development Type	Site Plan Application	Zoning By-law Amendment	Official Plan Amendment
Large Industrial Developments (More than 9,000 sq. m /100,000 sq. ft.)	May be required	If zoning does not permit the use or size	If land use designation or policy must change
Retail Growth (More than 2,500 sq. m /30,000 sq. ft.)	Required	If zoning restricts retail size or type	If OP does not permit for retail growth
Major Office Spaces (More than 4,600 sq. m /50,000 sq. ft.)	Required	If zoning does not permit office use	If OP does not permit office use on site



REGIONAL OR EXTERNAL APPROVALS

If projects are near major roads, highways or environmental features, agencies like the MTO or TRCA may require additional approvals.

REGIONAL INTERESTS

York Region reviews applications regarding Regional interests, such as Regional rights-of-ways (e.g., access onto arterial streets) and Regional Development Charges.

PARKING AND TRANSPORTATION IMPACT STUDIES

These are often required, especially for large office and retail developments.

ROADMAP TO RIBBON-CUTTING





The City's Investment Concierge Program is designed to provide streamlined, customized support for businesses and investors navigating the development approval process. This Roadmap to Ribbon-Cutting guide provides a step-by-step overview of the program, outlining key actions, roles and resources available at each stage.

The process is structured to ensure clarity, efficiency and responsiveness, helping applicants navigate requirements, timelines and approvals with greater ease. From initial inquiries to final approvals, this guide will walk you through each phase, highlighting important considerations and best practices to support a successful application.

As you progress through each step, keep in mind that timelines and co-ordination with various City departments and external agencies will be critical for success. While we aim to provide a clear and predictable path, each project is unique and some steps may take more time depending on complexity. We encourage you to stay engaged, communicate proactively and maintain flexibility to ensure the best outcome for your development.

Your dedicated Concierge representative will be your point of contact for guidance and support. Should you encounter any challenges or require further clarification regarding the next steps, please don't hesitate to reach out. The City's Investment Concierge Program is here to ensure your project progresses smoothly and efficiently, from start to finish.

Your development project may involve up to 14 stages, from the Program application to the project closing. The number of stages depends on the specifics of your project plan, and each step is designed to guide you smoothly through the process. The Concierge team will support you every step of the way, ensuring everything stays on track for a successful project completion.

Let's get started!

STEP 1: INVESTMENT CONCIERGE PROGRAM APPLICATION AND INTAKE



Submit an ICP application and project proposal details:
Apply to the Investment Concierge Program (ICP).

ICP application review and pre-application consultation (PAC) requirements check:

Once submitted, the Concierge team will review the application for completeness and eligibility, and will verify PAC requirements with internal departments.

Program eligibility:

Your Concierge representative will meet to discuss your application and project proposal. Based on the project development, a PAC may be suggested.

Pre-application consultation request:

Should you choose to proceed with a PAC, you will be required to submit the applicable fees and a meeting will be scheduled.



Checkpoint #1

If eligible for the program, proceed to a PAC.

EXPECTED TIMELINES

Within 14 days of receiving all required ICP application and Project Proposal materials, a Concierge representative will review the submission and schedule an introductory ICP meeting to discuss the application and project proposal.

Learn more about **PAC fees** (PDF).

STEP 2:

PAC MEETING

(RECOMMENDED)



Before submitting a formal development application, applicants can choose to participate in a PAC.

The PAC is an early-stage advisory session with the City's Planning and Development teams to gather information on the development project and identify the requirements, materials and preliminary concerns to assist the applicant in the submission of a complete planning application.

City staff provide tailored guidance, identify key considerations and outline necessary studies or documentation for the application review and approval process.

The outcome of this session is a PAC Understanding, equipping applicants with the insights needed for a smooth and efficient complete application process and formally establishing submission requirements for a complete application.

Review and coordination:

Prior to the PAC meeting, the key stakeholders will review the proposal to identify key planning policies, technical requirements and potential considerations.

PAC meeting:

You will meet with City staff to discuss the project proposal, alignment with municipal policies and any site-specific challenges, along with the type of application(s) that would be required for formal submission.

PAC Understanding:

During the PAC meeting, a detailed PAC Agreement will be established outlining the necessary studies, reports and documentation needed for a complete application.



Checkpoint #2

The PAC Understanding provides applicants with clear directions on how to proceed with a development application. Together, with your Concierge representative, you will work on fulfilling the identified requirements, studies or design refinements to ensure a well-prepared application. Once all requirements are met, proceed with a formal development application submission.

EXPECTED TIMELINES

As determined through ongoing discussions and subject to submission requirements and complexity of the project.



STEP 3:

DEVELOPMENT APPLICATION SUBMISSION AND NOTICE OF COMPLETE



Applicants may need an OPA and/or ZBA if the project does not conform to the City's existing Official Plan policies or comply with Zoning By-law regulations. These amendments allow changes such as:

- increasing building heights or densities.
- changing land use designations (e.g. from employment to mixed-use).
- reducing parking requirements or modifying setbacks.

Concurrent to any OPA or ZBA reviews and approvals, applicants may also be required to submit a SPA for approval. This is generally required for most developments and ensures the site layout, landscaping, access, parking and servicing are properly designed.

Learn more about the [site development application requirement](#) with your submission.

Submit development application: Based on the required information received during the PAC Meeting and Agreement, work with your Concierge representative to submit an official development application(s) and the associated fees.

Application processing: The application and fees are processed.

Planner assigned: A dedicated planner is assigned. Your Concierge representative will communicate with you and the planner on a regular basis.

Circulation to internal and agency reviewers to advise of complete/incomplete application: Internal and external reviewers assess the application to confirm the application includes all necessary information, studies and, if required, is compliant with legislative requirements and fees to initiate their review.

Notice of complete/incomplete application: Under the *Ontario Planning Act*, municipalities must issue application decisions within specific timelines after an application is deemed complete.

- If complete, proceed to public engagement where applicable or continue with application reviews.
- If incomplete, you will be notified of missing items/information until the completeness check is satisfied. All missing items/information must be resubmitted and will be subject to a subsequent review for completeness.



Checkpoint #3

Once the Notice of Complete/Incomplete Application has been issued, proceed to public engagement (if applicable).

EXPECTED TIMELINES

You should expect to receive a Notice of Complete Application or Notice of Incomplete Application within 30 days of your development application submission and fees or as determined through ongoing discussions and subject to process requirements. A Notice of Complete Application is an official confirmation issued by the City when a development application meets all submission requirements. It signals the application is formally accepted for processing and the technical review period begins.



STEP 4:

PUBLIC ENGAGEMENT

(OPA AND ZBA APPLICATIONS)



Schedule public meeting: For OPA and ZBA applications, a date will be set for a Public Meeting.

Public notification: An official public notice is issued with details of the Public Meeting advising on the application and where feedback on the proposed development can be provided.



Checkpoint #4

Once the Public Meeting has taken place, proceed to technical reviews and revisions.

EXPECTED TIMELINES

Public notice must be provided at least 20 days before the scheduled meeting. However, the timing of the meeting may vary based on factors such as Council session availability, the need for additional materials and the complexity of the application.

STEP 5:

TECHNICAL REVIEWS

AND REPORTS



Internal and agency reviews: A detailed assessment of your application by municipal staff and external agencies will be conducted to ensure compliance with zoning, engineering, environmental and other regulatory requirements. These reviews can identify deficiencies in the application that need to be addressed before approval. If major issues remain unresolved, the application may be refused or require significant modifications or resubmission before reconsideration.

Technical checks and applicant revisions: As feedback is received on technical details of your application, you will be notified of changes required to your project plans in order to satisfy various by-laws, regulations and/or City and agency standards. You will be responsible for making the necessary changes and revisions until all internal and agency representatives are satisfied that the updated project plans meet development requirements. Your Concierge representative will guide you and liaise with all stakeholders.

It is important to note the technical checks can occur concurrently with Notice of Complete/Incomplete Application and public engagement, and therefore it is not a requirement to be completed prior to public engagement. However, the completion of technical checks and all revisions is required before proceeding with any formal approvals.

Preparation of the Technical Report: City staff will draft recommendations based on technical and public feedback of your development application.

Schedule Committee of the Whole meeting: For OPA and ZBA applications, a date will be set for a Committee of the Whole 1 (CW1) and subsequent Council meeting.



Checkpoint #5:

The exact duration of this phase can vary based on the complexity of the application and the time required to address and resubmit any identified deficiencies. All required revisions received through the technical checks must be resolved to the reviewing stakeholders' satisfaction before proceeding.

EXPECTED TIMELINES

As determined through ongoing discussions and subject to process requirements and complexity of the project.



STEP 6:

COUNCIL APPROVAL

(OPA AND ZBA APPLICATIONS ONLY)



Committee of the Whole meeting: Staff will present the findings and recommendation report to Committee of the Whole for decision.

Council decision: Vaughan Council will ratify the Committee of the Whole recommendations in the staff report.

Prepare the implementing documents: If the recommendations are passed, staff will begin preparing the implementing documents

- **For OPA:** City staff will finalize the OPA instrument and schedule it for a Council meeting, where it is passed by Council and subject to an appeal period. If no appeals are filed, the OPA comes into effect the day after the last day for filing an appeal.
- **For ZBA:** City staff will finalize the ZBA instrument and schedule it for a Council meeting where it is passed by Council and subject to an appeal period. If no appeals are filed, the ZBA comes into effect the day the by-law was passed, provided any required OPA is also in effect.

Notice of Decision: A Notice of Decision is issued within 15 days of Council's approval and outlines the approval details and the appeal period (if applicable). This notice is sent to applicable stakeholders and anyone who requested notification.



Checkpoint #6

If Council approval has been received, proceed to Site Plan Approvals.

EXPECTED TIMELINES

As determined through ongoing discussions and dependent on process requirements and project complexity. The *Ontario Planning Act* sets a decision timeline of 120 days for Official Plan Amendments and 90 days for Zoning By-law Amendments from the date a complete application is received; however, actual timelines may vary based on project-specific factors or as determined through ongoing discussions.



STEP 7:

SITE PLAN APPROVAL



Site Plan Applications are often submitted alongside OPAs and ZBAs to facilitate a comprehensive review of the proposed development. While each application has distinct approval authority requirements, the review and approval processes can occur concurrently rather than sequentially. This approach allows for a more efficient evaluation, ensuring site design considerations align with broader planning and zoning requirements while minimizing delays in the overall approval timeline.

SPA and approvals ensure projects meet municipal requirements for landscaping, parks or payment in lieu of parks, parking, access, servicing and environmental considerations.

Multiple iterations of technical reviews may be necessary, requiring applicants to submit numerous revisions to address comments and ensure compliance before final approval is granted. Once the Technical Review has been completed, SPAs will proceed to City staff approvals.

Notice of Approval Conditions (NOAC) for Site Plan Application: A NOAC outlines all the conditions that the applicant must satisfy prior to Final Site Plan Approval under subsection 41(4) of the *Planning Act* (the “Conditions”). Planning staff, in collaboration with City staff and external agencies, review their respective Site Plan Conditions to ensure that any concerns are addressed to their satisfaction in order to proceed to the Site Plan Agreement/Letter of Undertaking stage.

Site Plan Agreement/Letter of Undertaking drafting: A Site Plan Agreement/Letter of Undertaking is the legally binding contract between the applicant and the City that outlines the conditions and requirements for the approved Site Development Application. It ensures that the proposed development meets City department and external agency requirements, before Building Permit issuance. Typically, the agreement includes:

- applicable conditions from City departments and external agencies.
- financial securities (letters of credit) to guarantee the required landscaping and engineering works are completed as per the approved Site Plan.
- Certificate of Insurance (liability insurance).
- legal obligations to complete the development as per the approved Site Plan.

Execution: The Site Plan Agreement/Letter of Undertaking is signed by the applicant and the City, and the Site Plan Agreement is registered on the title.

Site Plan approval: Once the Site Plan Agreement/Letter of Undertaking has been executed, site plan drawings (layout, parking, landscaping, stormwater management, etc.) must be approved.



Checkpoint #7

Once the Site Plan has been approved and the Site Plan Agreement/Letter of Undertaking signed, proceed to the Building Permit Application.

EXPECTED TIMELINES

Timelines will be determined through ongoing discussions and subject to process requirements and complexity of the project.

STEP 8:

BUILDING PERMIT APPLICATION



Once the Site Plan has been approved and Site Plan Agreement established, you can apply for a Building Permit.

Submit Building Permit Application: Work with your Concierge representative to submit a complete permit submission, including required drawings, documents and associated fees. Required drawings and documents will depend on your project, but generally include the following:

- **Building plans/drawings such as:** architectural, structural, mechanical, sprinkler, fire alarm drawings and technical details about the building (e.g., foundation, electrical, mechanical).
- **Site plan:** Detailed plan showing the property lines, building location, parking, landscaping, etc.
- **Engineering reports such as:** geotechnical, site servicing, mechanical calculations.
- **Energy compliance documentation:** Proof that the building meets energy efficiency requirements.
- **Required forms:** please see the Building Standards department webpages at vaughan.ca/building-standards.

Application expeditor assigned: Your Concierge representative will provide regular updates regarding the status of the building permit submission.

Application processing: The application and fees are processed.

Application screening: The permit application is assessed to ensure completeness. If the application is incomplete, you will be notified of missing items/information until the completeness check is satisfied. All missing items/information must be resubmitted and will be subject to a subsequent review for completeness.

Application review: The permit application will undergo various reviews by the Building Standards department to ensure compliance with all applicable regulations and codes. Reviews will focus on:

- **Zoning and land use:** Ensuring the project complies with the City's Zoning By-laws.
- **Ontario Building Code:** Ensuring the design meets the safety standards outlined in the Ontario Building Code, *Ontario Building Code Act* and applicable legislations.
- **Engineering compliance:** Reviewing plans for compliance with the Ontario Building Code, *Ontario Building Code Act*, applicable legislations and standards.

Identify and address deficiencies: As feedback is received on the reviews of your permit application, you will be notified of the outstanding items requiring revision. You will be responsible for making the necessary changes and revisions until the updated plans meet requirements. Your Concierge representative will guide you and liaise with all stakeholders.

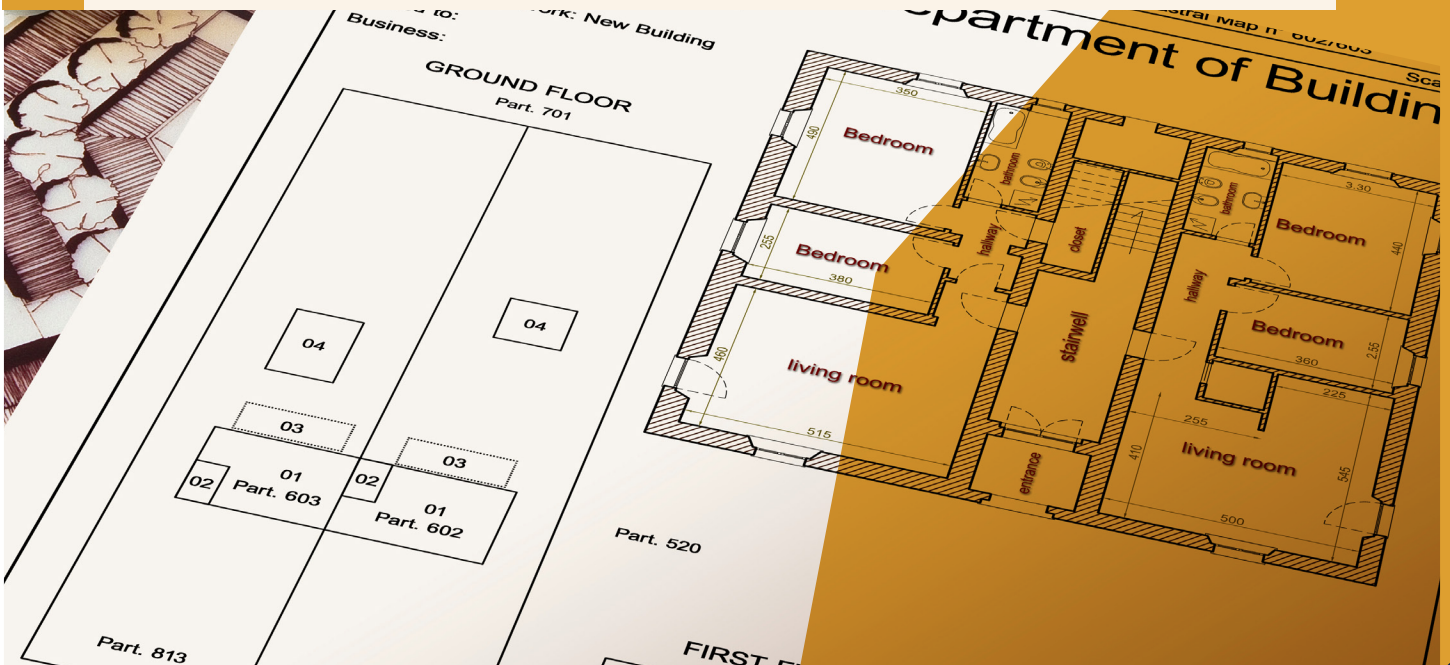


Checkpoint #8

The exact duration of this phase can vary based on the complexity of the application and the time required for you to address and resubmit any identified deficiencies. All required revisions must be resolved to meet the Ontario Building Code, *Ontario Building Code Act* and applicable legislations.

EXPECTED TIMELINES

As determined through ongoing discussions and subject to process requirements and complexity of the project.



Development Charges and Building Permit Returnable Fees

Development charges are fees paid for new developments, re-developments, change of use and expansions. Fees collected help pay for city growth-related infrastructure. Changing a building's use from residential to non-residential or from industrial to commercial may result in development charges. Development charges may apply to the following:

- Constructing a new building.
- Making an addition or alteration to an existing building which increases the total floor area or number of units.
- Re-developing a property or properties which results in a change of use.
- Making interior alterations that result in a change of use to all or part of a building or unit.

A development charge is calculated and due on the date a building permit is issued for the land to which a development charge applies (unless otherwise specified by the City).

Building Permit returnable fees serve as a financial safeguard to ensure construction projects meet regulatory standards and permit conditions and that public property is protected during the building process. These fees are paid at the time of building permit issuance and are refundable once all conditions are met. If issues remain, the returnable fee may be withheld or used to cover costs.





STEP 9: BUILDING PERMIT ISSUANCE



Once the Building Permit application passes all necessary reviews, and if all conditions are met including the payment of all applicable development charges and returnable fees, the Building Permit is issued, allowing you to proceed with construction.

Building permit issued: You will be able to download the permit documentation in a digital format to post at your site.

Note: *The Building Permit is issued based on the approved plans. Any modifications to the plans during construction may require a revision to the issued building permit.*



Checkpoint #9

Display the Building Permit on the construction site during the building process. Proceed to preliminary inspection.

EXPECTED TIMELINES

As determined through ongoing discussions and subject to process requirements and complexity of the project.



Groundbreaking Ceremony (*Optional*)

To host a groundbreaking ceremony in the city of Vaughan, it is essential to secure all necessary permits for the construction project and obtain a Municipal Business License if required. Vaughan Council members can be invited by completing the **Grand Opening Ceremony Form**. Ensure the event is coordinated with the city's Building Standards department for compliance with local regulations.

- ✓ Secure necessary permits
- ✓ Invite Council members
- ✓ Coordinate with the Building Standards department

STEP 10: BUILDING INSPECTIONS



During construction, several inspections are required to ensure the work is completed according to the approved plans. Applicants are responsible for scheduling inspections at various stages of construction to ensure that the work complies with the approved Building Permit, the Ontario Building Code and other regulations.

Managing the required inspections

Since it is the responsibility of the applicant to schedule inspections at the appropriate stage, work with your Concierge representative to actively track your project's construction milestones to know when each inspection is required.

Plan ahead: Review the Building Permit and related documentation to understand all the required inspections and schedule them promptly as construction milestones are reached.

Allow time for inspections: Ensure there's enough time between construction milestones and scheduled inspections. This will help avoid delays and rework if issues are found during the inspection.

Coordinate with contractors: Keep your contractors or construction team informed about when inspections need to be scheduled and ensure that the work is ready for inspection.

Prepare for inspections: Make sure the site is ready for the inspector with all necessary documents (e.g., approved plans, inspection records) available and accessible. If the work is not ready, you may have to reschedule the inspection.

The consequences of not scheduling inspections on time will result in delays to the overall project timeline and construction may need to be stopped until compliance with approved plans and code standards is confirmed. If inspections are missed or construction is undertaken without proper inspections, the City may issue fines, stop-work orders or require a new Building Permit.

INSPECTIONS THAT MAY APPLY TO YOUR DEVELOPMENT PROJECT INCLUDE:

Preliminary building inspection

Before starting construction, the applicant must ensure the site is ready, the Building Permit is posted and the necessary preparations are in place (e.g., safety measures, fencing). This inspection is a joint review with the applicant and inspectors outline the inspection process including mandatory inspections.

When to schedule: The Building Inspector will contact you or you may call to arrange this inspection.

Preliminary inspection: Within 10 days of your Building Permit being issued, a Building Inspector will contact you to schedule a preliminary inspection to review the inspection process and requirements.



Checkpoint #10

If the site passes the preliminary inspection, proceed to construction.

EXPECTED TIMELINES

Subject to the results of the preliminary inspection.



Mandatory Inspections

Depending on your development's project plans, schedule each inspection based on the construction milestone and as outlined in your Building Permit. For the mandatory inspections, upon readiness to inspect, notify the Inspector and expect a response within two business days. The following are mandatory inspections for this stage:

A. FOOTING

Inspect the soil is appropriate to support the footings.

When to schedule: Upon the completion of the excavation and prior to pouring of the concrete for the footings.

B. FOUNDATION

Confirm the foundation layout conforms to the Building Permit and damp proofing systems are in place.

When to schedule: After the foundation has been completed and prior to backfilling the foundation.

C. FRAMING

Once the structural framing (including walls, floors and roof) is complete, a framing inspection ensures that the structural elements are in place and comply with the approved plans. During this inspection, fire safety checks are also completed to ensure fire safety systems like alarms, sprinklers and fire barriers are installed correctly.

When to schedule: Once the framing is complete but before insulation and drywall are installed.

D. MECHANICAL (PLUMBING AND HVAC)

These inspections are needed to verify that plumbing, electrical and HVAC (heating, ventilation and air conditioning) systems meet safety code standards.

When to schedule: Once the systems are roughed in but before they are covered by walls or other finishes.

E. INSULATION

These inspections focus on ensuring correct installation and proper insulation levels, air barriers and vapor barriers to meet energy efficiency standards.

When to schedule: After insulation is installed but before drywall.

F. OCCUPANCY

This inspection is critical to confirm that the building meets all safety standards for occupancy and complies with the applicable building codes, fire codes and by-laws.

When to schedule: Once all major interior construction is complete and the building is ready for occupancy but before move in.

G. FINAL INSPECTIONS

After all interior and exterior construction is complete, a final inspection is conducted to ensure that all work complies with the approved Building Permit. These final inspections will close the Building Permit.

When to schedule: After all work is completed.

Note: *If any deficiencies or issues are found during the inspections, you will receive a notice outlining what must be corrected before the next phase of construction can continue.*



Checkpoint #11

As your project passes the applicable inspections, proceed to the next construction milestone.

EXPECTED TIMELINES

Subject to the progress of construction and results of the inspections.



STEP 11: OCCUPANCY CERTIFICATE/PERMIT



Once the Occupancy Inspection has been completed and any deficiencies have been addressed, an Occupancy Certificate/Permit will be issued. This certificate/permit confirms that the building is safe to occupy and meets all the necessary regulations as it pertains to occupancy. The Occupancy Certificate/Permit is required before the building can be occupied for its intended use. This applies to both new construction and any substantial renovation or change of use that requires a building permit.

Occupancy Certificate/Permit: Issued once all the occupancy-related work is complete and inspections are passed.



Checkpoint #12

Once the Occupancy Certificate/Permit is issued, the building is safe to occupy and meets all the necessary regulations as it pertains to occupancy.

EXPECTED TIMELINES

Subject to the progress of construction and results of the inspections.



STEP 12:

BUSINESS LICENSING

(IF APPLICABLE)

The business licensing process with the City of Vaughan ensures that businesses comply with municipal by-laws, zoning regulations and health and safety standards before opening and operating. If applicable, your Concierge representative will help identify which business categories require a license and clarify the associated by-laws, fees and documentation necessary for compliance.



STEP 13: GRAND OPENING AND RIBBON-CUTTING CEREMONY!

After the Occupancy Certificate and Business License is issued, the building is officially ready and it's time to start operations.

Move-in: Set up your interior, install signage and organize your layout for optimal flow. Once everything's in place, open your doors to employees, customers and clients. Your new space is primed and ready to go.

Celebrate with a Ribbon-Cutting Ceremony: Host a Ribbon-Cutting Ceremony to mark the official opening and celebrate your project completion! Work with your Concierge representative to coordinate Council member attendance and communications event details.



STEP 14: CLOSEOUT

Once your project reaches the Ribbon-Cutting stage, Vaughan's Investment Concierge Program will have successfully guided you through each phase of the development approval process.

We are committed to providing continuous support and ensuring that all necessary resources are available to help you achieve your goals. If you have any questions or require assistance at any stage of the process, our team is here to help. We look forward to partnering with you on this exciting journey and celebrating the successful completion of your development project.





Economic Development
City of Vaughan

2141 Major Mackenzie Dr.
Vaughan, ON
Canada L6A 1T1

905-832-8526

 ed@vaughan.ca

 vaughanbusiness.ca

 Vaughan Economic Development