



NOISE EXEMPTION PERMIT APPLICATION

THE APPLICATION PROCESS

This package contains the necessary application and forms to apply for a Noise Exemption in the City of Vaughan. To apply, persons must submit a completed application in-person at the location listed below, pay the applicable fee as listed at www.vaughan.ca/bylaw as per [Noise By-law 062-2018](#), and provide government-issued identification, such as a driver’s licence.

When is a Noise Exemption required for construction?

The Noise By-law permits construction activities from Monday to Saturday, 7 am to 7 pm, and not at all on Sundays or holidays; a Noise Exemption would be required for construction activities at any other times. Construction activities include “erection, alteration, repair, dismantling, demolition, structural maintenance, painting, moving, land clearing, earth moving, grading, excavating, the laying of pipe and conduit whether above or below ground level, street and Highway building, concreting, equipment installation and alteration and the structural installation of Construction components and materials in any form or for any purpose, and includes any work in connection therewith”, as per the By-law.

How to apply

At the location below, submit this completed application and required non-refundable fee in person at least 60 days prior to when the Noise Exemption is needed:

By-law and Compliance, Licensing and Permit Services Department, City of Vaughan
Vaughan City Hall, 2141 Major Mackenzie Dr., 1st floor, Vaughan, ON, L6A 1T1
Phone: 905-832-2281 | Fax: 905-832-8549 | Email: bylaw@vaughan.ca
Website: www.vaughan.ca/bylaw
Hours: Monday to Friday, 8:30 am to 4 pm, except for statutory holidays

Year	2019	2020
Noise Exemption Application Fee	\$300	\$309

What is the application review process?

Noise exemption approvals vary depending on requested permit length; if they are:

- **less than or equal to 90 days**, they can be approved by the Director of By-law and Compliance, Licensing and Permit Services, or designate; or
- **more than 90 days**, they must go to Committee of the Whole and City Council for approval.



Who can submit the application?

As per the table below, the following persons can submit an application.

Applicant	Persons who can submit the application and who have signing authority for letters on behalf of the applicant
Sole proprietorship	The sole proprietor
Partnership	A partner
Corporation	An officer or director
Authorized agent	Any person with an appropriate letter of authorization on company letterhead that advises the agent has the authority to submit, follow up and make inquiries on the application, and which is signed by the Sole proprietor, Partner in a Partnership or Corporation.

THE APPLICATION

Section A – Applicant information	
The applicant is the entity seeking to be granted the Noise Exemption	
Registered business name/ Corporate owner name (as per Articles of Incorporation or Master Business Licence)	Type of applicant <input type="checkbox"/> Sole proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Authorized agent
Operating business name (if different than registered business name)	
Name of person submitting the application	
Position of person submitting the application	
Business address of applicant (street no, street name)	Unit
City	Province
Country	Postal code



Business telephone number		Alternative telephone number	
Email address			Fax Number
Section B – Construction project information			
Municipal address or location (Examples would be “Apple Street between Cherry Avenue and Banana Street” or “123 Mango Road, Vaughan ON, L1L 1L1”)			
Description of work and type of equipment			
Please explain why this work cannot be completed during the permitted times permitted by the Noise By-law. (Examples may be traffic disruption, or to minimize other disruptions.)			
Project start date (dd/mm/yy)		Project end date (dd/mm/yy)	
Desired start time for noise exemption		Desired end time for noise exemption	
Name of onsite construction supervisor		Email of onsite construction supervisor	
Onsite telephone number of construction supervisor			

Please check the boxes below if you would like to perform construction activities on the specified days:

- I would like to perform construction activities on **Sundays**.
- I would like to perform construction activities on **statutory holidays**.

Section C – Agreement to Conditions of Work

By submitting this application, you agree to be compliant with the following conditions.

1. **Communication notices** be delivered to surrounding residents and businesses within a 60-metre radius at least two weeks prior to the start date. (If there is less than two weeks prior to the start date, notices must be hand-delivered prior to the project start.)
2. The construction supervisor must **monitor and investigate** any complaints regarding construction noise.
3. The construction supervisor must take measures to **minimize any unnecessary noise**, including but not limited to idling of construction vehicles, unnecessary revving of engines, use of airbrakes, and to maintain equipment in good working order (including muffling devices) to minimize noise impacts.

Section E – Required documents

The following documentation will be required to be submitted with your application.

Item	Description
Letter to the residents and businesses	A copy of the letter of notification to surrounding residents within 60 m of the construction site. This letter must include, at a minimum: <ul style="list-style-type: none"> • the applicant’s organization and any agencies the work is being performed on behalf of; • an explanation of the work to be performed, including what it will accomplish, where, when, a description of the expected noise and noise levels, and steps that will be taken to mitigate noise; and • contact information for the construction supervisor and any other agencies involved, with an explanation of who can be contacted in the event of a complaint.
A map of the construction area	This map should clearly indicate the construction site relative to the surround area, including major streets.
Supporting documentation	The application should include any contractual obligation policies, procedures and/or guidelines. For example, if an organization has hired a construction supervisor, the application must include a contract outlining this.

Section F – Declarations	
<p>By signing below, the applicant certifies that:</p> <ol style="list-style-type: none"> 1) The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true and accurate to the best of the applicant’s knowledge. 2) The person submitting this application has the authority to bind the applicant. 3) The applicant acknowledges that the application may contain “personal information” as defined under the Municipal Freedom of Information and Protection of Privacy Act. This information is required pursuant to the provisions of the Municipal Act. It will be used by the City of Vaughan to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations and by-laws. Questions about this collection should be directed to the Chief Licensing Officer, By-law and Compliance, Licensing and Permit Services, City of Vaughan, 2141 Major Mackenzie Drive West, Vaughan, Ontario L6A 1T1, telephone number (905) 832-2281. 4) The applicant further agrees that any false information may result in refusal to issue, suspension, revocation or placement of conditions on any permit. 	
Signature of person submitting the application	Date of application (dd/mm/yy)

For office use only	
Reviewed by the following staff:	Date of review (dd/mm/yy)
<p>Does the application contain the following?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communication notices be delivered to surrounding residents and businesses within a 60-metre radius at least two weeks prior to the start date. (If there is less than two weeks prior to the start date, notices must be hand-delivered.) <input type="checkbox"/> The construction supervisor must monitor and investigate any complaints regarding construction noise. <input type="checkbox"/> The construction supervisor must take measures to minimize any unnecessary noise, including but not limited to idling of construction vehicles, unnecessary revving of engines, use of airbrakes, and to maintain equipment in good working order (including muffling devices) to minimize noise impacts. 	