

User Guide

Permits and Licences Service

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Using the permits and licences service

If you are a mining proponent and are applying for a permit as part of advanced exploration and mine production projects, you may benefit from using the Permits and licences service on the Ontario Business Account to find, apply and track your permits, authorizations and approvals from one convenient location.

Using the Ontario Business Account to manage your mining project will also allow you to invite others, such as a colleague or a consultant, to apply for and manage permits on behalf of your project.

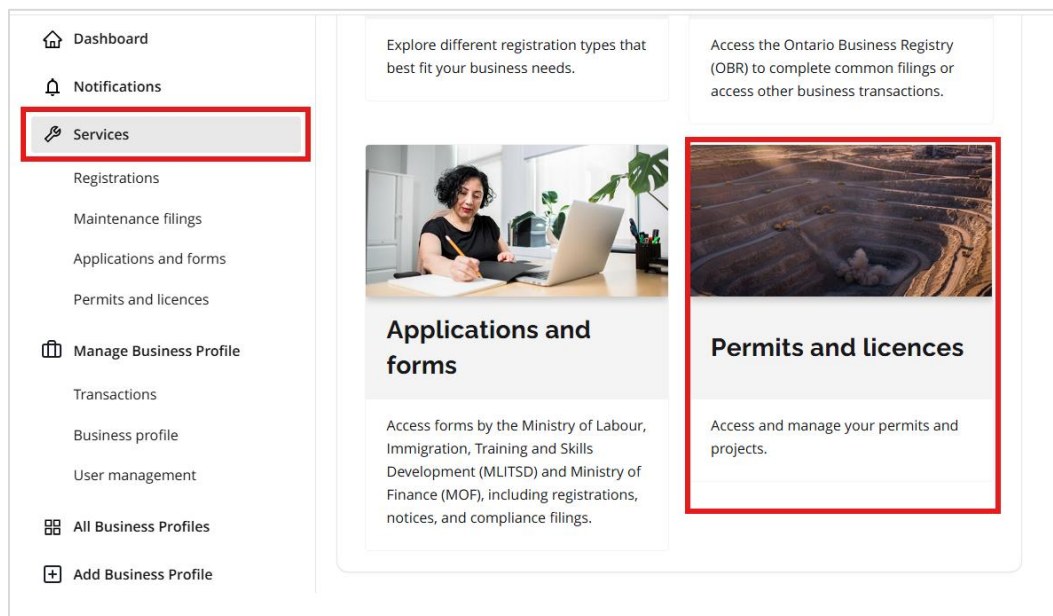
Signing in or creating an account

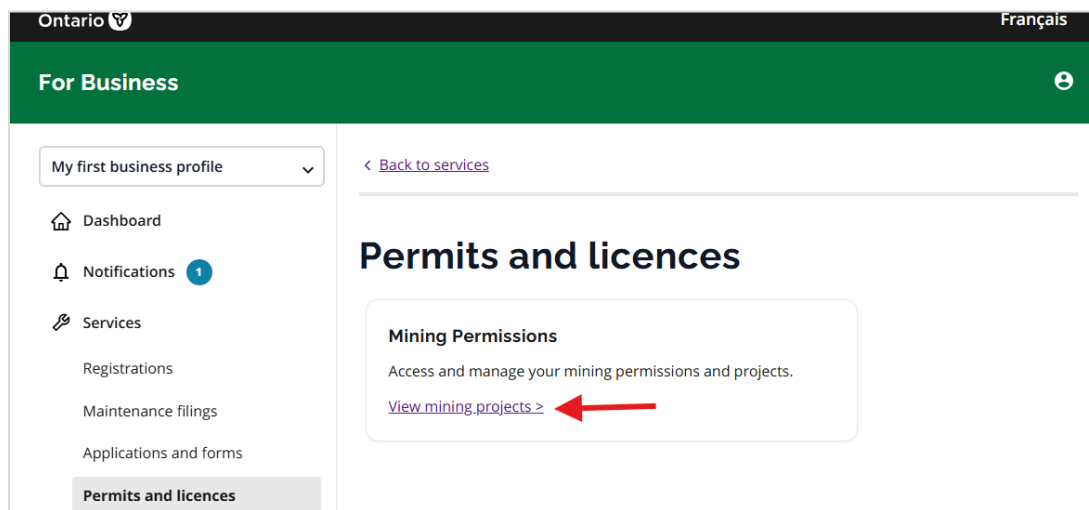
If you do not already have an Ontario Business Account, you will need to create one:

1. Go to ontario.ca/businessaccount and select **Create an account or sign in**.
2. If you have an existing Ontario.ca log in, you can sign in using your credentials or use the Sign-in Partner option. If you do not have an existing account, select **Create one now** below the Ontario trillium logo and enter the information needed to create your Ontario.ca login.
3. Verify your email using the code or link sent to your inbox, then accept the Terms of Use.
4. Complete the **About You** section and select **Complete account setup**.
5. Set up your business profile. You can connect a registered business using a [Company Key](#), or create a manual profile if your business is not registered. Only your business profile name is required.

Access permits and licences service

Once signed in, select the **Services** option from the left menu. Then select **Permits and licences**, and then under **Mining Permissions**, select **View mining projects**.

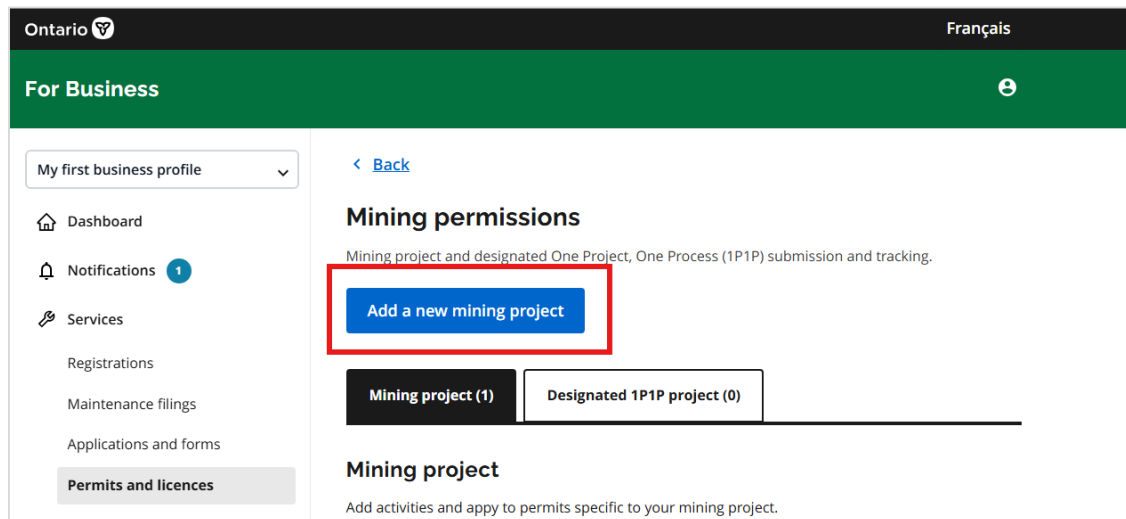




Create your mining project

Your permits are organized under a mining project. On the Mining Permissions page you will see any mining projects you have previously set up. A separate tab shows any projects that have a One Project, One Process (1P1P) designation.

1. Select **Add a new mining project** (or open an existing project).



2. Read the **Before creating your mining project** page, which gives a short overview of what to expect then select **Continue**.

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Before creating your mining project

Review the following information before creating a mining project.

Creating a mining project

A mining project lets you organize, apply for, and track the status of provincial permits, authorizations and approvals you may need for your mine site. On the next page, you will be asked to provide basic information related to your project. Once the project is created, you will be able to associate activities and permits to your project.

Request a One Project, One Process (1P1P) designation

If you are seeking 1P1P designation for your project, you will also be able to select that option as you create your project. Please note this will require additional information including a Project Definition to be reviewed by the Ministry of Energy and Mines, as required under the 1P1P framework. The 1P1P Framework, including the designation criteria, is available at [Mining: One Project, One Process framework](#).

Instructions

Please keep the following guidelines in mind while creating your project:

- The system will log you out after 15 minutes of inactivity. Use the 'Save Draft' button to save a

- On the **project details** page, enter a project name and description, and set the site location.

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Project details

Provide key information about your project.

Project name (required)

Project description (required)

Briefly describe your project including its purpose and planned activities.

Site location (required)

Use the interactive map to select the project location.

Add location

4. Selecting **Add location** opens an interactive map where you can click a point, enter a full address, or enter coordinates.

Add location ✕

Use our interactive map to select a location.

Address / coordinates

☒ Coordinates ☐ Address

Latitude (required) **Longitude** (required)

Search

Province of Ontario | Esri Canada | Esri | TomTom | Garmin | SafeGraph | CGIAR | USGS | FAO | METI/NASA | ... Powered by Esri

Use location Cancel

5. Choose your project type. Most projects are a standard mining project. Choose the 1P1P option only if you are seeking a [One Project, One Process designation](#), which asks for additional information.

Are you requesting 1P1P designation for your project? (required)

☒ **No - Mining Project**
Choose this option for most mining projects. You can apply for mining permits through the standard process.

☐ **Yes - Project seeking 1P1P designation**
Choose this option if you are seeking 1P1P designation for your project. This option will require additional information including a Project Definition to be reviewed by the Ministry of Energy and Mines, as required under the 1P1P framework. The 1P1P framework, including the designation criteria, is available at Mining: One Project, One Process framework.

Continue Save as draft Cancel

6. Acknowledge that the information cannot be changed once submitted, then continue. A success screen confirms your project was created.

Please note

Once submitted, core project details cannot be changed. If something needs to change, contact the Mining Inquiries Line:

Tel: **705-670-5619**

Toll free: **1-888-415-9845**

Emails: PartVIIsubmissions@ontario.ca or 1P1P@ontario.ca

Add activities and permits

A mining project is broken down into activities or phases, and the required permits are added to the appropriate activity.

1. Select **Add activity and permits** and choose the activities that apply, such as Advanced Exploration, Site Evaluation, Construction, Production, or Closure. If none fit, you can create your own activity.
2. On an activity, select **Add permit**, then browse or search the list. There are many to choose from, and some permits (for example a Closure Plan) ask you to pick the specific type you need.

Activities and permits

This section shows the activities/phases planned for the project, and the permits, authorizations and approvals each one requires. Activities/phases that have been added appear below.

Search

Q

Filter by ministry

All

▼

Expand all cards

Advanced Exploration Phase

▼ [Permits \(0\)](#)

Construction Phase

^ [Permits \(0\)](#)

No permits added yet.

[+ Add permit](#)

Add activities

3. Select **Add** on each suggested permit. Once you add a permit, each Activity card shows each permit added and the number of permits selected

Search

Ministries

All ministries

COMMONLY REQUIRED

Closure Plan
Ministry of Energy and Mines (MEM), Mining Act
Type: Authorization
A closure plan is required before advanced exploration, mine development or production can begin. It outlines site rehabilitation and long-term management, protects public safety and the environment, and includes financial assurance to ensure closure obligations are met. [Learn more about the permit.](#)

Add

COMMONLY REQUIRED

Permit to Remove Forest Resources
Ministry of Natural Resources (MNR), Crown Forest Sustainability Act
Type: Licence and Registration
Application to remove trees on Crown land for non-forestry development projects such as mining, utility corridors, or infrastructure. Applicants must demonstrate approval for the development project prior to obtaining a permit to remove forest resources. [Learn more about the permit.](#)

Add

Advanced Exploration Phase

▼ [Permits \(0\)](#)

Construction Phase

^ [Permits \(2\)](#)

Aggregate Permit
Ministry of Natural Resources (MNR), Aggregate Resources Act

Remove

Application for an Aggregate Permit to extract aggregate on Crown land, where the Crown owns the aggregate, or from land under natural water bodies. Applicants must meet Aggregate Resources Act requirements, complete technical studies, and conduct required Indigenous, public and agency consultation.

Apply

Link application

4. You can expand or collapse permit cards to, add more, or remove permits make changes, then **Save**. A message confirms your permits were saved, and they now appear under the activity.

Please note

Permits marked “Commonly required” are suggestions only. You are responsible for confirming which permits, authorizations and approvals your project requires

Apply for your permits

How you apply depends on which ministry issues the permit. Some permits can be completed directly within the Ontario Business Account using the permits and licences service while others will require you to complete the application on the external ministry permitting system.

Permits completed using the permits and licences service within the OBA

Ministry of Energy and Mines (MEM) Closure plan permits and the Ministry of the Environment, Conservation and Parks (MECP) Provincial Parks permits can be applied for directly through the permits and licences service in the OBA, so you can complete your application process without navigating to another system. For permits applied for within the OBA, you will be able to save a draft copy if you are unable to complete it within one session.

Permits completed in an external ministry permitting system.

When applying for permits from the Ministry of Natural Resources (MNR) and the Ministry of Transportation (MTO) and some from the Ministry of Environment, Conservation and Parks (MECP), you will be redirected from the OBA site to the ministry’s own platform to submit your application.

To apply for a permit that redirects you:

1. On the permit card, select **Apply**. A short overview appears explaining that you are leaving the Permits and licences service on the OBA. Select **Continue**.

License to Transport Live Fish

Remove

Ministry of Natural Resources (MNR), Fish and Wildlife Conservation Act

Application for a licence to transport live fish or spawn (excluding baitfish) taken from Ontario waters under the Fish and Wildlife Conservation Act. Also used for fishing events where live fish are transported and released, with conditions for handling, records, and fish welfare.

Apply

Link application

[Add permit](#)

Before you continue

×

The License to Transport Live Fish application is on the Natural Resource Information Portal (NRIP).

Here's what you need to know before continuing:

- You'll be redirected to NRIP in a new tab.
- After you submit your application you will receive an application reference ID.
- You can track your application status by using the application reference ID to link your authorization to your project.

✓ [What is an application reference ID and where can I find it?](#)

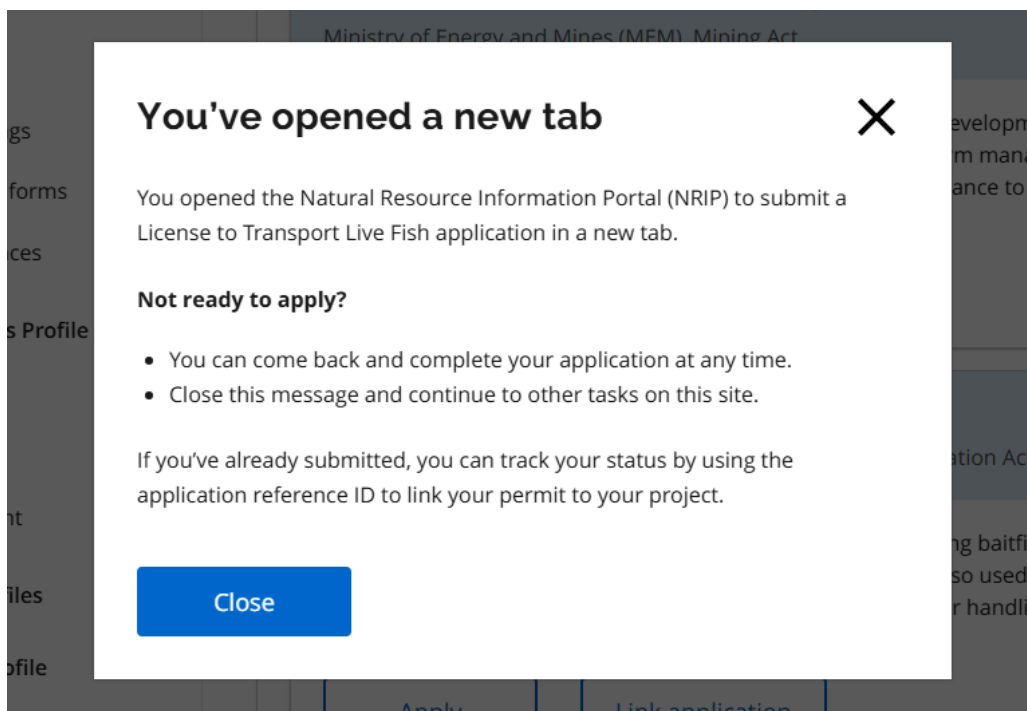
How to track your status:

1. Complete your application in NRIP.
2. Keep a record of your application reference ID.
3. Return to this site and use your application reference ID to link your authorization on the project page.

Continue

Cancel

2. A new tab opens. In most instances, you will be taken directly into the platform without requiring you to sign in again. However, if your permit is with MTO and applied for on the Permitting and Registration for International Registration Plan (PRIO) system, you will be required to sign in again with your Ontario.ca log in.

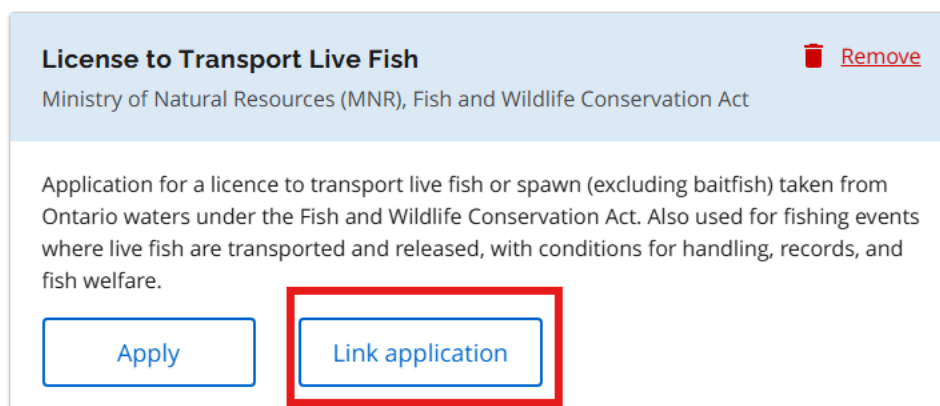


3. Complete your application in the ministry system. If you already have a profile there you can go straight to permits; otherwise you can create one. The steps inside that system are set by the ministry.
4. Make note of your reference ID as you will need it to link your permit application into the Permits and licences service project dashboard in the OBA.

Link a completed application

Linking a completed ministry-system application lets you track its status in the OBA alongside your other permits.

1. On the permit card, select **Link permit**.



2. Enter the **application reference ID** you received after submitting. Look for it in the confirmation email, receipt, or application summary from the ministry system. It may be called a reference number, tracking number, or permit ID. Enter it exactly as it appears. Select “Where is my application reference ID?” if you need more information on where to locate it.

Application reference ID (required)

Enter the application reference ID you received after submitting the Authorization application.

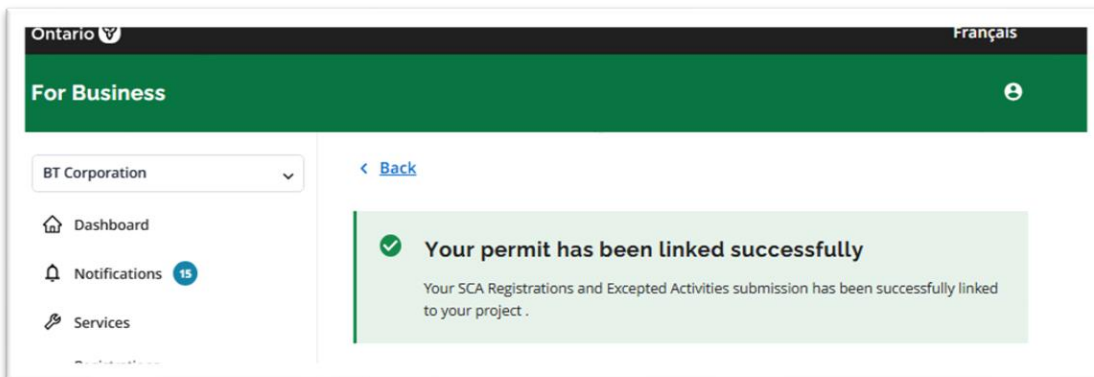
✓ [Where is my application reference ID?](#) 

[Link application](#) [Cancel](#)

3. Select **Link application**. A message confirms the application is now linked and shown on your project.

Please note

You can add a permit to your project without a reference ID and link it later, once you have applied in the ministry system.



Locating the application reference ID

If you are having issues finding the reference ID for your permit, please refer to the following table for directions on what the reference ID may be called and where to locate it.

Ministry	System	Identifier Term Used by System	Format / Example	Where to Find It
MECP	Environmental Permissions Online Services	Reference ID	10-digit numeric beginning with 1000 (e.g., 1000123456)	ministry online account or confirmation email
MECP	Integrated Divisional System (IDS)	Application Reference Number	11-character alphanumeric (e.g. 1234-ABCD56)	Application confirmation email
MECP	Species Conservation Registry (SCR)	Reference Number	R-0000102087-2026 E-0000102087-2026	SCR "Manage and View Submissions" or confirmation email
MNR	Natural Resources Information Portal (NRIP)	Submission ID	16-20 character alphanumeric (e.g., PET-2026-PLA-123456 or FARN-2026-FWCA-123456)	NRIP "My Submissions" page or confirmation email
MTO	Highway Corridor Management System (HCMS)	Permit Application Number	YYYY-NNNNNNNN (e.g., 2026-12345678)	Track a Submission section on HCMS home page or confirmation email
MTO	Permitting and Registration for International Registration Plan and Oversize/Overweight System (PRIO)	Application Number	6-digit numeric (e.g., 123456)	Application Enquiry function at O/O level in PRIO

Track your permits

You track permits within your project using the permit cards associated with each activity. There is no separate permit tracking tool.

- After you link a permit following the steps in the [link a completed application](#) section, the permit card displays the permit status and reference identifier.

Screenshot here would be good, waiting to see if I can get a reference ID to link on the UAT

- Expand an activity's permit section to view all associated permits.

Please note

If you see a message indicating that you are not authorized to view a permit's status, it means you do not have the necessary access in the ministry system that manages that permit. Access granted through OBA does not provide access to external ministry permitting systems.

This situation can occur when an administrator in your organization has assigned you a role in OBA, but you have not been granted the corresponding permissions in the ministry's permitting system. OBA and external ministry permitting systems manage user access separately.

To view and track the permit, the project administrator or the individual who submitted the permit application from your organization must grant you access directly within the ministry system that manages the permit. Once access has been granted in that system, you will be able to view the permit status in OBA.

For permits that are submitted and managed directly within OBA, users with the appropriate OBA role assignment can view and track permit information without any additional access setup.

Grant others access to your project

You can invite others, such as a colleague or a consultant, to help with your project. Access is managed from your business profile, and only an Admin or a Secondary Admin can add users. Whoever creates the business profile is the Admin.

To manage access, select **Manage business profile** from the left menu of your dashboard, then **User management**. This opens the page where you invite people and set their roles and project permissions.

When you invite someone, you choose two things: their role, and, for each project, whether they can View or Edit.

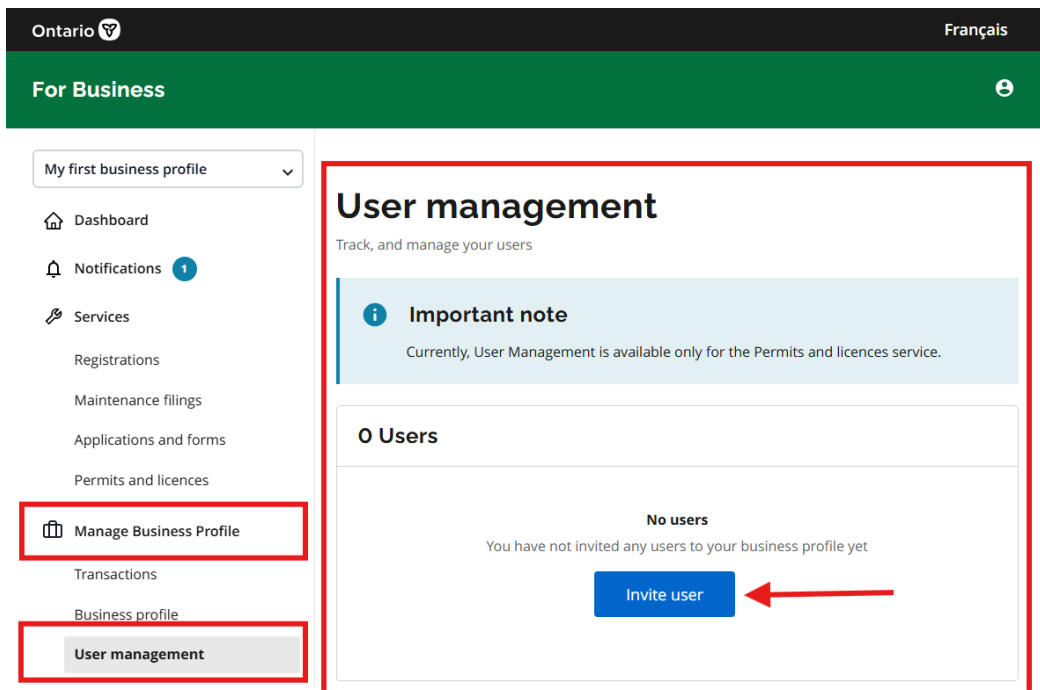
Types of roles:

- **Secondary Admin:** helps you manage users and can see all your projects.
- **Representative:** Someone inside your business, such as an employee. They get access to the services and projects you assign, select View or Edit on each one, and see only what is assigned to them

- **Delegate:** An external consultant or representative acting on your behalf from outside your business. They get access to the selected services and projects you assign, at View or Edit on each one, and see only what is assigned to them

To invite someone:

1. From the main Ontario Business Account dashboard, on the left menu, select **Manage business profile**, then **User management**.



2. Select **“Invite user”** and enter their email address.

The screenshot shows the 'Invite Users' form. The top navigation bar includes the Ontario logo and a language selector for 'Français'. Below this is a green header with 'For Business' and a user profile icon. The form has a 'Back' button and 'Step 1' indicator. The title is 'Invite Users' with the subtitle 'Complete each step to configure access for the new user.' The form is divided into 'User details' and contains two required input fields: 'Email address (required)' and 'Confirm email address (required)'. At the bottom, there are two buttons: 'Assign role' and 'Cancel'.

3. Choose their role: Secondary Admin; Representative; Member

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Step 2

Invite Users

Complete each step to configure access for the new user.

Assign role

☐ **Secondary Admin**
Can manage users, service access, and permissions for assigned services.

☐ **Representative**
External consultant or representative with access to selected services and data.

☐ **Member**
Internal business user with access to assigned services and data.

Assign Permissions

Cancel

4. For a Representative or delegate, choose which projects they can access and set View or Edit on each.

Invite Users

Complete each step to configure access for the new user.

Service access

Mining Permissions

Permission to Add a new mining project.

Enable this option if you want this user to be able to add a new mining project.

☐ Yes ☒ No

Projects ^	Permissions
abcd	☒ View ☐ Edit

Displaying 1 - 1 of 1 results

1 Next >>

Review & Confirm

Cancel

5. Review and select **Send invite**.

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[< Back](#)Step 4

Invite Users

Complete each step to configure access for the new user.

Review and confirm

Email		Change
Role	Representative	Change
Mining Permissions	abcd: view	Change

Invitation email
An invitation will be sent to olabodephoeb@gmail.com. They will appear as Pending until they accept.

Send invite

Cancel

Please note

The invitation is valid for 48 hours, and the person must accept it using the same email address to which it was sent. They do not need an account before receiving the invitation.

Access granted through the OBA allows users to view and manage your mining project within the OBA based on their assigned role and permissions. However, when permits are redirected to an external ministry permitting system outside of the OBA to complete, the access does not extend to these platforms. The users must also be granted access directly within that ministry system. If a user has access in OBA but not in the ministry system, they may see a message indicating that they are not authorized to view the permit status. In these cases, the project administrator or the individual who submitted the application must arrange access through the ministry system.

For permits that are submitted and managed entirely within OBA, no additional ministry system access is required. Users with the appropriate OBA role and project permissions can view and track permit information directly in OBA.

If you forgot your password

1. On the Ontario.ca sign-in page, select **Forgot your password?**
2. Enter your email and select **Send me an email.**
3. Follow the code and reset link sent to your inbox to set up a new password.

For additional help, please contact us Monday to Friday 8:30 a.m. to 5:00 p.m.:

416-212-7121

Toll-free: 1-833-212-7121

TTY: 519-827-2895

Toll-free TTY: 1-888-336-3308

Email: **Business@ontario.ca**

Hours of Operation: Monday to Friday 8:30 a.m. to 5:00 p.m. except statutory holidays

Contact information

If you require assistance with a specific permit, application, or ministry system, contact the appropriate ministry support team below.

Ministry / Program Area	Phone	Email
Ministry of Energy and Mines (Mining Inquiries Line)	705-670-5619 Toll-free: 1-888-415-9845	PartVIIsubmissions@ontario.ca; 1P1P@ontario.ca
Ministry of the Environment, Conservation and Parks (Provincial Parks)	N/A	ariel.zwicker@ontario.ca
Ministry of the Environment, Conservation and Parks (Environmental Permissions)	416-314-8001 Toll-free: 1-800-461-6290	enviropemissions@ontario.ca
Ministry of the Environment, Conservation and Parks (Species Conservation Registry)	N/A	scregistry@ontario.ca