

# **BUILDING PERMIT GUIDELINES**

A Building Permit is required to be obtained under the Ontario Building Code Act (BCA). The primary purpose is the promotion of public safety through the application of appropriate uniform building standards, but includes public health and safety, fire protection, resource conservation, environmental integrity and accessibility. It is illegal to start work without a permit. Anyone who starts work without a building permit is in contravention of a municipal by-law and the BCA, and therefore, is subject to financial and legal consequences.

This guide has been developed for reference. The Township assumes no responsibility for errors, omissions or changes of the information provided in this guide. If you have any questions please contact the Township Office.

Applicants are required to submit a separate application for each building to be constructed or demolished, or a conditional permit for any stage of construction.

## **BUILDING PERMITS ARE REQUIRED TO:**

**Repair - Alter - Add To - Construct - Move - Demolish - Change the Use of a Building, and Applies to Any Building in the Township.**

If you are not sure if a building permit is required, check with the Chief Building Official (CBO) prior to commencement of construction. It is the responsibility of the property owner and the builder to obtain the building permit or demolition permit before work commences.

A building permit is not required for a detached accessory building that is 10 square meters (108 square feet) in area or less. The Zoning By-laws must be adhered to whether or not a building permit is required.

## **HOW LONG DOES IT TAKE TO OBTAIN A BUILDING PERMIT?**

The time required for the processing of a building permit application varies in accordance with:

- quality and completeness of the submitted plans;
- **the proper qualifications of the designer with a valid Building Code Identification Number (BCIN) based on the project.**
- degree of compliance of the plans with applicable Regulations.
- current workload of staff

The applicant must be the owner of a building or property or a person authorized in writing by the owner to apply for a permit on the owner's behalf, this is the same for any application.

### **PERMITS AND TYPES OF APPROVAL**

Common permits and approvals that may be required when construction or alteration is proposed:

Building Permit; Occupancy Permit; Demolition Permit; Pool Permit; Minor Variance; Site Plan Control Approval; Subdivision Approval; Zoning By-law Amendment; Official Plan Amendment

### **BUILDING PERMITS ARE TYPICALLY REQUIRED FOR THE FOLLOWING:**

- New **detached** buildings over 10 square meters (108 square feet)
- Additions
- Renovations
- Demolitions
- Prefabricated structures such as pre-built sheds or portable classrooms
- Mobile homes and park model trailers
- Plumbing systems, including Sewage Systems
- Heating, Ventilation and Air Conditioning systems
- Structures designated under Section 2.1.2. of the building Code
  - communication towers
  - pedestrian bridges
  - retaining walls over 1 meter in height
  - solar collectors over 5 square meters
  - exterior storage tanks
- Miscellaneous residential (fireplaces, woodstoves/pellet stoves, pools, decks, etc.)
- Temporary buildings such as tents over 60 square meters)

**No municipal permit, certificate, license shall be issued for a proposed use of land or a proposed erection, alteration, enlargement, or use of any building or structure that is in contravention of any provision of a Zoning By-law.**

## **REQUIREMENTS FOR A BUILDING PERMIT TO BE SUBMITTED AT TIME OF APPLICATION**

1. **APPLICATION FORM** - must be submitted by the owner or an authorized agent.
2. **REQUIRED PLANS**
  - One complete set of plans/drawings- to scale including - Foundation Plan, Floor Plan, Elevations, Cross-Section, and any other plans required by CBO
  - Site Plan - indicating property boundaries, dimensions of lot and all structures, distances of existing and proposed structures from all boundaries and if applicable from any waterbody, existing right-of-way, and easements
3. **OTHER REQUIRED PERMITS /APPROVALS – ONLY IF APPLICABLE**
  - a) Planning Approval – through the Development Services Department
  - b) Septic Permit – through the Development Services Department
  - c) Entrance Permit – through the Public Works Department
  - d) Ministry of the Environment Approval
  - e) Ministry of Natural Resources Approval
  - f) Ministry of Agriculture and Food Approval
  - g) Conservation Authority Approval
  - h) Parks Canada Approval
4. **OTHER REQUIRED DOCUMENTS**
  - a) Copy of Registered Deed - if proof of ownership required
  - b) Registered Survey of property
  - c) Ontario New Home Warranty Declaration
  - d) Heat loss / Heat gain calculations ( By HRAI\* and BCIN qualified designer)
  - e) Certified design for HRV units (ventilation systems) including duct layout & sizing.
  - f) Truss design drawings to be stamped by professional engineer from Ontario
  - g) Solid Fuel Burning devices and Factory built Chimney (ULC listing needed)

\*HRAI-Heating, Refrigeration and Air Conditioning Institute

## 5. PROCESS

- a) When all information is received it will be reviewed by the Building Department
- b) A calculation sheet will be completed by this department indicating the fee and this will be signed by the applicant
- c) A letter will be prepared indicating any deficiencies or missing information. If all information is complete and the application does not contravene any applicable law, Act or Code, a permit will be issued. The permit must be posted on site.

## 6. FOLLOW-UP

It is the responsibility of the applicant to ensure that the Township is notified for all required inspections. **Inspections require 48 hours notice.**

## 7. DURING CONSTRUCTION

- **Post** the Building Permit in a visible place.
- Notify the Building Department when ready for inspections. (Required inspections listed in this guide).
- Notify Building Inspector of any proposed changes to your building plans. These will be required prior to changes on site and in order to gain approvals.

## 8. OCCUPANCY REQUIREMENTS

- a) Ten (10) days' notice must be given to the building department prior to the occupancy of a building.
- b) An inspection will be performed, and once approved an occupancy permit will be issued - provided that the following approvals have been obtained - Final from Septic Inspector, Well report, Final on Entrance if culvert required, Hydro (electrical) final inspection, plumbing form, letter from mechanical and heating contractor. Any outstanding engineering reports must be addressed as well as any outstanding orders.

## 9. OTHER ISSUES REGARDING NEW CONSTRUCTION

- a) Civic Address numbers will be assigned for new homes
- b) Permits for electrical work are obtained from the Electrical Safety Authority
- c) Other related issues - Bell Canada, Notice of Project form (Ontario Ministry of Labour)
- d) The owner is to secure insurance for the protection of fire and theft.

**NO BUILDING PERMIT WILL BE ISSUED UNLESS THE ABOVE INFORMATION HAS BEEN COMPLETED TO THE SATISFACTION OF THE CHIEF BUILDING OFFICIAL.**

Inspections are carried out by the Building Inspector to ensure the following:

- That building permits are obtained;
- That construction is in accordance with the Ontario Building Act and Code, and other applicable law;
- That construction is in accordance with approved plans;
- That Occupancy Permits are obtained;
- That any required architects or engineers carry out their duties; and
- That the building is safe, durable, and weather resistant for the owner of the building, tenants and future purchasers.

**INSPECTIONS REQUIRED**

1. Excavation inspection
2. Foundation, prior to backfill
3. In floor heating (hydronics) prior to placing concrete
4. Framing
5. Plumbing rough-in
6. HVAC rough-in
7. Insulation and Vapour barrier, prior to drywall placement
8. Woodstove or Fireplace rough in, if applicable
9. Pool - Initial and Final
10. Prior to Occupancy
11. Final

**PERMIT APPLICATIONS AND PLANS**

In addition to the requirements of any Building By-law, every application for a building permit shall be accompanied by a plan, drawn to scale, and showing the following:

- a) the true dimensions of the lot to be built upon or otherwise used
- b) the proposed location, height and dimensions of any building, structure or use proposed for such lot including the location of the sewage system
- c) the proposed location and dimensions of yards, parking areas and loading spaces required by this By-law
- d) the location of all existing buildings or structures on the lot; and
- e) A statement signed by the owner, disclosing the exact use proposed for each building, structure or use and giving all information necessary to determine if such proposed or existing

building, structure or use conforms to the requirements of the applicable Zoning By-law.

## **DEFINITIONS**

### **BUILDING**

- a) a structure occupying an area greater than ten square meters consisting of a wall, roof and floor or any of them or a structural system servicing the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto
- b) a structure occupying an area of ten square meters or less that contains plumbing, including the plumbing appurtenant thereto
- c) plumbing not located in a structure
- d) a sewage system; or
- e) structures designated in the building code

### **CHANGE OF USE**

Even though no construction is proposed, no person shall change the use of a building or part of a building which would result in an increase in hazard as determined under the building code unless a permit has been issued by the CBO. Section 10-(1)

### **ORDERS**

A Building Inspector and/or Chief Building Official may be required to issue an Order to Comply and a Stop Work Order, among others. These should be complied within the timeframe specified. Failure to comply may result in prosecution in Provincial Court. Regardless, Orders remain on file until they are resolved and their existence may adversely affect liability, property sale or financing.

### **ORDER**

An inspector who finds a contravention of this Act or the building code may make an order directing compliance with this Act or the building code and may require the order to be carried out immediately or within a timeframe as is specified in the order. Section 12-(1) (2).

### **STOP WORK ORDER**

If an order made under section 12 or 13 is not complied with within the timeframe specified in the order, or where no time is specified, within a reasonable time, the chief building official may order that all or any part of the construction or demolition cease. Section 14-(1).