

WHY DO I NEED A BUILDING PERMIT?

WHAT IS A BUILDING PERMIT?

A building permit is the expressed permission of a municipality to start construction of a building project in compliance with the building code and act.

WHAT CONSTRUCTIONS PROJECTS NEED BUILDING PERMITS?

Building permits are typically required for (but not limited to) the following:

- ✓ New buildings over 10 square metres (107 sq.ft.)
- ✓ Additions (any size)
- ✓ Renovations (including siding; windows; doors and foundation work)
- ✓ Demolitions
- ✓ Fences
- ✓ Prefabricated structures
- ✓ Mobile homes and park model trailers
- ✓ Plumbing systems
- ✓ HVAC systems (heating, ventilation, air conditioning)
- ✓ Structures designated under Section 2.1.2. of the Building Code
- ✓ Miscellaneous residential (fireplaces, hot tubs, pools, decks, carports, etc.)
- ✓ Temporary buildings (incl. tents over 30 sq. metres)

NOTE: Regardless of the need to obtain a building permit, remember you still must comply with zoning requirements (e.g. 106 ft² shed would still need to meet the minimum setback requirement –Confirm with the Building Department.

WHY DO I NEED A BUILDING PERMIT?

A building permit is a means to regulate developments in the community to meet health, fire, structural and general safety standards to protect individuals and the community as a whole. It is **illegal** to start work without a permit. Anyone who starts work without a building permit is in contravention of municipal by-law and the Ontario Building Code Act and will be, subject to financial (**permit fee will be doubled**) and legal consequences.

WHY DO I NEED INSPECTIONS?

Inspections are required in order to ensure compliance with the Ontario Building Code and any applicable municipal by-laws. **It is recommended that you confirm completion of all required inspections prior to releasing your contractor.**

WHAT ARE MY RESPONSIBILITIES DURING CONSTRUCTION?

During construction, the applicant must:

- ✓ Post permit card in a conspicuous place
- ✓ Keep copy of approved plans on site
- ✓ Request inspections one day in advance of each stage of construction as outlined in the inspection agreement (Next day inspections can not be guaranteed)
- ✓ Notify inspector of any proposed changes to plan **before** changes are implemented

WHAT DOCUMENTS AND INFORMATION SHOULD I SUBMIT?

You must submit the following documents to receive a permit:

- ✓ Application for a Permit to Construct or Demolish
- ✓ 2 sets of building plans (including floor plans, cross sections, Soil gas protection)
- ✓ 2 site plans (showing location of proposed and existing structures; dimensions between structures and property lines must be noted; scale drawings are required for some projects; service lines may also be required)
- ✓ Stamped engineered/architectural drawings if applicable
- ✓ Other documents as required by the Building Department

HOW IS THE COST OF A BUILDING PERMIT DETERMINED?

Building permit fees are based on a base fee plus square footage over the base limit.

Building permit fees are payable upon receipt of the building permit.

Other fees such as PIN number; water & sewer levies, re-inspection fees, etc. (if applicable) are also payable upon receipt of a building permit.

NOTE: A BUILDING MUST NOT BE OCCUPIED UNTIL THE CITY HAS GRANTED AN OCCUPANCY PERMIT.

For more information, contact the Building Department at (705) 848-2287 ext. 2119