

BUILDING NEWS

Townships of Head, Clara & Maria



May 10, 2007

Our Chief Building Official (CBO) is Robert Labre. Robert has been with us since last summer and is getting to know the area quite well. Robert works from our office one day a week and from home as necessary. Robert will monitor his answering service while not in the office so be sure to leave him a message. He will be available to provide inspections as required. Please call him at 613-586-1950.

IT'S SPRING - IT'S BUILDING TIME?

Spring has sprung...warm weather is here ..."Wouldn't a deck be nice? Why don't we take that part of the wall out and put in French doors? Or maybe a sun porch, screened in to keep the bugs out?" "OK lets do it."

"Hey wait — do we need a building permit?"

"You know, I'm not sure..."

If you're not sure, call our CBO. Robert (Bob) will be able to answer all of your building questions. There are many renovations, additions and changes to buildings that people make every day that require building permits. Often, they don't get them. A building permit is more than a way to

give the municipality more money. It's a method of ensuring that the construction that you are undertaking is up to code. The costs that we charge for a building permit are a far cry from the actual costs of administering the Ontario Building Code as required by legislation. A building permit ensures your plans meet standards and that you have an inspector to advise you on your project, even before it begins. Should you begin your project before it comes to our CBO's attention, it may cost you considerably more to make necessary corrections to ensure that your building is compliant with the Building Code. Call first. Discuss your plans and make sure that they are up to standard. These standards may

appear arduous but are in fact created to ensure that you and future occupants of your house are safe.

In today's world of litigation and insurance, often, before a property can be sold or mortgaged, an Occupancy permit is required. Our CBO will not be in a position to issue you an occupancy permit if you undertook the work without a permit and proper inspections.

Often people think— that doesn't apply to me, I'm only going to.... The following hopefully will explain what does and does not apply to you and will let you make informed decisions.

Happy Building.

WHAT IS A BUILDING PERMIT?

A building permit gives you legal authorization to start construction of a building project in accordance with approved drawings and specifications. Building permits are issued by the Township through it's CBO and are reviewed for compliance with the Ontario Building Code, the Municipal Zoning by-law, Building by-law and other applicable provincial, county and municipal regulations. Building permits are necessary

to ensure that zoning requirements, fire and structural safety standards as well as other building standards are met.

All land use must comply with Township zoning and with the County Official Plan designation of the property. Property owners wanting to check permitted uses or wishing to discuss development or redevelopment possibilities should visit the Township

office. Please call our CBO prior to your intended visit to ensure that he is available to meet with you.

In certain circumstances a building permit may be revoked under the Act as follows:

If it was issued on mistaken, false or incorrect information;

If, after 6 months of issuance the construction or demolition has not, in the

CBO's opinion, been seriously commenced;

If construction has been substantially suspended or discontinued for a period of more than one year;

If it was issued in error; or

If the holder requests in writing that it be revoked.

If you are planning to build, make sure you are ready. Your permit may be revoked and you may need to start the process over again.



BUILDING WITHOUT A PERMIT

It has come to Council's attention that there has been building activity taking place within the municipality without proper building permits being purchased by the homeowner. Sometimes this happens out of misinformation or lack of knowledge. With this newsletter we hope to provide Township residents with the facts necessary to make informed decisions.

Our municipal staff have been advised to inform our CBO of any construction and/or demolition activity that they are made aware of during the normal course of their duties.

Should you commence work without a permit, there are a number of orders that our CBO may issue to demand compliance.

Order Requiring Tests and Samples—Order to have tests performed at owners' cost.

Order to Comply—Order to correct contraventions to Building Code discovered upon inspection.

Order to Uncover—Order to uncover and make available for inspection parts of the building not previously inspected.

Stop Work Order—Order to stop work as previous contraventions to the Building Code have not been rectified.

Make sure you call first and get your building permit before you begin your project.

PROJECTS THAT DO REQUIRE A BUILDING PERMIT

In general, a building permit is required to erect, install, extend, alter or repair a building. The following are examples of projects that require building permits:

- Construction of a new building;
- Addition of a carport, garage, porch or room(s) to an existing building.
- Construction or finishing of rooms in a basement or attic;
- Any structural work, including alterations to interior partitions or the installation of new skylights, windows or doors;
- Addition of dormer(s);
- Enclosing a porch or deck;
- Addition of a deck to an existing home;
- Raising or excavating under a house to provide a basement or foundation;
- Constructing or installing detached accessory buildings such as a garage, shed or playhouse larger than 100 square feet (10 square metres);
- Installation of a fireplace and other heating appliances including the replacement of furnaces, ductwork and chimneys;
- Installation of central air conditioning;
- Installation of siding, brick or other exterior wall coverings;
- Installation or re-installation of insulation, air/vapour barrier and/or drywall;
- Replacing or installing plumbing, including repair or installation of an on-site sewage system.
- Damp proofing or waterproofing foundation walls including installation of weeping tile;
- Installing a ramp or elevating device;
- Change of use to provide for occupancy of an existing building;
- Repairs or renovations;
- Replacement of exterior doors or windows;
- Re-shingling a roof.

If this list does not include specifics of your project or you are not sure if a permit will be required, please review the details of the work with our CBO, prior to construction, during your planning stage.

Although a building permit may not be required,

you must still comply with the requirements of the Municipal Zoning by-law and the County Official Plan which include such things as water, side, front and rear lot set backs.

A **demolition permit** is required if you are tearing down a building or a part of a building.

PROJECTS THAT DO NOT REQUIRE A BUILDING PERMIT!

The following are samples of projects which do not require a permit: however they may still be subject to zoning requirements.

- Pool heaters;
- Painting and decorating;
- Landscaping;
- Fencing;
- Eaves troughs;
- Minor repairs to masonry;
- Small sheds under 10 square metres (100 square feet);
- Kitchen or bathroom cupboards without plumbing;
- Free-standing satellite dishes.

New Fee Schedule—2007

On March 16, 2007 the United Townships of Head, Clara & Maria passed by-law number 2007-06 being a by-law respecting Construction, Demolition and Change of Use Permits and Inspections.

Attached as Schedule "A" to that by-law is the new fee schedule as follows:

Class of Permit	Description	Fees
Residential - New Buildings	New buildings	.22/ square foot
Residential - Additions, repairs, renovations or alterations	Decks, additions, interior renovations	.10/ square foot
Residential - Accessory Buildings	Sheds, garages etc.	.12/ square foot
Residential - Wood Shed	Only for fire wood - open on 2 sides or more (not for storage)	\$15.00 For sheds from 110 square feet to 1500 square feet only
Commercial - New		.20/ square foot
Commercial - Additions, repairs, renovations or alterations		.20/ square foot
Commercial - Accessory Buildings	Sheds, garages etc.	.18/ square foot
Woodstoves, Chimneys, & Fireplaces	Any solid fuel burning appliance and chimney	WETT certification is the responsibility of the home owner
Demolition Permit		\$40.00
Renewal of lapsed Permit	New in section 8	\$25.00
Change in Use Permit		\$100.00
Deferral or Revocation of Permit		\$10.00 - \$30.00
Septic System Fees	All system types - class 2, 3 or 4	\$300.00





TOWNSHIPS OF HEAD CLARA & MARIA

Robert Labre—CBO
613-586-1950

15 Township Hall Road
Stonecliffe, Ontario
K0J 2K0

Fax: 613-586-2596
Email: chambers@explornet.com

Visit our Recently Updated Website at
www.townshipsofheadclaramaria.ca to find
information on lot requirements, fee
schedules, changes and updates and our
CBO Code of Conduct.

Building Publications Available at the Township Office

These publications provide you with information specific to our Municipality. They let you know what types of plans and drawings are required with your application and any other information specific to the topic. Drop by to request a copy if the situation applies to you.

- When is a Building Permit Required (and how to complete an application)
- Homeowner's Guide to Building Permits (includes Occupancy permit and inspections schedules)
- Copies of the sections of the Ontario Building Code as they apply to Occupancy permits and inspections
- Homeowner's Guide to Porches & Decks
- Homeowner's Guide to Sewage Systems

ZONING AND PLANNING AMENDMENT PROCESS

In order to build on a property the building and use must conform to the Municipal Zoning by-law, the County Official Plan and the Provincial Policy Statement. In some instances, individuals are allowed to build contrary to those documents provided they go through the proper land use process and apply for amendments or exceptions to current by-laws and plans.

Public notification and a public meeting is often involved. There are legislated timelines for the completion of this process. The county currently provides these services for residents of the United Townships of Head, Clara & Maria through it's Planning Department.

The County and the Municipality have passed by-laws setting out fees to compensate staff for the work that is required to complete these applications on the owner's behalf.

Should an individual apply to the County for any of the above amendments, the following schedule applies:

- Consent Application (Severance) -\$565.00
- Recirculation Fee—\$34.00
- Validation of Title—\$460.00
- Official Plan Amendment (OPA)—\$425.00
- Zoning By-law Amendment

(ZBA)—\$290.00

- Combined OPA & ZBA—\$635.00.

The Municipality has passed by-law number 2007-05, a Tariff of Fees by-law, that states that the applicant/owner is responsible for all fees incurred by the municipality for planning processes.

A second by-law, 2007-10, further allows that all lawyer, planning and engineering fees incurred by the municipality on a ratepayer's behalf will be paid for by the ratepayer. The by-laws are available in the Township office for public review.