



## WHEN IS A BUILDING PERMIT REQUIRED?

### What is a Building Permit?

A building permit gives you the legal authorization to start construction of a building project in accordance with approved drawings and specifications. Building permits are issued by the Township through its Chief Building Official (CBO) and are reviewed for compliance with the Ontario Building Code, the applicable municipal Zoning By-Law, Building By-Law and other applicable provincial and municipal regulations. Building permits are necessary to ensure that zoning requirements, fire and structural safety standards, and other building standards are met.

### Entrance Permit

An entrance permit may be required for newly created lots or existing lots on title. Contact the Township Office or Road Superintendent to obtain an Entrance Permit.

### Zoning By-law and Official Plan Amendments

All land use must comply with the Township zoning and County official plan designation on the property. Property owners wanting to check permitted uses or wishing to discuss development or redevelopment possibilities should visit the Township Office. Appointments are required; please call the Office or CBO.

Apart from Official Plans and Zoning by-laws, the Committee of Adjustments may grant minor variances or special permission pursuant to its Zoning by-laws and the Planning Act.

## When are Building Permits Required?

### Projects That Do Not Require a Building Permit

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

- ◆ pool heaters
- ◆ painting and decorating
- ◆ landscaping
- ◆ fences
- ◆ eaves troughs
- ◆ minor repairs to masonry
- ◆ small sheds under 10 square metres (107 square feet)
- ◆ kitchen or bathroom cupboards without plumbing
- ◆ free-standing satellite dishes.

## 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 home.
- ◆ Addition of a carport, garage, porch or room(s) to an existing home.
- ◆ Construction or finishing of rooms in the 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 full basement.
- ◆ Constructing or installing detached accessory buildings such as a garage, shed, or playhouse larger than 108 square feet (10 square metres).
- ◆ Installation of fireplaces 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 covering.
- ◆ Installation or re-installation of insulation, air/vapour barrier and/or drywall.
- ◆ Replacing or installing new 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.
- ◆ Repair 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.

**NOTE:** Although a building permit may not be required, you **MUST** still comply with the requirements of the applicable municipal Zoning By-Law which is available for viewing at the Township Office.

## Demolition Permit

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

## Submitting your Application

Your completed application should be submitted to the Township office or the CBO and will include:

- ◆ A completed and signed application made on a form prescribed by the Ministry of Municipal Affairs and Housing (signed by the owner of the property or the authorized agent of the owner.)
- ◆ Building permit fee (as determined by the CBO);
- ◆ A description in detail of the work, use and occupancy to be covered by the permit for which the application is made;

- ◆ A detailed description of the existing uses and the proposed use(s) for which the premises are intended;
- ◆ A description of the land on which the work is to be done, by a description that will readily identify and locate the site on which the building or demolition is to occur;
- ◆ State the names, addresses and telephone numbers of the owner, applicant, architect, engineer or other designer, sewage system installer, constructor or person hired to carry out the demolition, as the case may be;
- ◆ Any external approvals/information, if applicable (Health Unit, HVAC Design etc.)
- ◆ Be accompanied by a signed statement of the architect or professional engineer, or both, on a form prescribed by the Chief Building Official, undertaking to provide general review of the construction or demolition of the building;
- ◆ Include, where applicable, the registration number of the builder or vendor as provided in the *Ontario New Home Warranties Plan Act*; the registration number of the sewage system installer or the registration number of the H.V.A.C. installer, as the case may be;
- ◆ State estimated valuation of the proposed work including material and labour; and
- ◆ Be signed by the applicant who shall certify as to the truth of the contents of the application.

And where applicable:

- ◆ Truss drawings;
- ◆ Heat loss/gain calculations, duct layout and ventilation summary form;
- ◆ Stamped architectural, electrical, mechanical or structural plans;
- ◆ Engineered specifications and/or reports;
- ◆ Complete sewage system permit application and details of all plumbing fixtures;
- ◆ Proof of compliance with **all** applicable law (including zoning, Site Plan Agreements, Committee of Adjustment, Ministry of Transportation, etc.) You may need a permit from the MTO for works along or adjacent to Provincial Highways. The Ministry of Environment may be required to approve such projects as large sewage systems or those requiring other environment approvals.

Also note that effective **January 1, 2006**, designers must be registered and/or qualified, unless they are exempted under the Ontario Building Code. Note that in order to be considered registered and/or qualified a designer must be listed on the Ministry of Municipal Affairs and Housing's website ([www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca)).

Applicants are encouraged to contact the Township Office at 613-586-2526 or the CBO at 613-586-1950 (please leave a message) and arrange for an appointment to meet with the Building Inspector to review the permit application.

**INCOMPLETE APPLICATIONS OR PLANS MIGHT NOT BE ACCEPTED**

## **Preparing your Application**

- ◆ If you feel that you have a good working knowledge of the Ontario Building Code and construction techniques, you may be able to design your own project.
- ◆ It is important to develop your ideas on paper with rough floor plans and specifications and to have a draft person or other knowledgeable person transform your sketches into proper plans.
- ◆ If your project is too complicated to handle yourself, we recommend you acquire the services of a qualified person.
- ◆ The applicable zoning by-law relating to your subject property will be reviewed; it is important to relay such information as roll number, street/civic address, lot number, lot and concession number and ownership of the property.
- ◆ The zoning by-law specifies the uses permitted and contains regulations governing such items as building setbacks, height, mass and coverage.
- ◆ All work indicated on your drawings must conform to standards set out in the Ontario Building Code, and all Township Zoning and Building By-laws.
- ◆ For certain prefabricated structures or construction components a certification by a Professional Engineer and/or Architect may be required, check with CBO.
- ◆ It is a good idea to contact the Township CBO early in the planning stages of your project before any drawings have been done. By contacting us you can determine the specific requirements for your project speeding up the approval process and saving you time and money.
- ◆ In addition to the building drawings, you may be required to supply related information and approvals.
- ◆ If a home is to be built using a private sewage disposal system a Certificate of Approval will be required.

## **The Approval Process**

- ◆ The application will be reviewed with regards to the zoning by-law dealing with the proposed use, minimum setback requirements, lot coverage and building height.
- ◆ The plans will be reviewed for the proposed construction to ensure compliance with the Ontario Building Code.
- ◆ The CBO will review the plumbing for compliance with the Ontario Building Code and applicable laws.
- ◆ The CBO will review the project for compliance with heating ventilation and air conditioning requirements (HVAC) outlined in the Ontario Building Code.

## **Issuance of the Building Permit**

- ◆ When review of the application is complete, you will be notified if there are any outstanding requirements or problems, and at this time you will be able to pick up your building permit at the Municipal Office.
- ◆ Once you receive your permit, please read the approved permit documents thoroughly before commencing construction. The construction must be in accordance with the plans and documents issued with your permit. Any deviation from the reviewed drawings must be reported to the Building Inspector.
- ◆ While work is in progress, you must ensure that the permit and approved plans are available on the construction site. Several inspections are required during construction to ensure that all work is done in accordance with the approved plans. Section 2.4.5.1 of the Ontario Building Code details the required prescribed notices.

- ◆ In general, the following stages of construction require inspection:
  - Footings - prior to pouring concrete – once excavation is completed and forms are in place and levelled
  - Foundation drains – prior to back fill – once drainage tile, aggregate and foundation coating/cladding are in place and prior to backfill
  - Framing/structural – this includes rough-in plumbing, heating and electrical – once windows, doors, roofing are in place and prior to vapour barrier
  - Plumbing
  - Heating/ventilation
  - Insulation/vapour barrier – prior to drywall – once insulation, vapour barrier and sealant is in place and
  - prior to Gypsum Wall board being put in place
  - Fire separation
  - Exits
  - Fire protection systems
  - Occupancy – once all fixtures, heat system and all safety issues are addressed.
  - Final

Contact the CBO before you start your project to find out what inspections are required.

**NOTE: It is your responsibility as the owner** to ensure that either you or your contractor contacts the Township to request an inspection at least 24 hours before work proceeds from one inspection stage to the next.

## The Planning Stage

Contact the CBO in the planning stages of your project, before any drawings have been started in order to discuss the nature of your project and the extent of the plans that will be required. Please note that Certification by a Professional Engineer is required for certain prefabricated structures or construction components. Plans must be drawn to scale and be printed in ink or blueprint. **Original drawings in pencil are not acceptable, but photocopies of penciled drawings are acceptable.** Plans must be fully dimensioned in either metric or imperial units, but not a combination of both and include the following information:

- ◆ Title
- ◆ Date
- ◆ Municipal Address
- ◆ Scale
- ◆ Dimensions
- ◆ Extent of new and existing construction

For more information concerning specific plans required please refer to the appropriate Homeowner's Guide available at the Township Office or from the CBO.

## Fees

Building permit fees are required to be paid in full at the time of application. Building permit fees vary depending on the type of building or structure being constructed. The current fee schedule is available at the Township Office. Building permit fees can be paid by cash, or preferably by cheque, payable to the "Township of Head, Clara & Maria".

## **Submitting Your Application**

Building permits may be applied for by a property owner, or by an agent acting on behalf of the owner, such as the contractor or designer. Applications are reviewed on a first in, first served basis, and issued according to Section 2.4 of the Ontario Building Code.

**NOTE:** It is the homeowner's responsibility to ensure that a building permit is obtained when required.

Your completed application form, construction plans and form of payment should be submitted to the Township Office or the CBO. Please call the Township Office to make an appointment with the CBO for review.

**Please note that processing time can vary according to:**

- ◆ Season (spring is usually a very busy period with numerous applications)
- ◆ The number and complexity of other applications/requirements
- ◆ Submission of a complete application
- ◆ Submission of fees

**Generally the timeframes for review of a complete building permit application will be as follows:**

- ◆ House – 10 days
- ◆ Small Building – 15 days
- ◆ Large Building – 20 days
- ◆ On-site Sewage System – 5 days

## 5. Notices and Inspections

### 5.1. Prescribed Notices

1) This Article sets out the notices that are required under Section 10.2 of the Act.

2) The person to whom a permit under Section 8 of the Act is issued shall notify the *chief building official* or, where a *registered code agency* is appointed under the Act in respect of the construction to which the notice relates, the *registered code agency* of:

- 1) readiness to *construct* footings,
- 2) substantial completion of footings and *foundations* prior to commencement of backfilling,
- 3) substantial completion of structural framing and ductwork and piping for heating and *air-conditioning* systems, if the *building* is within the scope of Part 9,
- 4) substantial completion of structural framing and roughing-in of heating, ventilation, *air-conditioning* and air-contaminant extraction equipment, if the *building* is not a *building* to which Clause (c) applies,
- 5) substantial completion of insulation, vapour barriers and air barriers,
- 6) substantial completion of all required *fire separations* and *closures* and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems,
- 7) substantial completion of fire access routes,
- 8) readiness for inspection and testing of:
  - (i) *building sewers* and *building drains*,
  - (ii) *water service pipes*,
  - (iii) *fire service mains*,
  - (iv) *drainage systems* and *venting systems*,
  - (v) the *water distribution system*, and
  - (vi) *plumbing fixtures* and *plumbing appliances*.
- 9) readiness for inspection of suction and gravity outlets, covers and suction piping serving outlets of an *outdoor pool* described in Clause 2.1.2.1.(1)(h), a *public pool* or a *public spa*,
- 10) substantial completion of the circulation / recirculation system of an *outdoor pool* described in Clause 2.1.2.1.(1)(h), a *public pool* or *public spa* and substantial completion of the pool before it is first filled with water,
- 11) readiness to *construct* the *sewage system*,
- 12) substantial completion of the installation of the *sewage system* before the commencement of backfilling,
- 13) substantial completion of installation of *plumbing* not located in a structure, before the commencement of backfilling, and

- (n) completion of *construction* and installation of components required to permit the issue of an occupancy permit under Sentence 2.4.3.1.(2) or to permit occupancy under Sentence 2.4.3.2.(1), if the *building* or part of the *building* to be occupied is not fully completed.

### 2.4.5.2. Additional Notices

(1) A *principal authority* may pass a by-law or resolution or make a regulation under Clause 7(1)(e) of the Act, as part of its responsibility for the enforcement of the Act, in order to establish time periods within which notice of one or more of the following stages of *construction* must be given:

- (a) commencement of *construction* of the *building*,
- (b) substantial completion of structural framing for each *storey*, if the *building* is a type of *building* that is within the scope of Parts of this Code other than Part 9,
- (c) commencement of *construction* of:
  - (i) masonry fireplaces and *masonry chimneys*,
  - (ii) factory-built fireplaces and allied *chimneys*,
  - (iii) *stoves*, *ranges*, *space heaters* and add-on *furnaces* using solid fuels and allied *chimneys*.
- (d) substantial completion of interior finishes,
- (e) substantial completion of heating, ventilating, *air-conditioning* and air-contaminant extraction equipment,
- (f) substantial completion of exterior cladding,
- (g) substantial completion of site grading,
- (h) substantial completion of the pool deck and dressing rooms for a *public pool* or *public spa* and readiness for inspection of the emergency stop system for a *public pool* or *public spa*, and
- (i) completion and availability of drawings of the *building* as constructed.

(2) The person to whom a permit under Section 8 of the Act is issued shall notify the *chief building official* or, if a *registered code agency* is appointed under the Act in respect of the *construction* to which the notice relates, the *registered code agency* of the stages of *construction* for which a time period for giving notice is required under Sentence (1).

### 2.4.5.3. Prescribed Inspections

(1) Except as provided in Sentence (2), an *inspector* or *registered code agency*, as the case may be, shall, not later than two days after receipt of a notice given under Sentence 2.4.5.1.(2), undertake a site inspection of the *building* to which the notice relates.