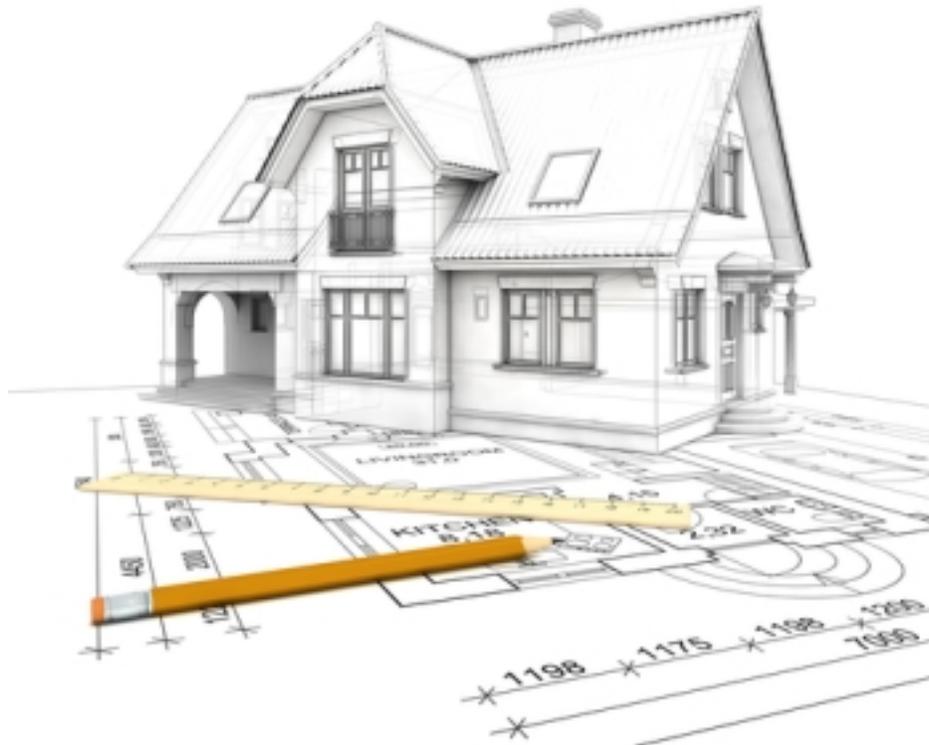


A Guide to Building Permits



~ The building department is responsible for administering Ontario's Building Code in your area ~

Why is a building permit required?

Building permits allow your municipality to protect the interests of both individuals and the community as a whole. By reviewing and approving building plans before any work is done, the municipality can ensure that buildings comply with:

- the Building Code, which sets standards for the design and construction of buildings to meet objectives such as health, safety, fire protection, accessibility and resource conservation
- the local zoning by-law and other planning controls on buildings
- Other applicable legislation, including conservation authority approvals and certain requirements under the Environment Protection Act.

When are building permits required?

You must obtain a building permit before you erect, install, extend, alter, repair or change the use of a building. We also issue permits for the installation, alteration, extension or repair of on-site sewage systems.

The definition of “**building**” under the building code act is as follows:

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

In general, a building permit is required to erect, install, extend, alter or repair a building. **If you are unsure if a building permit is required please ask the staff at the building department. NOTE: the fine for building without a permit is double the permit fee.**

Projects requiring a building permit?

The following are examples of projects which **will** require building permits, but are not limited to:

- Installing or repairing all or part of a septic system
- Construction of a new home or cottage
- 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
- Adding or replacing of a deck to an existing home
- Raising a building
- Excavating a crawl space to provide a full basement
- Relocating structures from one property to another or relocating a structure on the same property
- Construction or installing an accessory building or structure (not for human habitation) such as a garage, tool shed, fixed dock, etc. larger than 10 square metres (107 square feet)

- A structure less than 10 square metres attached to another structure with the total greater than 10 square meters
- A structure less than 10 square metres used for human habitation
- Solid fuel burning appliances and chimneys, etc.
- Installing any type of plumbing
- Demolishing a structure or portion of a structure
- Damp-proofing and drainage of foundation

NOTE: Accessory buildings **not for human habitation** that are less than 10 square metres do not require a building permit, however, they must be in compliance with the Zoning By-law. Contact the building department to verify compliance requirements for accessory buildings and structures.

Planning your project and applicable laws:

During the preliminary planning (feasibility) stage of your project it is imperative that you determine what Zoning By-laws apply to your property. Zoning By-laws regulate the use, size, location and types of buildings permitted on a parcel of land. Zoning By-law 2005-29, as amended can be obtained by visiting our web site at: www.highlandseast.ca.

The information you will require from the Zoning By-law will include:

- Is the proposed use permitted
- What are the minimum building setbacks (distance from the buildings to the property lines)
- What are the building height restrictions
- What is the total building floor area and lot coverage permitted and/or required

Planning relief is required when your proposed construction **cannot** be completed within the provisions of our zoning by-law. Should you require planning relief, you can have a pre-consultation with the Building Official by calling and booking an appointment.

There may be other applicable laws that must be met prior to making application for a building permit. Some examples are as follows:

- Crowe Valley Conservation Authority (if applicable)
- Department of Fisheries and Oceans
- Ministry of Natural Resources
- Transport Canada
- Others not mentioned

How do you apply for a building permit?

You can obtain an application for a building permit from the municipal web site, www.highlandseast.ca or directly from the building department located at 1032 Gooderham Street, Gooderham.

You will need to gather all supporting documentation gathered prior to submitting your completed application. This includes:

- Two complete sets of full size construction drawings along with Schedule One – Designer Sheet (*included in application package*). **Plans should be prepared by a qualified designer or engineer. All drawings MUST be clear, legible, accurate and drawn to scale.**
 - Truss drawings- shop drawings will suffice for your application. However the engineered truss drawings will be required prior to your framing inspection.
 - Engineer specifications for all engineered components i.e.: concrete slab, LVL beams etc.

- Complete, accurate and legible site plan. *(Please note: There may be times where a survey will be required)*
- Permits from other governing bodies as required. i.e. Crowe Valley Conservation Area, MNR, County etc.
- Letter of Agent if submitting on behalf of property owner
- Application fee

When applying for a permit for a dwelling of any type in addition to the above you will also need to provide:

- Septic Permit Application, Septic Permit or Review of Existing Septic System
- If building on vacant land your will need and Entrance Permit and 911 number
- Energy Efficiency Design Summary *(included in application package)*

Once your application is submitted:

Staff at the building department will review your application to confirm that the proposed work complies with the Building Code and other applicable laws and is complete. Application for a simple alteration, addition or deck can be processed fairly quickly but more complex proposals may take longer. However, the building department will process the application and issue the building permit within 10 business days for dwellings and accessory structures.

If you require relief from the Planning Act, a building permit cannot be issued until the appeal date has expired and no objections have been documented. If your property is covered by a site plan control by-law, a building permit cannot be issued until approval from the principal authority is obtained.

Permit and Application Fee Process:

The building permit application fee of \$75.00 is due upon receipt of the building application.

Your permit fees are based on your construction and are calculated during the review of your application. Payments can be made by debit, cash or cheque payable to the Municipality of Highlands East. These fees are payable upon pick up of your permit.

Permit Issuance:

Once your application is approved and permit issued and signed off by the Chief Building Official we will contact you for pickup of your permit and payment of permit fees.

Your Responsibilities once the permit has been issued:

You must read and understand all permit documents before commencing construction. If you are unsure about something please ask our staff.

The construction must be in compliance with the plans and documents issued with your permit. Any deviation from the approved drawings must be reported to the Chief Building Official, in the form of a revision to the permit. All revisions must be dated, signed and the section of revisions clouded. Revisions may be subject to addition fees.

You are **required** to post your permit at the entrance to your property during construction. This allows our building officials to find you for inspection and also lets others know you are building with the benefit of a permit.

You must keep the site copy of approved construction drawings and documentation onsite at all times during construction. These are required for contractors as well building officials to use as reference for your project.

The construction must be inspected:

The building inspectors for the municipality serve you by ensuring that the construction complies with the Ontario Building Code, Zoning By-laws for the municipality and the approved plans. It is **mandatory** for you to call for all inspections. Mandatory inspections and days assigned for bookings are included with your building permit documents. **A minimum of 48 hours' notice is required.** You **MUST** quote the building permit number when booking an inspection or for any other inquiries.

If you have hired contractors to construct the project, it is the owner's responsibility to ensure that all required inspections have been completed and a final inspection approved.

It is in your best interest to have these inspections carried out and any deficiencies identified by the inspectors prior to the contractor's completion of the project.

If an inspection has not been done and the area has been covered, the inspector may ask you to uncover the affected area(s) so that the inspection can take place.

If your building file is still open after two (2) years (*all required inspections have not be competed*) there will be an annual maintenance fee applied to the permit and a fee for each inspection conducted thereafter.

IMPORTANT – NO BUILDING CAN BE OCCUPIED OR USED UNTIL AN OCCUPANCY PERMIT HAS BEEN ISSUED

An Occupancy permit confirms the new construction and/or renovation complies with the Ontario Building Code. The permit is based on the inspections that are taken through the key stages of the construction. This permit does not certify or warrant the work or the workmanship of a builder, only general conformance with the Ontario Building Code.

Other permits and approvals:

Demolition Permits:

If you propose to demolish any structures occupying an area greater than ten (10) square metres (107 sq. Ft.) or part of a structure, you will require a Demolition Permit. An application must be filed with the building department along with a fee of \$175.00. If you are demolishing a building/structure greater than ten (10) square metres you will need to complete a 357 application (application to the council or the assessment review board) which will reduce your tax base accordingly.

Change of use Permit:

If you want to change the way you use all or part of a building, you may require a change of use permit even if you are not planning any construction. Different uses have different Building Code requirements.

Sewage System Permits:

Applications for new system installations, replacements and repairs of all septic systems are submitted to and approved by the building department. It is recommended that you contract a licensed installer to help you with the application process as it can be somewhat complicated. Applications and guidelines can be obtained from our web site. A sewage permit application must be submitted at the same time as an application for a new dwelling. An application for a review of sewage disposal system must be submitted for any renovations, building additions or additional buildings Note: Guest cabins (bunkies) are considered an extra bedroom and will require a review of the current septic system.

Plumbing Permits:

A plumbing permit is required for the installation, alteration or repair of drains, water lines and plumbing fixtures. However, if your project involves construction that requires a building permit, the plumbing approval will be incorporated within that permit. After your permit has been issued, you, as the homeowner, may install your own plumbing, drains and potable water lines. If you are hiring a contractor, ensure that the plumber is licensed.

Electrical Permit:

Prior to the installation or alteration of electrical equipment you are required to ensure an electrical permit is obtained from the Electrical Safety Authority. A copy of the electrical certificate must be submitted to the building department prior to receiving an occupancy permit.

Entrance Permits:

An entrance permit will be required for any new or revised entrances to a municipal road, county road or Provincial Road. Applications for municipal roads can be obtained from our web site.

General Information:

If you have any questions or concerns regarding permit requirements, please contact the building department. Building staff are available from 9:00 am to 4:30 pm Monday to Friday and will assist you at any point during your construction process.

Last but not least make sure you are covered:

- **TARION**, formerly known as the Ontario New Home Warranty Program, was created by the Government of Ontario in 1976 to administer the Ontario New Home Warranties Plan Act. Its primary purpose is to protect consumers of new homes by ensuring that builders abide the provincial legislation. Visit www.tarion.com for more info (*Section F of the permit application asks about Tarion Home Warranty Program*)
- Check with your **home insurance company** to ensure you have the correct coverage during construction.
- Be sure your contractor is insured and has **WSIB** coverage.
- Constructors (including property owners) are also responsible to the Ministry of Labour to post a Notice of Project on any construction project with a value greater than 50,000.00. For more info visit www.labour.gov.on.ca