

APPLYING FOR A BUILDING PERMIT – Frequently Asked Questions

1. HOW LARGE CAN A BUILDING BE WITHOUT REQUIRING A PERMIT?

- 108 ft² or 10m² (roughly 10ft X 10ft)

2. WHERE CAN I PUT THE BUILDING?

- Prepare a detailed SITE PLAN indicating placement of all buildings on your property with distances to property lines. Also, you must include distances to the property lines from the following:
 - the proposed building
 - the septic (if applicable)
 - any water bodies (lake/river/stream if applicable)
 - any hydro lines (if applicable)
 - the road

3. DO I NEED PROFESSIONAL PLANS?

- Yes. The plans must have all the required information to ensure compliance with the Ontario Building Code. It is advised to obtain the services of a qualified person.

4. HOW LONG DOES IT TAKE TO GET MY PERMIT?

- Provided the permit application is complete and all necessary information that accompanies the application (site plan, building plans, etc.) is accurate and complete, you should receive your permit within a minimum of 3 weeks. However, if the Building Inspector requires more information than what you have provided, your application may fall to the bottom of the queue.

5. WHEN ARE INSPECTIONS REQUIRED?

- Refer to the cardboard copy below the permit; this will state what stages of construction are required for inspection. REMEMBER, you are responsible for notifying the Building Inspector when you are ready for an inspection.

6. WHO CAN APPLY FOR THE PERMIT?

- Only the owner of the property can apply for the permit. If there is more than one person that owns the property, both names must appear on the application accompanied by signatures of both property owners. However, the owner(s) may sign the Authorization Form to allow another person on their behalf to apply for the permit, such as a contractor.

7. WHAT IS THE COST?

- \$0.50 per square foot for new habitable structures (e.g. cottages/cabins, residential homes, fabricated or moved from elsewhere such as; mobile home-factory built homes)
- \$0.30 per square foot for additions, renovations, alterations or repairs.
- \$0.30 per square foot for garages, carports or accessory buildings.
- \$0.50 per square foot for commercial buildings.
- \$0.30 per square foot for additions, renovations, alterations or repairs to commercial buildings.
- \$100.00 minimum fee for decks.
- \$100.00 minimum fee for any of the above listed.

8. HOW LONG IS THE PERMIT VALID?

- The project must be started within 6 months of issuance. If there is a lapse of more than 1 year, the permit may be revoked. It is advised to keep the Building Official advised of any delays that arise.

9. DO I NEED AN APPOINTMENT TO SEE THE BUILDING INSPECTOR?

- Absolutely. The Chief Building Official is available on a limited schedule. Please contact Tracy Cannon, Administrative Assistant – Building/Works Department to schedule appointments, inspections and site visits.

10. WHERE CAN I GET AN APPLICATION?

- Application packages are available at the Township Office or can be printed off the website.

For further information please refer to By-Law number 09-335 or contact Tracy Cannon, Administrative Assistant – Building/Works Department at 613-637-2650 ext. 203 Monday-Friday 8:30 a.m. to 4:00 p.m. or email tracy.tsa@xplornet.ca