

BUILDING PERMITS MUST BE OBTAINED BEFORE YOU START WORK ON A NEW HOUSE, AN ADDITION, OR ANY ALTERATIONS TO AN EXISTING HOUSE WHICH ARE SIGNIFICANT IN NATURE. PERMITS ARE GEARED TO THOSE PROJECTS WHERE HEALTH & SAFETY MATTERS ARE INVOLVED, AND EXIST TO PROTECT YOU, OTHER HOMEOWNERS, BUILDING OCCUPANTS, FUTURE OWNERS AND THE COMMUNITY.

### WHEN DO I NEED A PERMIT ?

CONTACT YOUR LOCAL MUNICIPAL OFFICE FOR SPECIFIC PERMIT REQUIREMENTS FOR ANY PARTICULAR PROJECT.

#### PERMITS ARE NORMALLY REQUIRED FOR:

Building any detached structure larger than 10m<sup>2</sup>  
Building any addition to your home  
Raised porches or decks  
Carports or garages  
Structural alterations  
Moving or lifting your house  
Installing a wood stove or fireplace  
Partitioning a basement or adding a basement entrance  
Creating an apartment in your house  
Altering or adding any plumbing  
Demolishing a house

#### PERMITS ARE NOT NORMALLY REQUIRED FOR:

Detached structures 10m<sup>2</sup> or less in area  
Decks which are 600mm or less from grade  
Replacement of windows, doors, roofing or siding  
New interior wall, floor or ceiling finishes  
Repairs to chimneys, porches, decks or roofs  
Waterproofing repairs to a basement  
Replacement of plumbing fixtures  
Replacement of a furnace

### HOW DO I GET A PERMIT?

1. Prepare drawings which accurately and to scale describe the construction you propose. Standard technical details are available at your local municipal office to assist in the preparation of your plans. The attached sample plans are an example of the scope of drawings usually required for an addition to a house. THESE DRAWINGS ARE NOT INTENDED FOR USE IN YOUR PERMIT APPLICATION. If you have someone else prepare your plans, ensure the designer has the appropriate qualifications required in the building code. It is usually advisable to verify with your local municipal office that your proposed site plan will meet local zoning standards before you prepare the complete construction plans.
2. Visit your local municipal office, and complete a building permit application.
3. Provide the required number of copies (usually 2 or 3) of the construction drawings, including a site plan.
4. Pay the permit fee.
5. If the approval of other agencies such as the Conservation Authority applies to your application, contact the agency and apply for approval. Your local municipality can advise you if any outside agency approvals apply to your application.

### WHEN WILL I GET THE PERMIT?

Your permit will usually be issued within 10 to 15 business days if your drawings are complete and the proposed construction meets local zoning standards and the Ontario Building Code. If the approval of other agencies is required due to the location of your construction, such as the Conservation Authority, the permit may be delayed.

### WHAT DO I HAVE TO DO AFTER I GET THE PERMIT?

Review your approved permit drawings before you start work, and keep them on the project site at all times. Make working copies if necessary. The permit must be posted in a conspicuous place on your property prior to starting work. You can commence construction any time after obtaining the permit and your permit will remain valid for a minimum of six months. Local utilities such as hydro, gas and telephone operate independently from your municipality and should be contacted regarding their specific approval and inspection requirements. All utilities must be contacted prior to commencing any excavation to determine the location of any nearby underground services.

Inspection requirements are normally noted on your permit drawings or the permit itself and must be arranged by contacting the municipal building inspection office prior to covering the work. For a house addition, an inspection is usually required for footings & foundations, structural framing, plumbing, heating, insulation and vapour barriers and final inspections before using the new space. Smaller projects such as decks, garages and minor alterations will usually involve fewer inspections.

If changes to the approved work are anticipated, speak with the inspector to determine if a revision to your permit is required. PLEASE REMEMBER TO WORK SAFELY!