



BUILDING DEPARTMENT

WHEN IS A BUILDING PERMIT REQUIRED?

...FOR THE SAFETY OF ALL OF US
AT HOME, WORK AND PLAY

What is a building permit?

A Building Permit is a license which grants legal permission to start construction of a building project.

When is a building permit necessary?

Always verify with the Building Department before starting a project. Building permits are typically required for the following:

- New building greater than 100sq'ft.
- Addition and renovation
- Demolition
- Prefabricated structure
- Mobile home
- Plumbing systems
- HVAC systems (heating, ventilating and air conditioning)
- Wood stove, pool, deck, hot tub, ect.
- Temporary building (tent)
- Farm building (barn, shed, silo...)

Why building permits

Permits ensure that construction within our Municipality meets with standards set out in the Ontario Building Code. The enforcement of standards is necessary to protect the health, safety and welfare of the public.

How much does a building permit cost?

The Permit fee is based on the size of the project. Additional fees may include development charges, service connection charges, performance deposits and/or others. The minimum cost for a permit is \$152.

The permit process, step by step:

1. Visit or call your Building Department.
2. Submit application. Other documents may also be required for your project. ie: deed of land, septic permit, plan of survey, construction plans.
3. Wait. The review process may take a few days or weeks depending on the project and on the work load.
4. Receive results of review. If the project is in compliance with building and zoning regulations, a permit will be issued. If denied, you can always make the proper revisions to the application and resubmit.
5. Receive permit. Once the fees are paid, construction can begin according to revised plans.
6. Call for inspections. Each building project has to be inspected at different stages. These are indicated on your building permit.

Administration performance deposits

A performance deposit is charged for each permit issued. The amount of that deposit is based on the value of the project. The full amount of the deposit is refunded if the project is completed within 1 year of the date the permit was issued.

After that period, and without any further notice, an amount equal to 25% of the original deposit is retained for administrative purposes each year thereafter. To avoid frustration and delays, please call for all inspections.

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