



GUIDE AND CHECKLIST FOR ALL BUILDING PERMIT APPLICATIONS

December 2010

WHEN ARE BUILDING PERMITS REQUIRED?

In general, a building permit is required to erect, install, extend, alter or repair a building. A building is defined as a structure occupying an area greater than 10 square metres (108 square feet).

The following are examples of projects which will require building permits:

- Installing or repairing all or part of a septic system
- 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 a house
- Excavating a crawl space to provide a full basement
- Construction or installing an accessory building such as a garage, tool shed, or playhouse larger than 10 square metres (107 square feet)
- Solid fuel burning appliance or chimney installation or repair
- Moving a house
- Solar Units/Panels

PLEASE NOTE

ACCESSORY BUILDINGS AND DECKS, REGARDLESS OF SIZE, MUST BE LOCATED ON THE LOT TO CONFORM TO THE APPLICABLE ZONING BY-LAW. BE SURE TO CHECK WITH ZONING TO ENSURE COMPLIANCE WITH THE ZONING BY-LAW WHETHER OR NOT YOU REQUIRE A BUILDING PERMIT. Please note that as per Section 3.2.7 of the Township's Zoning By-law 2010-65, **only 3 accessory buildings are permitted on a lot**. This **does not include** a sleeping cabin, privy, pumphouse or a gazebo.

PLANNING YOUR PROJECT

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.

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

- Minimum building setbacks (distance from the buildings to the property lines)
- Building height restrictions
- Total building floor area and lot coverage permitted
- Accessory Building Zoning information Sheets are available at the Township of Severn Office

- This information sheet will provide a general overview of Zoning requirements, maximum height and required setbacks and other items

WHAT IF MY PROJECT WILL NOT COMPLY WITH THE ZONING BY-LAW?

Zoning By-laws are designed to control the use, location and massing of buildings on a lot, however, in some situations it may be impossible to work within the set regulations.

In such a case you, as the homeowner, may apply for a Minor Variance to the Committee of Adjustment. This process is a public process. Be aware that an approximate time line for this process from start to finish is two months. A completed application with the current fee of \$750.00 must be submitted to the Planning Department. These applications can be obtained from the Township office. The application will proceed to a public hearing. If the Committee deems your proposal to be appropriate they have the authority to grant you permission to vary from the specified zoning provisions. Be advised that a building permit will NOT be issued prior to the 20 day appeal period after the hearing.

APPLYING FOR A BUILDING PERMIT

An application for a Building Permit can be obtained from the Building Department in the Municipal Office. With your application you will be required to submit detailed construction drawings and sufficient information for us to establish that your project complies with the Ontario Building Code, the Township of Severn Zoning By-law and all other applicable laws.

TWO COPIES OF ALL DOCUMENTS MUST BE SUBMITTED WITH AN APPLICATION. ALL PLANS MUST BE DRAWN TO SCALE FULLY DIMENSIONED AND BE OF PROFESSIONAL QUALITY. THIS INCLUDES A DETAILED SITE PLAN WITH THE REQUIRED INFORMATION.

Outlined below are drawing and information requirements for a number of specific projects. If you find that you're not able to produce these documents, then you should retain the services of a qualified person to prepare the necessary information.

SITE PLAN

A Site Plan is required for all building permit applications. The site plan is the first item to be reviewed in the process. The site plan requires all building and structures to be shown including the proposed structure. This plan requires the existing and proposed setbacks of the structures. Setbacks are the distances the structures are from the all lot lines and lake or river. The site plan should include relevant geographic features as forest, field areas, creeks streams, driveways and location of utilities.

CONSTRUCTION DRAWING

When planning your project, keep in mind the use of acceptable solutions prescribed in the Ontario Building Code is the most common and often the most efficient way to build.

The use of material and systems "not" prescribed in the acceptable solutions section of the Ontario Building Code will require professional design by an Architect, Professional Engineer or both. This method provides you with many more options but can be somewhat more time consuming and expensive.

Should you require assistance with your design, please consult the yellow pages under Drafting Services, Architects, Engineers or Building Contractors.

Please be advised that the Building Department and Inspectors cannot under law propose or design any individual plans for the applicant.

ADDITION TO HOUSE

- Site plan, showing all buildings on the property, dimensions to lot lines and location of easements, utilities (hydro, gas, phone, overhead and underground) and lot drainage and grading details
- Foundation plan showing depth, soil type, water table, footing size, drainage, etc.
- Plan(s) of addition, in detail (complete framing of floors and roof), AND floor plan(s) of the existing house
- Cross-section of addition including connection between new and existing
- Exterior elevations of all views (north, south, east, west), dimensioned, showing all doors and windows and finish grade

ATTACHED GARAGE

- Site Plan as for additions (refer to site plan specific requirements)
- Foundation Plan
- Floor Plan
- Roof framing plan, new and existing
- Cross-section including connection of new to existing
- Elevations of ALL views, dimensioned, showing all doors and windows
- Floor plan showing location and sizes of all windows and doors

DETACHED GARAGES AND SHEDS

- Site plan as for additions
- Foundation Plan
- Floor Plan
- Roof Framing Plan
- Cross Section
- Exterior elevations of all views, dimensioned, showing all doors and windows

CARPORTS

- Site plan as for additions
- Foundation Plan
- Floor Plan
- Roof Framing Plan
- Exterior elevations of all views
- Cross section, showing roof, beam, post and pier details as well as connection between new and existing

DEMOLITION PERMITS

If you propose to demolish any structure occupying an area greater than 10 square metres (107 square feet) or part of such a structure, you will required a Demolition Permit. An application must be filed with the Township. Process information can be obtained from the Building Department Clerk.

PERMIT FEES & PERMIT APPLICATION PROCESS

Building Permit and other applicable fees will be calculated after your application is reviewed by the various departments within the Township. Remember, until such fees are paid a Building Permit has not been issued. Any construction prior to a permit being issued may result in legal action.

If in the process of reviewing the application it is found additional information is required and if we are unable to contact you by phone we will forward a letter to you stating specifically what is required in order for us to continue the processing. It is suggested that you respond to our requests for information as promptly as possible in order to avoid any further delays in obtaining your permit.

PERMIT ISSUANCE

Your building permit will be at the front counter upon completion of our review of your submission. If you wish to have your permit mailed, you must indicate this on your permit application. NOTE: All fees must be paid before the building permit will be mailed.

The Building Permit Card must be posted on the construction site for the inspector to verify at all times. The permit drawings and documents must also be available on site for use by the various inspectors assigned to your project.

Please read the permit documents thoroughly before commencing construction. 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 Request for Revision. Please contact the Building Services Department should this situation arise since, depending on the degree of change, revisions can get quite complicated.

THE CONSTRUCTION MUST BE INSPECTED

The Township's Building Inspectors serve you by ensuring that the construction complies with the Ontario Building Code and the reviewed drawings for which the permit was issued. It is mandatory for you to call for inspections. Mandatory inspections are listed on documents, (notices and inspection form) issued with your permit drawings. Please keep it handy for your reference.

The phone number to request an inspection 325-2315 ext 224 . Please have your permit number available when you call. A minimum of 48 hours notice is required.

The building inspector compiles a report on site at each inspection. You will be given a copy of this report and asked to acknowledge receipt of same. It is the responsibility of the owner to have deficiencies corrected and re-inspected before continuing to the next stage of construction.

It must be noted that owners leaving this responsibility with the contractors remain legally responsible for compliance with the Building Code Act and the Ontario Building Code. Before finishing up with your contractors and Trades people, please ensure that inspection requirements are in order and all deficiencies have been discharged.

If you have hired contractors to construct the project, it is your responsibility, as the owner, to ensure that they have called for the mandatory inspection. It is in your best interest to have these inspections carried out and any deficiencies identified by the inspectors corrected prior to the contractors' completion of the project.

OTHER PERMITS AND APPROVALS

Plumbing Permits

A Plumbing Permit is required for the installation of drains, sewers and plumbing fixtures. However, if your project involves construction that requires a Building Permit, the plumbing approval will be incorporated, and a separate Plumbing Permit will not be necessary.

After your permit has been issued, you, as the homeowner may install your own plumbing, drains and sewers. If, however, you are hiring a contractor, ensure that he is licensed.

Electrical Permit

Prior to the installation or alteration of electrical equipment you are required to ensure an electrical permit is obtained from Ontario Hydro. For application requirements, contact them at 48 Alliance Blvd., Unit 108, Box 4300, Barrie Ontario L4M 6L4, ph. 1-800-571-7724.

Docks, Boathouses, etc.

If you are thinking of building a dock, boat port, boatlift, boathouse, etc. or repairing any of these you must obtain permission from the Trent-Severn Waterway (705-750-4900) or Ministry of Natural Resources (705-725-7500). A building permit will then be required by the Township of Severn. You will need to submit a copy of the Permission Letter from the Trent-Severn or MNR as well as a site plan and 2 sets of construction drawings. This process may take some time, so it is advisable to apply well in advance. For further information on in-water and shoreline works visit the websites of each of these regulating agencies.

SEWER, WATER AND ENTRANCE PERMITS

If you are constructing a new dwelling in an area serviced by municipal sanitary sewers and water, you are required to connect to those services. Application for sewer and water connections can be obtained from the Municipal Office or from the Public Works Department 325-2315 Ext. 241.

An Entrance Permit will also be required for any new or revised entrances to a Township, County road, or Provincial Highway. Entrance Permit applications for Township Roads can be obtained from the Township Office Public Works Department 325-2315 Ext. 241.

WORKSITE SAFETY

You are required to maintain a safe worksite. Failure to do so may result in charges, a failed inspection and possible re-inspection scheduling delays. Please ensure compliance with the Ontario Health and Safety Act and Regulations on your worksite. For further information you can contact the Ministry of Labour at 905-715-7020.

