

# A Guide to Building Permits

Residential Projects



**Township of Perth East**  
25 Mill Street East  
Milverton, ON  
N0K 1M0



# A GUIDE TO OBTAINING BUILDING PERMITS

## Residential Projects

### Contact information

Address:	25 Mill Street East, P.O. Box 455 Milverton, ON N0K 1M0
Telephone:	519-595-2800
Inspections:	519-595-2800 x 241 (Follow instructions on voicemail system)
Planning:	519-595-2800 x 248 519-271-0531 x 413
Fax:	519-595-2801
Internet:	<a href="http://www.pertheast.ca">www.pertheast.ca</a>
Office Hours:	Monday to Friday (except public holidays) 8:30 a.m. to 4:30 p.m.
Ontario One Call	1-800-400-2255 <a href="http://www.on1call.com">www.on1call.com</a>
Electrical Safety Association	1-877-372-7233 <a href="http://www.esasafe.com">www.esasafe.com</a>
Ministry of Transportation	519-873-4203
Avon Maitland Conservation Authority	519-335-3557 <a href="http://www.mvca.on.ca">www.mvca.on.ca</a>
Grand River Conservation Authority	519-621-2761 <a href="http://www.grandriver.ca">www.grandriver.ca</a>
Upper Thames Conservation Authority	519-451-2800 <a href="http://www.thamesriver.on.ca">www.thamesriver.on.ca</a>
Ontario Building Code, to order a copy	1-800-668-9938 <a href="http://www.serviceontario.ca">www.serviceontario.ca</a>
Municipal Property Assessment Corp.	1-866-296-6722 <a href="http://www.mpac.ca">www.mpac.ca</a>

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## Residential Projects

If you are planning to build a new home or complete home improvements, this guide will provide you with the information required to apply for a building permit. Please be advised that the requirements within this guide are subject to change without notice.

Building permits are necessary to ensure that zoning requirements, fire and structural safety standards and other building standards are met, primarily for safety reasons. A benefit of obtaining a building permit is receiving assistance from the building department staff. Another benefit is to ensure that you or the person you have hired produces a product that meets the minimum standards set out in the Ontario Building Code and other relevant Codes as well as the Township of Perth East by-laws.

Whether you do the work yourself or hire a contractor, it is the homeowner's responsibility to ensure that a building permit is obtained, when required, and that the required inspections are called for and any infractions are corrected. **Starting construction without a permit is illegal and is a Provincial Offence under the Ontario Building Code Act so we advise homeowners to ensure that the permit has been issued prior to starting any work.**

Guides, applications and/or sample drawings are available. These guides and applications contain specific zoning and building information and identify specific drawing requirements. Please contact our office or visit our website for further information.

**A building permit is generally required for, but is not limited to, the following:**

### Exterior

- Building a deck, porch, sunroom, solarium
- Building an addition
- Installing a pool
- Building a garage/carport (either attached or detached)
- Sheds (greater than 10 square meters {108 square feet})
- Altering a roof structure
- Altering a foundation (under pinning)
- Adding or altering exterior stairs

### Interior

- Finishing your basement
- Creating an accessory apartment/in-law suite/basement apartment
- Dormers or finishing attic space
- New or enlarging existing windows or doors
- Interior structural alterations



# A GUIDE TO OBTAINING BUILDING PERMITS

## Residential Projects

- Adding or removing walls (different room sizes and/or uses)
- Adding or altering chimney, woodstove, or fireplace
- Adding a kitchen or bathroom
- Change of use (ie. Establishing a home occupation/home-based business, lodging house, bed and breakfast, or changing any part of a building from one use to another (for example changing a store to a residential unit, or vice versa)

### Plumbing

- Installing/altering plumbing
- New septic system or repairs to existing
- Installation, repair of storm, sanitary and water service

Note: Plumbing work may be done by a home owner on their single, semi-detached or townhouse dwelling unit in which they reside. Persons, other than the homeowner (like plumbers, contractors, home renovation companies) doing plumbing work shall possess a Certificate of Qualification issued by the Province of Ontario.

### Heating

- Major duct work
- New heating system
- Furnace replacements when changing fuel source (i.e. Electric to gas)

### Demolition/Removal

- Demolition of a building or portion of a building.

### Electrical

- The Building Department **does not** issue electrical permits or carry out electrical inspections. Please contact the Electrical Safety Association for information (1-877-372-7233).

### Plan your Project

If you have a good working knowledge of home construction you can consider designing your own project. Many publications are available in book shops, libraries, etc. For more complicated projects you will need to retain the services of a qualified BCIN designated person such as a draftsman to prepare your plans and specifications. Some unique features or structures may need to be designed by an Architect or Professional Engineer. All work indicated on your drawings must conform to the Ontario Building Code, Township of Perth East by-law, and all other applicable law. If your proposal does not comply with the Zoning By-law, you may seek permission for a minor variance.



# A GUIDE TO OBTAINING BUILDING PERMITS

## Residential Projects

### Visit our Office for Preliminary Information

To determine if a permit is required, or if other approvals are required, please visit our office. We suggest that you bring:

- A site plan drawn to a recognized scale or survey of your property showing the location of all existing structures and indicating (to a recognized scale) the location of your proposed addition, garage, shed, pool, deck, etc. and the dimensions from property lines. A sample site plan follows in this guide.
- A rough floor plan of your proposed basement renovation, addition, new bathroom, etc.
- The specifications for your wood stove, the pool manufacturer's brochure, etc.

During this preliminary visit we can advise that further information is required in order for us to accept an application for building permit. It may be determined that approvals from other agencies are required prior to permit issuance. Some examples are Township Council, County Council, Electrical Safety Association, Site plan Control, Ministry of Transportation, Conservation Authority, etc.

Depending on the nature of your proposal and the information and drawings you provide during this preliminary visit, it may be possible to submit your application at this time.

### Submit your Application for Building Permit

The following items are required in order to submit your proposal for review:

- A completed permit application form,
- A completed schedule 1 designer form,
- Two sets of building plans drawn to a recognized scale (min. 3/16"=1'-0"). **(Single line drawings are not acceptable).**
- Two copies of a site plan drawn to a recognized scale or survey of your property showing the location of all existing structures indicating (to a recognized scale) the location of your proposed addition, garage, shed, pool deck, etc. and the dimensions from property lines. A sample site plan follows later in this guide.
- The building permit fee in cash, Interac Direct Payment, cheque or money order, payable to the "Township of Perth East". Please see our staff at the Building Department Counter to assist you in determining the correct fee for your construction project.
- A 'Final Inspection Deposit' may be required depending on your project.



# A GUIDE TO OBTAINING BUILDING PERMITS

## Residential Projects

### INCOMPLETE APPLICATIONS OR PLANS WILL NOT BE ACCEPTED.

Upon submission of your application at the Building Department counter, a Plans Examiner will check your application to ensure that everything is in order. If the submission is complete, you will be given a receipt.

### THIS RECEIPT IS NOT YOUR BUILDING PERMIT.

The approximate time to process a complete residential building permit application is 10 business days. Please reference the table below for time periods for all classes of buildings.

Item	Class of Building	Time Period
1.	a) A detached house, semi-detached house, townhouse, or row house where no dwelling unit is located above another dwelling unit. b) A detached structure that serves a building described in Clause (a) and does not exceed 55 m <sup>2</sup> in building area. c) A tent to which Section 3.14 of Division B applies. d) (d) A sign to which Section 3.15 of Division B applies.	10 days
2.	a) Buildings described in Clause 1.1.2.4.(1)(a), (b) or (c) of Division A, other than buildings described in Column 1 of any of Items 1 and 4 of this Table. (Other Part 9 Buildings) b) Farm buildings that do not exceed 600 m <sup>2</sup> in building area.	15 days
3.	a) Buildings described in Clause 1.1.2.2.(1)(a) or (b) of Division A, other than buildings described in Column 1 of any of Items 1 and 4 of this Table. (Part 3 buildings) b) Farm buildings exceeding 600 m <sup>2</sup> in building area.	20 days
4.	a) Post-disaster buildings. b) Buildings to which Subsection 3.2.6. of Division B of any provision in Articles 3.2.8.3. to 3.2.8.11. of Division B applies. (High and Complex buildings)	30 days
	Column 1	2

**YOU WILL RECEIVE A CALL ONCE YOUR BUILDING PERMIT HAS BEEN ISSUED AND THE APPLICANT COPY OF THE PERMIT MAY BE PICKED UP AT THE BUILDING DEPARTMENT COUNTER.**



# A GUIDE TO OBTAINING BUILDING PERMITS

## Residential Projects

### The Approval Process

Your application will be reviewed in order of submission.

During this review process a Plan Examiner may identify deficiencies on the drawings or determine that additional information is required in which case the designer and/or applicant will be notified. Please ensure that this requested information is submitted promptly as no further processing will occur until the information is received. Any delays on your part will affect our permit processing time.

When the review is complete the building permit will be issued and the owner/applicant will be notified to pick up the permit at the Township office.

**In order for us to provide quicker processing of permits, we encourage you to avoid unnecessary telephone calls or unscheduled meetings.**

Construction must be in compliance with the approved plans and documents issued with your permit. Any deviation from the approved drawings must be reported to the Building Department. Revised drawings may be required.

Several mandatory inspections are required to ensure that all work is completed according to the approved plans, including changes noted by the Plans Examiner. Your permit will include a list of mandatory inspections specific to your project.

### Inspections:

**Inspections do not happen automatically.** It is the **homeowner's responsibility** to ensure that you or your contractor contacts the Building Department office to book an inspection. Failure to have inspections performed may result in having to uncover and expose work for inspection.

To book your inspection, please call 519-595-2800 x241 and follow the instructions for leaving a message on our voicemail system. If booked by 4:00 p.m. one business day, the inspection can usually be booked for the next business day. Inspections are booked as they are received.

The Inspector will perform an inspection and a field report will be emailed to the applicant or left on site. If infractions are noted, these items must be corrected and a re-inspection booked to ensure that the infractions have been remedied. Once all mandatory inspections have been passed, the permit will be considered complete.



# A GUIDE TO OBTAINING BUILDING PERMITS

## Residential Projects

### Frequently asked Questions

**1. How much does a permit cost? What does the fee include?**

Permit fees vary depending on the type of construction proposed. Some fees are a flat rate while others are based on the floor area of the construction. This fee includes plans review and required inspections and is not subject to HST. Permit fees will be calculated by Building Department staff.

**2. Will my taxes go up?**

Taxes are based on the assessed value of a property. For more information, please contact the Municipal Property Assessment Corporation.

**3. Do you notify my neighbours about the building permit?**

Your neighbours are not notified about your building permit if your proposed work meets all current zoning regulations.

**4. Who is responsible for getting a building permit and calling to have the required inspections done?**

While many contractors include these items as part of the job the ultimate responsibility rests with the homeowner. If a permit is required for the work being undertaken no work is to commence and no inspections will be carried out until the permit is issued.

**5. How long does it take to get a permit?**

The time to process a building permit is based on the class of building and will either be processed in 10, 15, 20, or 30 days depending on the class. Where deficiencies are noted during plan review may take longer to issue depending on the applicant providing additional information to the Plan Examiner.

**6. How much time do I have to finish the work before the permit expires?**

Once your permit is issued construction must start within 6 months and be continuous and on-going.

**7. What happens if construction is carried out without a permit?**

Construction without a permit is illegal and subject to legal action under the Ontario Building Code Act.

**8. When can I get my 'Final Inspection' deposit back?**

You may request a refund of the deposit after the final inspection has passed.





# A GUIDE TO OBTAINING BUILDING PERMITS

## Residential Projects

### Sample Site Plan

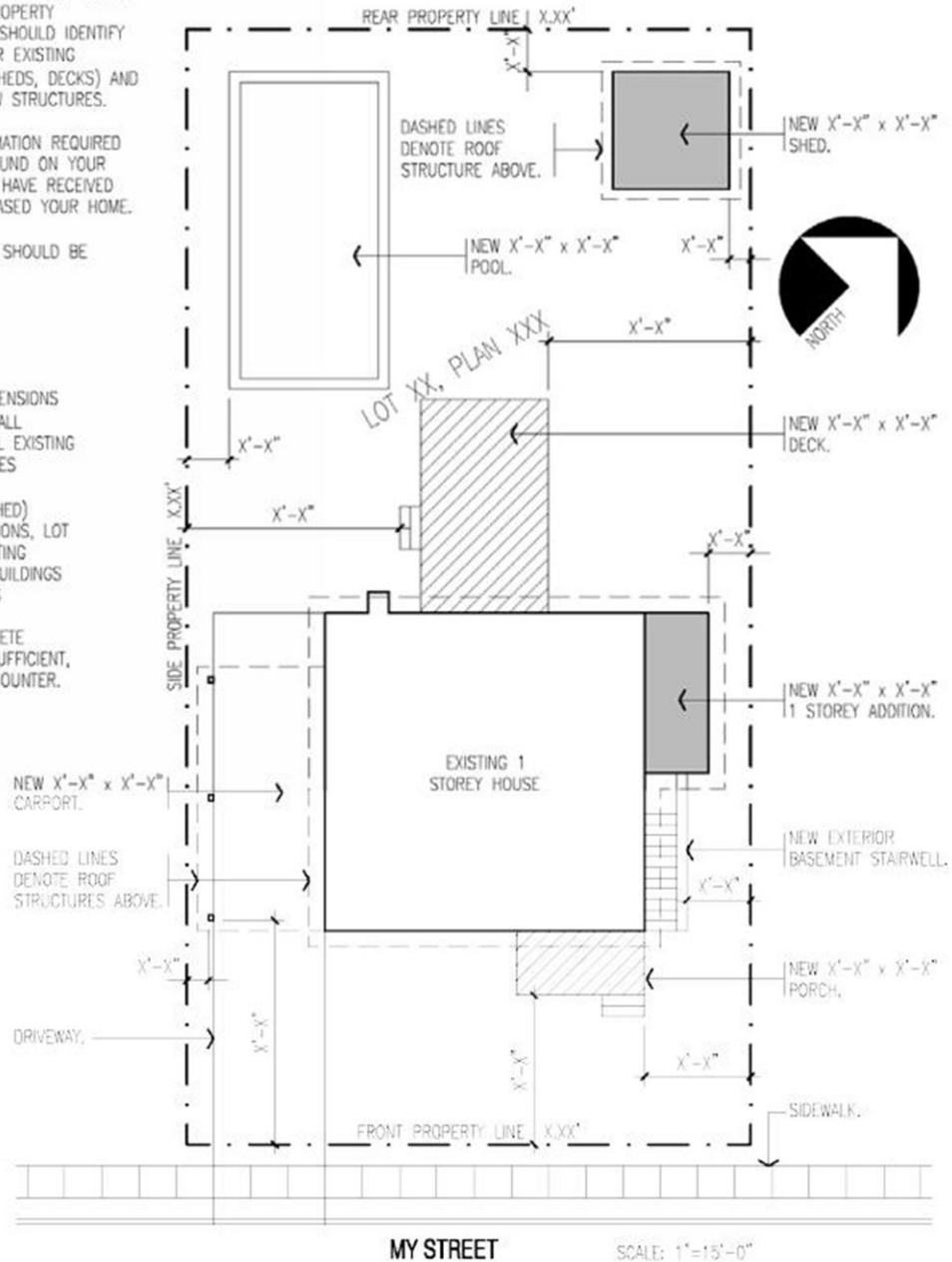
A SITE PLAN IDENTIFIES BUILDINGS AND OTHER FEATURES IN RELATION TO PROPERTY BOUNDARIES. THE SITE PLAN SHOULD IDENTIFY YOUR EXISTING HOUSE, OTHER EXISTING STRUCTURES (I.E. GARAGES, SHEDS, DECKS) AND PROPOSED ADDITIONS OR NEW STRUCTURES.

MOST OR ALL OF THE INFORMATION REQUIRED FOR A SITE PLAN CAN BE FOUND ON YOUR PROPERTY SURVEY. YOU MAY HAVE RECEIVED A SURVEY WHEN YOU PURCHASED YOUR HOME.

THE FOLLOWING INFORMATION SHOULD BE SHOWN ON A SITE PLAN:

- TITLE AND SCALE
- LEGAL DESCRIPTION
- STREET NAME
- NORTH ARROW
- PROPERTY LINES WITH DIMENSIONS
- SETBACKS (DISTANCE) TO ALL PROPERTY LINES FROM ALL EXISTING AND PROPOSED STRUCTURES
- PROPOSED CONSTRUCTION (SHADED OR CROSS HATCHED)
- OVERALL BUILDING DIMENSIONS, LOT COVERAGE, NEW AND EXISTING BUILDING AREAS OF ALL BUILDINGS
- RIGHT-OF-WAY EASEMENTS

IN SOME INSTANCES A COMPLETE PROPERTY SURVEY MAY BE SUFFICIENT, CHECK WITH STAFF AT OUR COUNTER.



#### NOTES:

1. DO NOT SUBMIT THIS SAMPLE DRAWING AS PART OF YOUR DRAWING PACKAGE.
2. PLANS SUBMITTED FOR REVIEW ARE TO BE DRAWN AT A RECOGNIZED SCALE. FOR EXAMPLE 1"=10' OR 1:100 (METRIC).

#### LEGEND:

X'-X", X", X.XX', XX' DENOTES INFORMATION THAT IS REQUIRED ON YOUR SITE PLAN. THIS INFORMATION CONSISTS OF SETBACKS, DIMENSIONS AND OTHER ELEMENTS.