



Tay Valley Township

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Building Permits- Frequently Asked Questions

When Do I Need A Building Permit?

You must obtain a building permit before you do any of the following:

- Construct a Free Standing Structure Over 108 sq.ft
- Add to Any Existing Structure, of Any Size
- Renovate or Alter Any Existing Structure
- Plumbing Alterations
- Construct a Deck/Porch/Veranda etc.
- Install a Pool- As Per the Swimming Pool By-Law
- Install a Wood Burning Appliance
- Demolition of Any Structure, Of Any Size

What Do I Need for a Complete Application?

- P.I.N. & Entrance Permit
- Septic Permit
- Complete Applicant Information
 - ✓ Project Information
 - ✓ Purpose of Application
 - ✓ Ontario New Home Warranty
 - ✓ Declaration of Owner(s)
- Property Information
 - ✓ Authorization of an Agent
 - ✓ Building Use Information
 - ✓ Security Deposit Return Information
- Plot/Site Plan Drawing
 - ✓ Show Setbacks
 - ✓ Show All Important Structures
 - ✓ Show Lot Dimensions
 - ✓ Show Proposed Structure with Dimensions
- Proof of Ownership
 - ✓ Deed/Transfer or Recent Tax Bill
- Designer Information
- Mechanical Ventilation Design
- Wood Burning Appliance Information
- Two Sets of Building Plans

What Should I Show on my Plans/Drawings?

- Floor Plan
 - ✓ Use of Rooms & Space

- ✓ Width, Locations of Openings
- ✓ Location/Dimensions of Stairs
- ✓ Heating & Ventilation Details
- ✓ Size, Type & Location of Walls/Partitions
- ✓ Material Specifications or Notes
- ✓ Location of Smoke & CO² Alarms
- Elevations
 - ✓ Dimensions of Walls
 - ✓ Grade Level
 - ✓ Overhand Dimensions
 - ✓ Rain Water Leader
 - ✓ Dimensions of Windows and Doors
 - ✓ Exterior Wall Cladding, Finishes & Flashing
 - ✓ Roof Shape, Slope and Finish
 - ✓ Eavestroughing
- Sections and Details
 - ✓ Details of Footings, Foundations, Walls, Floors and Roofing
 - ✓ Distance from Grade to Floor and Underside of Footing
 - ✓ Attic and Crawl Space Ventilation

How Long Does it Take to Get A Permit?

- A permit for a large structure (i.e. a dwelling) must be issued or refused within ten (10) business days of receipt of the **complete** application.
- For other “Part 9” buildings and farm buildings under 600m², the time period is extended to 15 days.
- Most **complete** applications can be processed well within these time periods.

What are the Permit Fees?

- The permit fees are calculated based on the size of the structure and the type of construction, whether new residential, commercial or industrial; accessory buildings, decks and porches, farm buildings, alterations and repairs to existing structures, swimming pools and other categories. For all building permits, unless otherwise stated by the By-law, there is a \$250.00 deposit that shall be refunded to the applicant upon successful completion of the final inspection. Fees are payable in full when the building permit is issued.