

Building Permit Application

to Construct, Demolish, Install or Renovate
by Material Alteration/Repair

Obtain a valid Township Building Permit
BEFORE starting any construction or demolition.

What's your project?
The checkmarks show
the documents you need

Check the items you are
submitting

	New homes & additions	Renovations	Deck, garage, gazebo, shed, workshop, etc.	Demolition project	Temporary Event Tent	Solid Fuel Appliance (woodstove etc.)
Provide Deed and All Documents Referenced in the Deed (Surveys etc.) to confirm legal access	✓	✓	✓	✓	✓	✓
Permit Application (pages 3-4)	✓	✓	✓	✓		
Owner Authorization (page 5)	✓	✓	✓	✓		
Schedule 1: Designer Information (page 6)	✓	✓	✓	Note 1	Note 2	Note 3
★ Planning and Zoning Review (pages 7-8)	✓	✓	✓		Page 8	
Heat Loss/Gain Report & Duct Ventilation Design (Hydronics if proposed) (by qualified HVAC Designer)	✓	✓				
Energy Efficiency Design Summary (The Prescriptive option is included on pages 9-10; request the Performance option if applicable.)	✓	✓				
\$\$ Security Deposit	For the amount due with application, see bottom of page 5					
Construction Drawings	✓	✓	✓			
Provide two (2) complete sets of construction drawings to scale as well as a digital copy of the proposed Building Plans and Specifications , sufficiently detailed to complete the project as per the Township Building By-Law and Ontario Building Code. Paper size 11x17" is recommended, or larger so that text is readable.						
1. Demolition permit: engineering required for structure three (3) stories or more above ground.						
2. Event tent: permit required for one or more tents with a combined floor area of over 60m ² . Provide manufacturers specifications and installation instructions.						
3. Wood heat appliance: provide a floor plan with heater location, emissions ratings, and installation specifications for the appliance and chimney.						
4. Pool Permit: Fill out page 3 and provide a plot plan sketch (see fencing by-law* 2002-021)						
<i>The Chief Building Official may require additional information for Plans Review, prior to issuing a building permit.</i>						

Tips

- Email address of applicant is required on page 3 for receiving inspection reports.
- Schedule 1: Designer Information: If the owner is the designer, complete only section D (tick the 3rd box and fill in the word "owner" as the "Basis for exemption"). Date and sign.

★✓ – see over

★ The Planner checks your application to make sure that the project corresponds to Zoning By-Laws, the Official Plan, other applicable laws, and if required, with Conservation Authorities, the Environmental Protection Act and Source Water Protection Act. If you already have a Site Plan Control Agreement, it may substitute for page 8 or it may need to be updated. Please include your Site Plan Control Agreement number or date at the top of the Property Plan sketch (page 8).

✓ The Building Official checks that the building plans meet the Ontario Building Code, which sets standards for the design and construction of buildings to meet objectives such as health, safety, fire protection, accessibility and resource conservation. Other laws may also apply: Institution, animal housing, heritage buildings, conservation & environmental protection areas, etc.

✓ Before a building permit can be deemed complete a review of the property owner's legal access needs to be confirmed. All applications are to include the following:

1. Property Index Map
2. Parcel Registration
3. Deed and all supporting RS and survey documents.

These documents can be retrieved by your lawyer or you can visit the Online Land Registry at ONLANDS.ca

Are you starting with a vacant lot?

Separate forms may be required for:

Entrance Permit and/or Civic Address

New driveway and/or building on vacant lot

◆ **Septic Permit**

New sewage system

Development Charges

When constructing a **new** cabin/cottage or dwelling on a vacant lot – payment required at the time of issuing the building permit

Are you adding living space or plumbing? Or changing the "use" -for example, from residential to commercial?

Are you less than 100m to water? Or is it a commercial property?

◆ **Septic Change of Use/Renovation**

May be required for additions & renovations

Site Plan Control Agreement

Waterfront or commercial development

These application forms are available on our website www.tayvalleytwp.ca or by contacting the Building and Planning Administrative Assistant: 613-267-5353 ext 129 or buildingplanning@tayvalleytwp.ca

◆ Septic APPROVAL must be obtained BEFORE a building permit is issued.

Any structure over 10m² (108 square feet) requires a building permit.

If it's smaller AND attached to another structure, it also requires a permit.

A shed that does not have electrical or plumbing that is under 15m² (160 square feet) does not require a permit.

Not sure if you need a permit? CALL BEFORE STARTING!

*There is a 100% surcharge in fees for building without permit of **Minimum \$1,000 for minor** (ex. – decks, sheds, pools), and **Minimum \$2,000 for major** (ex. – additions, renovations), **Plus a \$5,000 Deposit for Legal Expenses.**

Chief Building Official, Tay Valley Township, 613-267-5353 ext. 124 or Email - cbo@tayvalleytwp.ca