

Homeowner's Guide

Residential Building Application



West Nipissing Ouest

02/12/2005



1. Residential Building Application

To help with constructing, adding or renovating a building on your property (new home, deck, garage or other major work). This information and fee schedule is as of January 2005 and is subject to change. If you have any questions, please call Building Services at 753-2250.

2. What is a building permit?

Formal approval from the Municipality is required to construct, add to, or renovate a building on your property.

3. Why do I need a building permit?

In Ontario, there are laws and regulations in place for the construction of buildings. The Corporation of the Municipality of West Nipissing is responsible for overseeing the Ontario Building Code Act and the regulations for the construction, maintenance and safety of buildings and other structures. The Municipality ensures that anyone building a structure meets structural, fire, land use and safety requirements for the general protection of you and your neighbours.

4. When do I need a building permit?

You **need** a permit if you.....

- construct any new building i.e. new single family dwelling, garage, shed
- construct a foundation
- install a structure such as a mobile home on your property
- repair or add to a building, including porches and decks
- remodelling
- enclose a porch or add a roof over a deck
- add a chimney, woodstove or fireplace
- install an above ground pool or in ground pool
- install weeping tiles
- install siding or re-bricking
- replace shingles
- finish a basement

- move a building onto a property

You **do not need** a permit if you.....

- do non-structural work, such as, eaves troughs, kitchen cupboards, landscaping, driveways, sidewalks or fences (however, fence by-law requirements apply)
- build a wooden deck with no roof, where the finished deck level is 24" (600 mm) or less above finished grade, regardless of size when not attached to building (however, zoning regulations apply)
- sky lights, provided not more than one rafter, joist, or other similar structure member is cut or removed
- window and door replacement, provided openings are not enlarged
- add-on cooling systems, air cleaners, plenum heaters and in-line humidifiers
- furnace replacement
- proposed free standing structure is under 108 sq. ft (however, zoning regulations apply)
- replace plumbing fixtures

A **demolition permit** is required before you take down all or part of a building. The process is much the same as for a building permit; however, your application may be affected by special situations. For example, if a building has historical or architectural significance, it may be designated as a heritage building under the Ontario Heritage Act. Demolition will require Municipalities Council's approval.

5. How much will a permit cost?

- The basic minimum fee for a building permit is \$45 plus \$5.00 for each additional \$1,000 of construction value?
- Cost of Demolition permit is \$25.00.

The above noted construction values are subject to annual fee adjustments through the passage of a by-law by Municipal Council. The fee for a Building Permit is based on the cost of construction, including **labour** and **material**.

You may also have to pay a fee for other services such as hook-up to municipal water and sewer services.

6. What is a full permit application as per the Ontario Building Code?

***2.4.1.1B (5), (6)**

(5) The requirements for an application referred to in Sentence (1) for a permit under Subsection 8(1) of the Building Code Act are:

- (a) that the application be made in the form described in Sentence 2.4.1.1A. (2),*
- (b) that the application be signed by a person described in Clause 2.4.1.1A. (1)(a) or (b),*
- (c) that all applicable fields on the application form and required schedules are completed,*
- (d) that all attachments indicated as being attached to the application are submitted with the application, and*
- (e) that the application be accompanied by the types and quantities of plans and specifications that are prescribed by applicable by-law, resolution or regulation made under Clause 7(1)(b) of the Building Code Act.*

(6) The time period on which a permit is issued or refused and provide in writing all of the reasons for the refusal is described in 2.4.1.1B (1) to (3) in the Ontario Building Code Shall begin on the day following the later of

- (a) the day on which an application meeting the requirements of sentence (5) is submitted to the chief building official, and*
- (b) the day on which payment is made of all fees that are required, under a by-law, regulation or resolution made under clause 7(1)(c) of the Building Code Act, to be paid when the application is made.*

6. Do I get my money back if my application is refused?

When an application is refused the applicant will have to pay the basic minimum fee for the building permit of \$45 for the staff's time and costs. All additional fees will be reimbursed.

7. How long does the application process take?

Table 2.4.1.1B. of the Ontario Building Code sets out the time period which a chief building official as to issue the permit, or refuse to issue the permit and provide in writing all of reasons for the refusal. The regulation allows for a ten day time period and fifteen if the building is not serviced by the municipality.

8. Plans and specifications required when applying for a building permit?

- Two (2) sets of scaled construction drawings
 - Elevation Plans (Front, Rear, Right, Left)
 - Floor Plan(s)
 - Basement Plan
 - Site Plan
 - Cross Sections (Section View)
 - Plumbing Plan
- Site plan showing :
 - size & location of all existing & proposed buildings, garages, pools, sheds, etc. on property;
 - all property lines and dimensions as well as the distance between all structures and the property lines
 - drainage patterns
 - driveway
- Deed or Tax Bill to verify ownership and provide us with a legal description of the property
- Letter of authorization from property owner should applicant not be the owner
- Calculations for ventilation system (HVAC)

9. What other things do I need?

Although approvals vary from one building application to the next, they may include the following agencies:

- **The Corporation of the Municipality of West Nipissing approval authorities:**
 - Committee of Adjustment
 - Fire Services (Richard Savage 705-753-6920)
 - Roads & Drainage (705-753-0952) /Sewer & Water (705-753-1220)
 - Agricultural Committee (Louise Cote 705-594-2318)
 - Planning Board (Roger Lachance 705-753-6902)
- **External approval authorities:**
 - Health Unit
 - Ministry of Transportation, Sue Marsh (705-497-5401) North Bay, Lina Arseneault (1-800-222-1047) Sudbury
 - The North Bay Mattawa Conservation Authority (705-474-5420)
 - The Ministry of Natural Resources (1-800-667-1940)
 - Department of Fisheries and Oceans (705-522-6421)

10. What can you do if your application is turned down?

If Building Code issues cannot be resolved, you may write to the two following agencies detailing the reasons for your appeal:

- The Building Materials Evaluation Commission hears appeals for problems related to construction techniques or materials.
- The Building Code Commission hears appeals dealing with problems related to technical requirements of the Ontario Building Code.

Both Commissions can be reached care of the Housing Development and Buildings Branch of the Ministry of Municipal Affairs and Housing, 777 Bay Street, 2nd Floor, Toronto ON M5G 2E5 (416)858-6666.

If Planning Act issues cannot be resolved, you may need to apply for the following planning approvals through the West Nipissing Planning Committee:

- rezoning
- minor variance application (Committee of Adjustment)
- lot severance (Consent Application)

11. Where do I go for the permit?

Building Services

Building Services
225 Holditch St, Sturgeon Falls
11790 Hwy 64, Verner
705-753-2250 or 705-594-9220

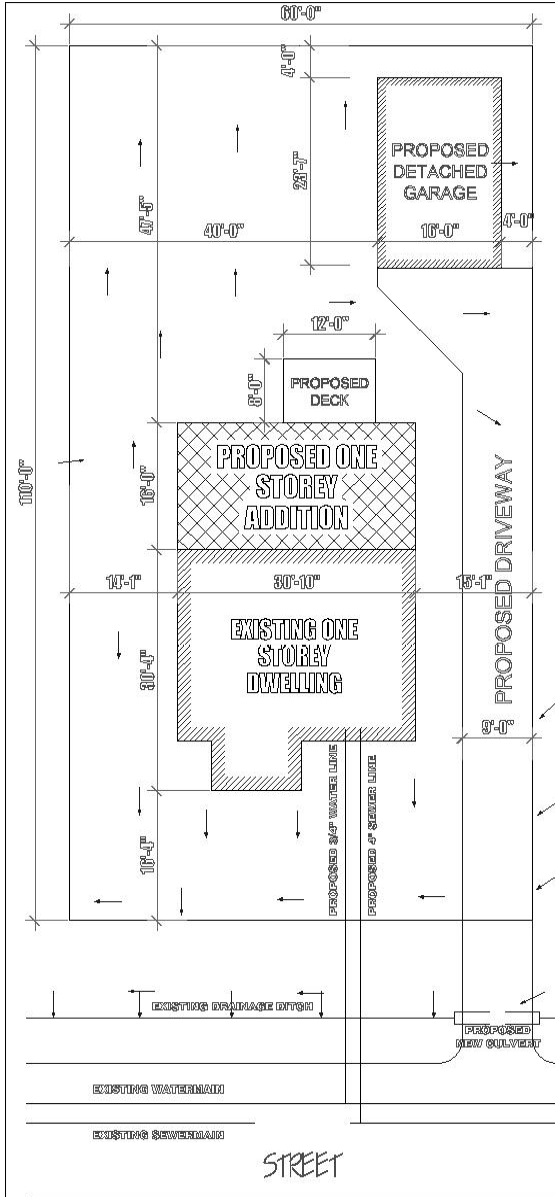
The builder/contractor and/or property owner is responsible for obtaining the permit. Make sure the permit is posted and the approved plans are kept on the job site.

12. What if I don't have a permit?

No construction, alteration or conversion shall occur until a building permit is applied for & issued. Starting construction without a permit is illegal and is a Provincial Offence under the Ontario Building Code Act and charges will be laid.

13. Typical Plot Plan

House with addition & detached garage or Pool;



TYPICAL PLOT PLAN SHOULD INCLUDE THE FOLLOWING INFORMATION:

- 1) SIZE OF PROPERTY INCLUDING
 - LOT FRONTAGE
 - LOT DEPTH
 - LENGTH OF LOT LINES
 - LOT AREA
- 2) SIZE OF ALL EXISTING AND PROPOSED BUILDINGS INCLUDING
 - LENGTH AND WIDTH
 - AREA
 - HEIGHT
 - NUMBER OF STOREYS
- 3) LOCATION OF ALL BUILDINGS ON THE PROPERTY INCLUDING
 - FRONT YARD SETBACKS
 - ALL SIDE YARD SETBACKS
 - ALL REAR YARD SETBACKS
- 4) LOCATION OF DRIVEWAYS, REQUIRED PARKING SPACES, CULVERTS IF APPLICABLE.
- 5) PROPOSED DRAINAGE PATTERNS INCLUDING ALL DRAINAGE SWALES AND DITCHES
- 6) ANY OTHER MAJOR PHYSICAL CHARACTERISTICS OF THE PROPERTY SUCH AS ROCK OUTCROPS, LARGE TREES, FENCES AND LANDSCAPING AREAS
- 7) LOCATION AND SIZE OF ALL EASEMENTS AFFECTING THE PROPERTY
- 8) LOCATION AND SIZE OF ALL PROPOSED AND EXISTING SERVICES INCLUDING MANHOLES, SEWER, WATER, HYDRO AND GAS SERVICES
- 9) FULL LEGAL DESCRIPTION OF THE SUBJECT PROPERTY INCLUDING TOWNSHIP, LOT, CONCESSION, REG'D PLAN NO. OR REFERENCE PLAN NO.

