



Frequently Asked Questions and Answers:

Question 1: When is a Building Permit required?

Answer: A permit IS required for;

- New buildings or structures in excess of 10m²
- Additions to any building or structure, including decks or balconies
- Interior or exterior renovations to any building or structure (unless noted below)
- New Plumbing in any building or structure (unless noted below)
- Installation of Backflow Prevention Devices, protecting municipal water supply
- Extension or alteration of Fire/Life Safety systems, (i.e sprinklers, fire alarms, cooking hoods)
- In some cases, replacement HVAC systems in Commercial, Industrial or Institutional buildings
- In some cases, a Retaining Wall, Signs, Roof Top Solar Panels and Towers.
- Demolition of a whole Building or Structure
- Demolition of any loadbearing elements in any building or structure
- Demolition of interior finishes (non-loadbearing elements) in all buildings that are not houses (a house is single family dwelling with no accessory apartments)
- Any proposed construction or demolition changes or alters any building material, or if it affects the life safety features of a building.

Note: Permits must be applied, for and obtained, before demolition or construction work can start.

Question 2: Do I need a permit if I am not proposing any construction but I am changing the use of the entire building, or a part of it?

Answer: Yes, you may require a permit. This is a complex area of the Ontario Building Code, to summarize this part of the building code;

If a change in the use in all or part of a building would increase the occupant load, or reduce the performance level of either structural, fire, or life safety features of a building. Then a Building Permit is required. Some examples are:

- changing an office to a store selling goods,
- changing a small restaurant into a large restaurant
- changing the number of suites or units in a building
- changing a storage warehouse to a factory
- changing part of a house to retail or office space
- changing a basement into an basement apartment
- changing a house into a bed and breakfast

Note: The above are some general examples only, in some instances, even the projects

described above may only require an application review by the building department. After review, staff may determine a permit is not required given the specific circumstance of the project in question.

Question 3: When is a building permit not required?

Answer: A permit is NOT required for the following;

- Installing a fence (maximum height 2.5m and should be within the property line)
- Landscaping provided there are NO changes to the grade and/or drainage patterns
- Replacing roof shingles
- Replacing house siding
- Replacing doors or windows in a house provided NO changes are made to the size of opening
- Changing a sink or toilet or other fixture provided no plumbing is being moved
- Building a shed under 108ft²(10m²)

Note: Even if a permit is not required, setbacks and lot coverage limitations for proposed structures are still regulated by the Planning Department. Call the Planning Department to confirm if your project will meet the Planning Development By-Law.

Question 4: Do I need a permit for a pool?

Answer: Yes, although residential pools are not regulated by the Building Code, the Town's Pool By-law does require a "Pool Enclosure Permit" be issued by the Building Department.

Question 5: Do I need a permit for a sign not regulated by the Building Code?

Answer: Yes, although some signs are not regulated by the Building Code, the Town's Sign By-law still may require a "Sign Permit" be issued by the Building Department.

Question 6: How do I apply for a permit?

Answer: Applications can be obtained in person at our office, located at 175 Bridge St, or visit our Building Dept. website page and scroll to "Permit Application, Approvals and Building Inspection, three easy steps".

Question 7: How long does it take to get a permit once I make an application?

Answer: The Province of Ontario regulates complete building permit application processing times.

In general terms, a complete building permit application, is defined by the Building Code as an application that is submitted with, but not limited to; Design drawings showing compliance with the technical regulations of the Building Code. Submission of any approval letters or permits advising compliance with various applicable laws, including a Development Permit issued by the Town's Planning Department, and finally the payment of fees and other applicable service charges.

These timeframes range from 10 business days for a small house project, to a maximum 30 business days for a larger more complex building project.

However, when other applicable law approvals are in place, and where the quality and completeness of

the drawings submitted is clearly demonstrating compliance with the Ontario Building Code, we strive to process these permits faster than the maximum processing times allocated by the Province.

Question 8: Where can I find more information and questions and answers?

Answer: You can find more on the Ontario's Ministry of [Municipal Affairs and Housing Website](#) (go to building code/technical matters).