

What is building permit?

The Township is the body responsible for enforcing Ontario's Building Code in your area and issues permits for the construction, renovation, demolition and certain changes of the use of buildings. Building Code enforcement is generally carried out by municipal building departments, although in the case of on-site sewage systems, inspection and enforcement is conducted by Algoma Public Health.

Why do you need to obtain a building permit?

It is unlawful to start construction or demolition before you obtain a permit.

A building permit is your formal permission to begin construction or demolition. It means that the Building Official has reviewed and approved plans for a new structure, addition or renovation. Approved plans must comply with the Ontario Building Code, local Zoning By-laws, and other applicable laws and regulations.

Building permits regulate types of construction permitted and ensure that building standards are met. The building permit process protects each homeowner's interests, as well as neighbours and the community at large, and provides for safe construction. It also ensures you will be able to purchase insurance or to sell your property.

When do you need a building permit?

You must obtain a building permit before you:

- Construct any new or replacement building greater than 10 square metres
- Construct sheds or other detached structures greater than 10 square metres in area
- Raise porches or decks 24 inches (.61 metres) or more above ground and/or fastened to structures (including wheelchair ramps)
- Make structural renovations or repairs or add to a building resulting in a building that is greater than 10 square meters (108 sf) in area
- Replace existing, same size windows or doors, subject to distance from property lines
- Install siding on small residential buildings, subject to distance from property lines
- Re-shingle a roof, or recover a roof in a different material
- Install a swimming pool fence enclosure
- Demolish, move or lift a house, garage or other accessory structure
- Connect to water service or sanitary storm sewers
- Install new or renovate existing plumbing located within or outside a structure
- Installation, alteration, extension or repair of a sewage system
- Construct a storage, farm or seasonal building
- Installation of a wood stove, fireplace or chimney
- Demolish or remove any portion of an existing building or structure
- Tents greater than 10 square metres (108 sf) in area
- Other designated structures in the Ontario Building Code

Projects **NOT** requiring a building permit are as follows:

- Structures less than 10 square metres (108 sf) in area
- Decks which are .60 metres (23 inches) or less from the ground
- New interior wall, floor or ceiling finishes and kitchen or bathroom cupboards replacement (without plumbing)
- Repairs to chimneys, porches or decks
- Waterproofing repairs to a basement or replacement of plumbing fixtures
- Replacement of heating system
- Any Electrical work (the Electrical Safety Authority must inspect electrical installations. Contact your electrical service provider for electrical permit inquiries)

How do you apply for a building permit?

You can get an Application for Building Permit in person from the Township Office, or on the website at www.stjosephtownship.com. It is a good idea to review all the permitting information on the Guide for the Homeowner or talk to the Clerk Administrator or Building Inspector before you apply. They can tell you what information (including but not limited to drawings and plans) you'll have to include with the application and whether you will need any other permits or approvals. When you apply, you will be required to attach drawings, plans and other documents. Please refer to the Guide on the Township website for further details. Submit your completed permit application with all supporting documents, plans and approvals to the Township Office located at 1669 Arthur Street, Richards Landing between the hours of 8:30 am - 4:30 pm Monday to Friday. They may also be left in the mail slot if the office is closed.

What type of drawings do you need to submit?

We accept architectural and structural drawings in either imperial or metric. All drawings for residential spaces or garages must be drawn to scale (sketches are not acceptable). Drawings should be in ink but photocopies of penciled drawings are acceptable.

- Two Sets of Building Plans, and
- Two Copies of your property survey or site plan showing the location of any structures, the location of work and proposed setbacks between buildings and from all property lines. The Site Plan should indicate the location, number, and sizes of all structures on the property.

Plans should include floor plans of each level including footings/foundation, a typical wall section and if applicable, mechanical drawings, truss and floor systems (stamped drawings if engineered or designed by a professional Architect). Additional drawings may be required depending on the complexity of each proposed project. Please refer to the Guide to Obtain a Permit for more information on drawings and documents required to obtain a permit.

What happens to your application?

Municipal staff will review your application to confirm that the proposed work complies with the Ontario Building Code and other laws and regulations such as local zoning by-laws. Applications for simple projects can usually be processed fairly quickly but more complex proposals may take longer. The Building Code requires that a municipality review a permit application within 10 business days for residential or up to 30 days for a more complex building such as a commercial, institutional or industrial building. Incomplete applications may cause a delay in this response time.

If a zoning change or minor variance from the zoning by-law is required, or if the proposed construction does not comply with the Building Code, a permit will not be issued until the zoning change or minor variance is obtained or a revised proposal is provided. Please ask at the Township Office for clarification on rezoning, minor variance and site plan control.

What happens during construction?

The Building Code sets out the stages of construction at which different types of buildings/sewage systems require inspections. **It is the responsibility of the permit holder** to contact the municipality with at least 24 hours notice to schedule an inspection when the project is at the stage of construction set out in the Building Code. Verifying readiness for inspections prior to the inspector's arrival is paramount in avoiding unnecessary delays and additional fees being applied.

The Building Official is required to carry out the inspection within two working days of being notified. During the inspection, the building inspector will inspect the work to determine if it is carried out in accordance with the Building Code, your permit and the approved plans including changes required under the Building Code Act. You will be issued a list of the required inspections for your specific project when you obtain your permit.

The inspector must always be able to see the work. If any work is different from the work that was approved and, unless you get permission for a revision to your plans, you will be told to stop the work until the unauthorized work is corrected. Failure to do so may cause the municipality to enforce action such as issuing a Stop Work Order authorized under the *Building Code Act, 1992*.

What is a Building Code Identification Number (BCIN)?

A Building Code Identification Number, or BCIN, is the unique identifying number assigned to individuals who file their qualifications with the Ministry of Municipal Affairs and Housing, and firms which register with the Ministry. The BCIN is used for several purposes: you may need to provide it on building permit applications, in all correspondence with the Ministry, and in any other building related work that requires a qualified person or registered firm.