



Infrastructure Services

GUIDE TO BUILDING PERMIT APPLICATIONS



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INTRODUCTION

What is a Building Permit?

A Building Permit is a document issued by a municipal building department under the Ontario Building Code Act. Its issuance grants an applicant or his/her agent legal permission to begin a building project. No construction is permitted to start prior to issuance of a Building Permit.

The Purpose of Permits

Building Permits are required to ensure that zoning requirements (contained in municipal by-laws) and building safety standards (contained in the Ontario Building Code) are satisfied. The Ontario Building Code is a Provincial regulation administered by the Ministry of Municipal Affairs and Housing. Under the Building Code Act, local governments are given authority for the administration and enforcement of the Act within their municipality.

Which projects require a Building Permit?

Under the Building Code Act, a Building Permit is required for the construction of any building over 10m² (108 sq ft) in area. Construction includes installation, erection, renovation, alteration and repair of buildings.

Building Permits are typically required for the following:

- ◆ Finishing basements
- ◆ Demolitions
- ◆ Prefabricated structures
- ◆ Mobile homes
- ◆ Basement walkouts
- ◆ Plumbing systems, including water hook-ups
- ◆ Private sewage disposal (septic) systems
- ◆ HVAC systems (heating, ventilation, central air conditioning)
- ◆ Change of Use
- ◆ Creation of basement apartments
- ◆ Additions
- ◆ Woodburning fireplaces and woodstoves

The following is a list of projects that **do not** require a permit:

- ◆ Air conditioning units for single family dwellings
- ◆ Asphalt roof shingling
- ◆ Damp-proofing basements
- ◆ Eaves troughs
- ◆ Fences
- ◆ Free-standing satellite dishes
- ◆ Kitchen or bathroom cupboards without plumbing
- ◆ Landscaping
- ◆ Minor repairs to masonry
- ◆ Painting and decorating

PROCEDURE TO OBTAIN A BUILDING PERMIT

This guide summarizes the list of requirements that must be fulfilled prior to the issuance of building permits. Every attempt has been made to provide a complete list of applicable documentation/information required at the time of the permit application. However, should the requirement for additional documents and/or approvals be determined during the processing of the specific application, the applicant will be notified accordingly.

Complete Application Permit Issuance Procedure

The following items shall be addressed/provided at the time of application submission.

- ◆ The application form must be completed
- ◆ Building permit fees must be paid
- ◆ Design documentation must be submitted
- ◆ All applicable laws must be complied with
- ◆ TARION registration number must be provided (if applicable)

When applying for a demolition permit, an applicant shall submit the application form, demolition permit fee, 2 copies of site plan drawings and confirmation from the proper authorities with respect to the disconnection of water, sanitary and storm sewer, gas, electric, telephone and other utilities, all applicable laws must also be complied with. (i.e. Ontario Heritage Act).

As required per the 2006 Building Code Div.C, 1.2.2.3 (1), an applicant for a permit with respect to the demolition of a building shall retain a professional engineer to undertake the general review of the project during demolition, where

- (a) The building exceeds 3 storey's in building height or 600 (m²) (6,460 ft²) in building area.
- (b) The building structure includes pre-tensioned or post-tensioned members,

- (c) It is proposed that the demolition will extend below the level of the footings of any adjacent building and occur within the angle of repose of the soil, drawn from the bottom of such footings, or
- (d) Explosives or a laser are to be used during the course of demolition.

An Environmental assessment report may be required for some properties.

When all above listed documentation and information is submitted in support of a building permit application and all fees due have been paid, the Chief Building Official shall issue a permit in 10 working days for the following types of buildings:

- ◆ A detached house, semi-detached house, townhouse, or row house where no dwelling unit is located above another dwelling unit (including additions, renovations & alterations).
- ◆ A detached structure that services a building described above and does not exceed 50 m² (538 ft²) in building area.
- ◆ Plumbing not located in a structure.
- ◆ Plumbing, HVAC and Sewage Disposal Systems serving the above mentioned types of buildings.
- ◆ Demolition

If, during the review process, it is determined deficiencies exist that prevent the Chief Building Official from issuing a building permit, a refusal letter stating all reasons for refusal will be issued within the same timeframe. The applicant may submit the deficiencies or choose to cancel the application. The timeframes are not applicable on resubmissions.

I Application Form

A standardized application form prescribed by the Ministry of Housing & Municipal Affairs needs to be completed. A copy of the application form may be obtained from the Infrastructure Services counter at the Town of Halton Hills or our website at:

<http://www.haltonhills.ca/forms/pdf/Building-Permit-Application.pdf>

II Building Permit Fees

The applicant for any building permit shall pay the full permit fee at the time of application. This fee may be preliminary, as verification of building areas and the proposed scope of work may determine fee adjustments, payable prior to permit issuance.

Permit fees shall be calculated based on the following formula:

Permit Fee = Service Index (SI) x Floor Area

The Town has established different service index values (\$/m²) for most of the building permit types.

Where fees payable in respect of an application are based on a floor area, the floor area shall mean the total floor space of all storeys above grade, or below grade for an underground building, measured as the horizontal area between the outer face of exterior walls and to the centre of party walls or demising walls. Floor area shall include all habitable areas, including mezzanines, finished attics and enclosed or covered balconies.

For detached, duplex or semi-detached and townhouse dwellings, the floor areas of the porches, decks and balconies not exceeding 10 m², and unfinished basements, shall not be included in the area calculations.

For further information regarding the current Building Permit fees, please refer to the Town of Halton Hills Municipal Rates and Services Charges. Further details can be obtained from the Town of Halton Hills website: www.haltonhills.ca

Development Charges

Charges owing pursuant to the Development Charges Act and by-laws passed thereunder must be paid prior to the issuance of a building permit for new dwelling construction (and other non-residential projects). For the Town of Halton Hills this includes the Town of Halton Hills, Region of Halton and the Halton District School Boards.

Damage Deposits

Damage deposits are required to be paid for new houses (except for urban subdivisions) additions, decks, pool enclosures, etc. and will be collected prior to the issuance of both construction and demolition permits. Upon completion of the work the Engineering Section will release these deposits.

III. Required Design Documentation

As of July 1, 2005, a municipality may not issue a building permit if the designer is not appropriately qualified and/or registered.

Design firms must be registered. Individuals who run their own design business may need to be registered. The Building Code lists a number of exemptions to the registration requirement including those related to designing homes governed by Tarion (Ontario New Home Warranties Plan Act) where the design work is done "in-house" and certain house renovations.

However, designers exempt from registration may still need to be qualified as individuals. To become qualified, a designer must successfully complete the Ministry of Municipal Affairs and Housing examination program in the area(s) of practice and file examination information with the Director of the Building and Development Branch.

The Building Code also lists a number of exemptions to the qualification requirements. For example, a designer may be exempt if designing a house or accessory buildings that he/she owns, or accessory buildings that do not exceed 50m² in building area.

For the majority of small housing projects **two sets** of the following drawings are required for permit application:

- ◆ Site Plan
- ◆ Lot Grading Plan (for new houses only)
- ◆ Floor Plans
- ◆ Roof Framing Plan (including trusses, if applicable)
- ◆ Elevations
- ◆ Sections
- ◆ Details
- ◆ Heating Ventilation and Air Conditioning (HVAC) design documentation
- ◆ Plumbing design documentation (not required for houses and accessory buildings)
- ◆ Septic system design or assessment report (if applicable)

Site Plan

A site plan identifies buildings and other features in relation to property boundaries. The site plan should identify the existing conditions as well as proposed changes.

The following information should be on a site plan:

- ◆ Title and scale
- ◆ Legal description
- ◆ Street name and civic number
- ◆ North arrow
- ◆ Property lines with dimensions
- ◆ Setbacks to all property lines from existing and proposed structure(s)
- ◆ Proposed construction (shaded), fully dimensioned

- ◆ Overall building dimensions
- ◆ Rights-of-way and easements
- ◆ Setbacks to all components of septic system, if applicable.

Floor Plans

A floor plan is a top view of the structure as seen if it is cut horizontally a few feet above the floor. A floor plan is required for every floor of the house which is affected by new construction. Each plan shows the interior layout of the level in question as well as providing the structural framing information for the floor above. As an example, for the top floor plan, the roof framing is shown instead. Each plan should include the following information:

- ◆ Title of plan
- ◆ Scale
- ◆ Use of rooms and space (eg. living room, kitchen, etc.)
- ◆ Overall dimensions
- ◆ Extent of new construction including new work within existing portion of building
- ◆ Size, type and location of exterior and interior walls and partitions
- ◆ Widths, locations and lintel sizes of all openings
- ◆ Location, dimensions and direction of stairs
- ◆ Size, type, spacing and location of structural members
- ◆ Sectional arrow indicating where section views are taken
- ◆ References to detailed drawings (e.g. connection to existing structure)
- ◆ Material specifications or notes
- ◆ Location of plumbing fixtures

Elevations

Elevations show the exterior view of each side of the house. Each elevation is identified by the direction it is facing. It should contain the following:

- ◆ Title of elevation
- ◆ Scale
- ◆ Extent of new and existing construction
- ◆ Dimensions of walls, windows and doors
- ◆ Grade level
- ◆ Exterior wall cladding, finishes and flashing
- ◆ Overhang dimensions
- ◆ Roof shape, slope and finish

Sections

A section presents a view of the house along an imaginary cut through one particular location of the building. It illustrates the typical relationship between the various building components which are hidden in walls, floors and ceilings. Additional sections may be required at other locations to provide further clarifications. It should indicate the following:

- ◆ Title of section
- ◆ Scale
- ◆ Size and type of footings and foundation walls
- ◆ Exterior and interior wall construction
- ◆ Floor construction
- ◆ Exterior finished grade
- ◆ Distance from grade to floor and underside of footing
- ◆ Attic and crawl space ventilation
- ◆ Extent of existing structure and proposed additions

Details & Notes

At times a specific aspect of the project may require further clarification and information. This can be achieved through the use of Detailed Drawings and/or Notes.

HVAC Design Documentation

Two sets of heat loss/heat gain calculations, duct design/layout and Residential Mechanical Ventilation Design Summary (where applicable), must be submitted with the application for a building permit.

IV. Applicable Law and other approvals required

Prior to the issuance of a building permit from the Town, the proposed construction must comply with all Applicable Laws, as defined by the Ontario Building Code. Building Services Section staff may be contacted if assistance is required to determine which approvals apply to specific applications.

Contact

Town of Halton Hills – Building Services
1 Halton Hills Drive
Halton Hills ON L7G 5G2
Zoning Officer
Tel: 905-873-2601 Ext. 2320

Below is a list of agencies having jurisdiction over specific applicable laws pertaining to the majority of residential projects.

Zoning By-law Compliance

The Town of Halton Hills Zoning By-laws govern the erection of buildings and the use of land.

If the proposal does not comply with the Town's Zoning By-law, the applicant may require revisions to the submission or seek permission from the Town of Halton Hills Committee of Adjustment for a minor variance. A building permit cannot be issued until the zoning infraction is rectified or the Committee's variance is granted. Major contravention may require a re-zoning application.

Contact

Town of Halton Hills - Planning Department
(Committee of Adjustment, Re-Zoning Applications):
1 Halton Hills Drive
Halton Hills ON L7G 5G2
Manager of Development Review
Tel: 905-873-2601 Ext. 2295

Niagara Escarpment Commission (NEC)

If the property is within the Niagara Escarpment area, the applicant is required to obtain either a NEC development permit or an exemption letter.

Contact

Niagara Escarpment Commission
232 Guelph Street
Halton Hills ON L7G 4B1
Tel: 905-877-5191

Water Supply/Sanitary Sewage Removal

Where the municipal services are available, the Region of Halton Engineering Department is required to be contacted for information/approvals respecting water and sanitary sewage connections to municipal services.

The Region of Halton Health Department must be contacted for well approvals. Building Services has authority to issue building permits for on-site sewage disposal systems having design capacity of 10,000 liters per day or less.

Contacts

Region of Halton - Engineering Department (Municipal services)
1151 Bronte Road
Oakville ON L6M 3L1
Tel: 905-825-6031/1-866-442-5866

Region of Halton Health Department (Wells)
1151 Bronte Road
Oakville ON L6M 3L1
Tel: 905-825-6060 Ext. 7357/1-866-442-5866

Flood Plains and Watercourses

If the property is under the Conservation Authorities Act (re: proximity to flood plains and watercourses), the applicant is required to contact one or more of the following agencies for further information: Credit Valley Conservation Authority, Halton Conservation and/or Grand River Conservation Authority.

Contacts

Credit Valley Conservation Authority
1255 Old Derry Road
Mississauga ON L5N 6R4
Tel: 905-670-1615

Halton Region Conservation Authority
2596 Britannia Road West, R.R. #2
Milton ON L9T 2X6
Tel: 905-336-1158

Grand River Conservation Authority
P.O. Box 729
Cambridge ON N1R 5W6
Tel: 519-621-276

TARION Registration

Where the building permit applicant is building to sell – being a builder or vendor, as defined in the Ontario new Home Warranties Plan Act – the “TARION” registration number must be provided.

Contact

1-877-9TARION (1-877-982-7466)

Tel: 416-229-9200

infor@tarion.com

Entrance Permits

If a new access to the property is proposed, an Entrance Permit is required to be obtained from the applicable adjacent roads authorities prior to commencing the work.

Contacts

Town of Halton Hills - Engineering Department

1 Halton Hills Drive

Halton Hills ON L7G 5G2

Engineering Development Technician

Tel: 905-873-2601 Ext. 2305

Halton Region

1151 Bronte Road

Oakville ON L6M 3L1

Services Permit Technician

Tel: 1-866-442-5866 Ext. 6031

MTO (Ministry of Transportation Ontario)

1201 Wilson Avenue

7th Floor, Building D

Downsview ON M3M 1J8

Tel: 416-235-5124

Excavation Permits

Excavation Permits are required to be obtained from the applicable road authorities to install services within the public right-of-way (i.e.: water, storm, sanitary, gas, hydro, etc.) prior to commencing the work.

Contacts

Halton Hills Hydro

519-853-3600 Ext: 253

Union Gas

1-800-400-2255

Site Alteration Permits

Site Alteration Permits are required for the construction of all residential dwellings on infill lots prior to commencing the work.

The Site Alteration By-law, available through Engineering, should be reviewed to determine the specific requirements for the application. Generally, the submission should include the following:

1. Existing and proposed grades along the property line and within the lot shown.
2. Affected area of the lot and the amount of material excavated in cubic metres.
3. Sediment and erosion control plan. It is noted that the control measures shall be installed, prior to any works commencing on the site.
4. Permit fee and refundable security deposit.

Contact

Town of Halton Hills – Development Engineering

905-873-2601 Ext. 2305

FIELD INSPECTIONS

When the application review process is completed and the appropriate permit issued, the construction phase begins.

While work is being done, the permit must be posted in a conspicuous location on site. The plans and/or specifications reviewed by Infrastructure Services must also be kept on site and available for review by a Building Inspector.

All work must be carried out in accordance with the reviewed building permit documentation.

Any proposed changes to the plans must be submitted to Infrastructure Services and approved, prior to actual construction.

All mandatory inspections required for the proposed building/work will be listed on the building permit card, which is given to the applicant at the time of the issuance of the building permit.

The person responsible for the construction project must schedule each inspection, allowing 48 hours advance notice, excluding weekends and statutory holidays.

If a Building Inspector determines that some work does not conform to the approved plans or the Ontario Building Code, he will advise the applicant through a written inspection report what is to be remedied.

When all work has been completed and the Town's inspections have been conducted and passed, the building permit will be closed.

An open building permit is an order against the property and may cause a problem to owners (when selling the property or during a re-financing process). A building permit may be revoked by the Chief Building Official, should construction not commence within six months of the issuance of the building permit.

BUILDING SERVICES CONTACTS

Building Services - General	905-873-2601 Ext. 2923
Building Permit Coordinator	905-873-2601 Ext. 2924
Zoning Officer	905-873-2601 Ext. 2320
Inspections	905-873-2601 Ext. 2922

BEFORE DIGGING

The applicant must call appropriate utilities before digging:

Region of Halton 1-866-442-5866 Ext. 0
(Sanitary sewers and water mains)

Town of Halton Hills – Engineering Section 905-873-2601 Ext. 2308
(Storm sewer)

Halton Hills Hydro 519-853-3700 Ext. 253
(Hydro lines)

ONTARIO ONE 1-800-400-2255

- **Bell Canada – Acton/Georgetown**
(Telephone line)
- **Union Gas**
(Gas lines)
- **Cogeco Cable Solutions**
(Cable TV)