

*A GUIDE TO THE BY-LAWS
WHICH REGULATE
BUILDINGS WITHIN THE
CITY OF TEMISKAMING SHORES*

WHY DO I NEED A BUILDING PERMIT?

Provincial Legislation, namely the Building Code Act and the municipal building by-law, and amendments thereto provide that building permits must be obtained before construction, demolition or relocation of buildings as defined in the Act.

HOW DO I KNOW IF I REQUIRE A BUILDING PERMIT?

In most cases a **Building Permit** is required; however there are circumstances when a Permit is not required. The Chief Building Official can inform you of your obligations.

WHO MUST I SEE TO OBTAIN A BUILDING PERMIT?

Application for Building Permits can be obtained from the Chief Building Official, or at the Municipal Office. The Chief Building Official's Office is in the City Hall located at 325 Farr Drive, Haileybury. Office hours are Monday to Friday, 8:30 am to 4:30 pm excluding statutory holidays.

Once the application and all the supporting documents have been submitted the information will be reviewed by various departments. The applicant will be notified when the permit is ready to be issued. Should there be any problems with the application, the applicant will be notified.

WHAT INFORMATION MUST ACCOMPANY MY BUILDING PERMIT APPLICATION?

The applicant is responsible for completing the Application Form and providing other required information.

Your Chief Building Official can help you determine what information will be required to be submitted with a Building Permit Application. Talk with the Building Official and have him indicate, from the checklist below, the required information.

- Private sewage systems permit from Temiskaming Health Unit.
- Entrance Permit from the municipal level and/or the Ministry of Transportation
- Form D-06 application to connect to municipal services.
- Copy of Contractor's written estimate(s).
- With the prescribed application form including the designer qualification portion; 2 Sets of Building Plans and Specifications comprising:
 - Site Plan > referring a current surveyor's real property report
 - Floor Plans
 - Foundation Plans
 - Framing Plans
 - Roof Plans
 - Reflected Ceiling Plans
 - Sections and Details
 - Building Elevations
 - Electrical Drawings
 - Plumbing Plans:
 - Drain and vent system
 - Supply system
 - Heating, Ventilation & Plumbing Plans
- Surveyor's Real Property Report** at the completion of the basement or foundation walls, to determine compliance with zoning setback regulations.
- Design drawings prepared by a Professional Engineer or Architect must have an original seal and signature.
- Ontario New Home Warranty Program registration
- Ministry of Transportation entrance and/or building permit.

Note: All building plans must be prepared by a person "qualified" as per Division "C", Part 3, Subsections 3.2.4. or 3.2.5. of the Ontario Building Code of the Ontario ode Act, s.o. 1992, c.23 as amended

HOW MUCH DOES A BUILDING PERMIT COST?

The fee for a Building Permit is based on the cost of construction, including labour and material, but not the cost of the land. The fee is calculated as follows:

- *Building Permits:* based on the value of construction plus an administration fee.
- \$75.00 for the first \$10,000.00 and \$7.50 for up to every \$1,000.00 thereafter.

WHAT OTHER DEPARTMENTS OR AGENCIES MAY BE ASKED TO COMMENT ON THE APPLICATION?

Other Departments or Agencies may be interested in your application to ensure that your proposal meets favorably with their regulations. Examples of those Departments or Agencies are as follows:

PUBLIC WORKS

Duty is to ensure that the sanitary sewer service, water service, driveways (access control), culverts, property grade and drainage will be properly addressed by the applicant.

PLANNING DEPARTMENT

This Department will determine if the proposed work will comply with the Official Plan and Zoning By-law.

MINISTRY OF TRANSPORTATION

For any proposed work near highways under the jurisdiction of the Ministry of Transportation.

TIMISKAMING HEALTH UNIT

Documentation showing compliance with Part 8 SEWAGE SYSTEMS of the ONTARIO BUILDING CODE from the Timiskaming Health Unit @ 563-8320 Ext. 217.

DEPARTMENT OF FISHERIES AND OCEANS AND MINISTRY OF NATURAL RESOURCES

Any proposed construction that are near a river or lake may require a permit prior to the municipality issuing a permit.

REQUIREMENTS FOR PERMITS

Building permits are typically required for the following:

- New Buildings
- Additions to existing buildings
- Repair, Renovations and alteration of existing buildings
- Prefabricated and relocated buildings
- Building systems (heating, fire protection, etc.)
- Various structures (decks, retaining wall, towers, fences for pools, signs, etc.)

Permits are also required for the following:

- Installation of plumbing, drains and sewers.
- Demolition of a structure
- Change of use or occupancy.

Check with your local building department for specific requirements and details.

ONTARIO NEW HOME WARRANTY PROGRAM

Tarion is a private corporation that was established in 1976 to protect the rights of new home buyers and regulate new home builders. Tarion Warranty Corporation is responsible for administering the *Ontario New Home Warranties Plan Act*, which outlines the warranty protection that new home and condominium builders must provide, by law, to their customers.

The Role of Tarion

As the regulator of Ontario's new home building industry, Tarion registers new home builders and vendors, enrolls new homes for warranty coverage, investigates illegal building practices, resolves warranty disputes between builders/vendors and homeowners, and promotes high standards of construction among Ontario's new home builders. Tarion also works with the building industry to help educate new home buyers about their warranty rights, and about how to protect and maintain their warranty.

For further information about ONHWP they can be reached at: www.newhome.on.ca

E-Mail: info@newhome.on.ca

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PHYSICAL LOCATION

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MAILING ADDRESS FOR ALL CONTACTS

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BUILDING PERMITS

REFERENCE BROCHURE