



BUILDING PERMIT REQUIREMENT

1. A complete and signed building permit application form

The permit application requires information about the project. You will be asked to document who will perform the work, what work will be done, where the work will be done, and how the work will be done.

To be submitted with building permit application:

* A copy of an Energy Efficiency Design Summary

2. Two complete sets of plans and specification drawn to scale suitable for examination

A plan should include

- Floor plans of all levels. (Ground, Basement, etc.)
- Elevations of all facades. (Front, Rear, Right, Left.)
- Cross section
- Wall section
- Specifications of Construction
- Specific construction details as required
- plans must have the designer's B.C.I.N. registration number
- Engineers approval may be required.

3. A detailed site plans

- A building permit plot plan is a detailed drawing of your property showing the location and dimensions of all existing and/or proposed structures (e.g. new house, pool, shed etc.).
- Separation distances between structures, septic and well
- Proposed/existing location of septic and well (if applicable)
- North arrow and street name
- All water courses, ditches, municipal drains (if applicable)
- Location of non-municipal services (hydro wires, gas lines, etc.)

4. A copy of Land Title (Deed of Land)

5. A sewage system permit may be required, from the South Nation Conservation (1-877-984-2948)

6. A Survey Plan of the property

7. Ontario New Home Warranty Program enrolment number (Contractor Only)

8. A Site Plan Agreement (Required for large projects only)

9. Entrance Permit (Culvert):

- a. If residing on a County Road, you must obtain a permit from them 613-932-1515 Ext. 208
- b. If residing on a Municipality road contact obtain a permit from the North Stormont Township

10. Copy of Set backs only require if residing on a County Road.

11. A Letter of Authorization may be required, from South Nation River Conservation Authority

* A Wellhead Protection Area is the area of influence around a Municipal Drinking Water Well. On behalf of the Township, SNC reviews development in these areas to screen for potential threats to the Municipal drinking water. (1-877-984-2948)

Notes:

- All application must be submitted with a \$50.00 application fee
- If roof or floor trusses are used, a truss design must be stamped by a Professional Engineer.
- A soil test may be required if it is deemed necessary.



Useful Contacts

[Ontario One Call](#) - Call before you dig (Includes Bell Canada, Enbridge, Hydro) - 800-400-2255

[Electrical Safety Authority](#) - 877-372-7233

[Enbridge](#) - 877-420-8800

[Land Registry Office](#) - 613-932-422

[Municipal Property Assessment Corporation \(MPAC\)](#) - 613-933-7249

[Ministry of Natural Resources and Forestry \(MNRF\)](#) - 800-667-1940

[Ministry of Transportation \(MTO\)](#) - 888-362-1770

[South Nation Conservation Authority](#) - 877-984-2948

[Raisin Region Conservation Authority](#) - 613-938-3611

[TARION \(Ontario New Home Warranty\)](#) - 877-982-7466

[Technical Standards and Safety Authority \(TSSA\)](#) - 877-682-8772