

# CORPORATION OF THE TOWNSHIP OF CRAMAHE



## GUIDE TO OBTAINING A BUILDING PERMIT

### **Provided as General Information**

For further information contact the Township of Cramahe Building Department at 1 Toronto Street, Box 357, Colborne, 905 355-2821, ext. 226, [natalie@cramahetownship.ca](mailto:natalie@cramahetownship.ca)  
[www.visitcramahe.ca](http://www.visitcramahe.ca)

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## WHAT IS A BUILDING PERMIT?

A building permit is your formal permission to begin construction. It means that your project has been reviewed by the Building Department and that it complies with the requirements of the Ontario Building Code and the Township of Cramahe Municipal By-Laws.

## WHY ARE BUILDING PERMITS REQUIRED?

Building permits are necessary to ensure that zoning requirements, fire and structural standards and other building standards are met, primarily for safety reasons. It is the owner's responsibility to ensure that a building permit is obtained when required. The owner may authorize a contractor to apply for the permit. An owner should ensure that they have the permit prior to any work starting. Permit fees are doubled when a project begins prior to the issuance of the building permit.

## WHEN DO I NEED A BUILDING PERMIT?

Under the Building Code Act, a permit is required for the construction or alteration of any building over 10m<sup>2</sup> (108 square feet) in area. If the construction is attached to an existing building a permit is required no matter the size.

## WHAT PROJECTS REQUIRE A BUILDING PERMIT?

The following is a list of typical projects that require a permit:

- garage, carport, shed, accessory buildings
- deck larger than 10 m<sup>2</sup> (108 square feet) in area. All decks attached to an existing building.
- additions to an existing building (no matter the size)
- porch, sunroom
- installation of fireplace, woodstove
- swimming pool (above ground and in-ground)
- any structural work including alterations to interior partitions or the installation of new skylights, windows and/or doors, requiring enlargement of the existing opening.
- basement walk-out
- signs
- retaining walls
- all agricultural buildings

\*Note: Although you may be exempt from the requirement for a building permit, this does not automatically exempt you from zoning compliance.

## ZONING COMPLIANCE/SITE PLAN CONTROL

A call to the Planning Department with your zoning inquiries to discuss compliance of your proposal with applicable law is important. Site Plan Control is necessary for most commercial and industrial type buildings. Single detached dwellings, duplexes, semi-detached dwellings and farm buildings are exempt from these provisions. A call to the Planning Department will again ensure compliance with this by-law.

## OTHER APPROVALS

### PLUMBING PERMIT

A plumbing permit is required to construct, extend, alter, renew or repair any plumbing system or to make a connection to a sewer. Plumbing permits are issued by the Building Department and inspections are carried out by the County Plumbing Department. The County Plumbing Inspector can be reached at 905 372 1929.

### ELECTRICAL PERMIT

The Electrical Safety Authority is responsible for permits and inspections. Contact number for permits 1 877 421 2228 or fax to 1 800 472 5485.

### SEPTIC PERMIT

Septic approvals are required from the local Health Unit if a building is to be located in an area where sanitary sewer servicing is not available. This permit is required prior to the issuance of a building permit. Contact the Brighton Health Unit Office, 613 475 0933.

### WATER AND SEWER HOOK-UP

Contact must be made with Lakefront Utilities Inc. for the hook-up of water servicing where available. Their number is 905 372 2193. For sewer hook-up, contact the Director of Public Works, Barry Thrasher, 905 344 7392. Curb cuts are also arranged through Mr. Thrasher.

### ENTRANCE PERMIT

An entrance permit is required to access municipal and County roads. Applications for municipal entrance permits are available from the Building Department. The cost is \$500 with a \$400 refund upon approved completion. An entrance permit for a County road is \$1,000 with a \$750 refundable deposit. The County Road staff prior to the issuance of a building permit must issue a permit. Contact the County Road Department, 905 372 3329.

### DEVELOPMENT, INTERFERENCE WITH WETLANDS & ALTERATIONS TO SHORWLINES & WATERCOURSES

A permit must be obtained from the Lower Trent Region Conservation Authority if the property is located near an Environmental Conservation (EC) Zone. Lands abutting an EC Zone also require the LTRCA approvals prior to the issuance of a building permit. Contact number is 613 394 4829.

### DEMOLITION PERMIT

A demolition permit is required to demolish any building or structure over 10 m<sup>2</sup> (108 square feet). Permission is required from the local Heritage Committee prior to the issuance of a demolition permit.

### ONTARIO NEW HOME WARRANTY DECLARATION

This declaration form must be completed prior to the issuance of a building permit for a dwelling.

## APPLYING FOR A BUILDING PERMIT

All applications for building permits must be accompanied by required plans. This includes:

- a completed application form (see example form)
- 2 sets of each plan: (11 x 17 maximum plan paper size)
  - site plan
  - foundation plan
  - floor plans
  - cross section
  - elevations
- residential mechanical ventilation record (sample attached)
- sewage system permit
- ONHWP declaration
- Other approvals as required by Applicable Law and Municipal By-law

## BUILDING PERMIT FEES

Group C, Low Density Residential *	\$483 up to 1200 ft <sup>2</sup> \$0.4025/ft <sup>2</sup> over 1,200 ft <sup>2</sup>
Group C, Multiple Residential*	\$641 per unit
Group C, Residential – major alterations or additions*	\$448 for buildings up to 1,200 ft <sup>2</sup> \$0.3736/ft <sup>2</sup> for buildings with floor area over 1,200 ft <sup>2</sup>
Group C – garage, carport, porch, accessory building (including farm building) not more than 538 ft <sup>2</sup> , deck, minor alterations *	\$120
Group C – accessory building (including farm building) and garage more than 538 ft <sup>2</sup> *	\$215 up to 2,500 ft <sup>2</sup> \$0.086/ft <sup>2</sup> for buildings with floor area over 2,500 ft <sup>2</sup>
Group A, B, C, D, E, F – demolition*	\$105 \$0.042/ft <sup>2</sup> for buildings with floor area over 2,500 ft <sup>2</sup>
Group A, B, D, E, F – new construction and major additions or alterations*	\$724 up to 2,500 ft <sup>2</sup> \$0.290/ft <sup>2</sup> for buildings with floor area over 2,500 ft <sup>2</sup>
Communication tower/facility, silo Wind turbine	\$300
Other permits*	\$120
<ul style="list-style-type: none"> <li>- Conditional</li> <li>- Change of use</li> <li>- Permit renewal</li> <li>- Moving building</li> <li>- Signs</li> <li>- Pools</li> <li>- Woodstove/fireplace</li> </ul>	

Plumbing Permit\*

\$30.00 application basic fee  
Plus \$6.00 per fixture or drain

**NOTE:**

If any costs are incurred by the Planning Agency for retaining external professionals (i.e., solicitors, hydro geologists, engineers) to assist in the commenting or processing of an application, the associated costs will be directed back to the applicant for full recovery

In the event that there is a total loss of a house or of a building that forms part of the owner's livelihood as a result of a fire, a 50% reduction of the regular fee of a building permit shall be allowed.

Square footage shall be calculated as habitable floor area for Residential (outside dimensions) and usable floor area for all other classes (including lofts or mezzanines).

**If any type of activity as described in paragraphs marked with an \* is commenced without first obtaining a permit, the fee shall be doubled when the permit application is processed.**

DEVELOPMENT CHARGES

Generally development charges for the Municipality are:

\$1,050.00 per residential unit in the rural Cramahe Township area

\$2,940.00 per residential unit in the urban Village of Colborne

There are variations of these fees if water and/or sewer servicing is available.

OTHER INFORMATION

9-1-1 numbers are assigned and installed by the Municipal Public Works staff for the rural areas.

For Colborne Ward: Sewer Hook-Up – Municipal fee \$500 plus owner pays actual cost to sewer installation contractor

Water Spooler to be purchased at time building permit is issued \$250.00

Water Hook-Up – Municipal fee \$500 plus owner will be billed actual cost

(Call 905 372-2193)

Curb Cuts – contact Barry Thrasher Roads Superintendent 905 355-7392

SITE INSPECTIONS REQUIRED

Once you have received your building permit, you may begin construction. However, you should be aware that your project must be inspected at specific points during the work. The building inspector will check for the safety and structural integrity, ensuring that the work is being carried out in accordance with the Ontario Building Code and the plans as approved. It is essential that the inspector is able to see the work before it is covered, otherwise you may be required to remove any prematurely installed materials. **It is your responsibility to arrange all of the necessary inspections.** A list of required inspections is shown below. Contact the Building Department at 905 355 2821 ext. 226 to arrange for an inspection.

#### PHASE 1 – After Excavation – Prior to Pouring Concrete

Check soil conditions, presence of water and footing forms.

#### PHASE 2 – Before Backfill

Check installation of drain tile, crushed stone, damp proofing. Check footings, backfill material and foundation wall.

#### PHASE 3 – Framing

Check sub-floor, plates, lintels, bridging, studs, support posts/beams, partitions, trusses/rafters, sill plate sealed to foundation. Verify heating, ventilation, plumbing and electrical rough-ins have been completed and no damage has occurred to the framing members.

#### PHASE 4 – Insulation

Check insulation, vapour barrier, wall corners, doors, windows, roof baffles, attic ventilation.

#### PHASE 5 – Occupancy Inspection

Check completion of exits, stairs, handrails, guards, smoke alarms/CO detectors, exhaust fume barriers. Check installation of water supply, sewage disposal, lighting, heating and building drains.

Section 7 of the Building Code Act states that no building may be occupied or used until an occupancy inspection is carried out. The Chief Building Official shall be notified of the date of completion and she shall perform an inspection within ten (10) days of such notice. Failure to provide notice of completion will result in an order prohibiting occupancy being issued

#### PHASE 6 – Final Inspection

Completion of exterior & interior finishes, final grading, decks (for which doors were sealed shut for occupancy).

#### PLEASE NOTE:

You are further reminded that it is the contractor's/builder's responsibility to contact the County Plumbing Inspector at the following construction stages to schedule inspections:

- 1) prior to pouring concrete floor – underground inspection **including outside of the building connections to the municipal system**
- 2) prior to drywall being installed – rough in inspection
- 3) prior to occupancy – final inspection

Please call 905 372 1929 or 1 800 354 7050 between 8:30 am and 9:30 am to book a plumbing inspection.