



TOWN OF  
**HALTON HILLS**  
*Working Together Working for You!*

## **Building Services**

### **Building Permit Application Guide**



Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills ON L7G5G2

General Inquiries: 905-873-2601 Ext. 2924

Website: [www.haltonhills.ca](http://www.haltonhills.ca)

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## Table of Contents

Introduction .....	3
What is a Building Permit?.....	3
The Purpose of Permits .....	3
Which projects require a Building Permit? .....	3
Procedure to Obtain a Building Permit.....	4
Complete Application Permit Issuance Procedure.....	4
Application Form .....	5
Building Permit Fees .....	5
Development Charges .....	6
Damage Deposits .....	6
Required Design Documentation .....	6
Site Plan .....	7
Floor Plans .....	7
Elevations .....	7
Sections.....	8
Details & Notes.....	8
HVAC Design Documentation .....	8
Applicable Law and other approvals required .....	8
Zoning By-law Compliance .....	9
Niagara Escarpment Commission (NEC) .....	9
Water Supply/Sanitary Sewage Removal .....	9
Flood Plains and Watercourses.....	10
Tarion Registration .....	10
Entrance Permits .....	10
Excavation Permits .....	10
Site Alteration Permits .....	11
Field Inspections.....	12
Occupancy Requirements for Houses .....	12
Building Services Contact.....	13
Before You Dig .....	14

# 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 10m<sup>2</sup> (108 ft<sup>2</sup>) in area. Construction includes installation, erection, renovation, alteration and repair of buildings.

Building Permits are typically required for the following:

- Additions
- Basement Walkouts
- Change of Use
- Creation of basement apartments
- Demolitions
- Finishing Basements
- HVAC systems (heating, ventilation, central air conditioning)
- Mobile Homes
- Plumbing systems, including water hook-ups
- Prefabricated structures
- Private sewage disposal (septic) systems
- 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 and provided at the time of application submission.

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

When applying for a demolition permit, an applicant shall submit the application form, demolition permit fee, two 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 for the 2012 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

- The building exceeds 3 storey's in building height or 600 (m<sup>2</sup>) (6,460 ft<sup>2</sup>) in building area
- The Building structure includes pre-tensioned or post-tensioned members
- 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
- 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 ten (10) working days for the following types of buildings:

- Detached house, semi-detached house, townhouse, or row house where no dwelling unit is located above another dwelling unit (including additions, renovations & alterations)
- Detached structure that services a building described above and does not exceed 55m<sup>2</sup> (592 ft<sup>2</sup>) in building area

- Demolition
- Plumbing not located in a structure
- Plumbing, HVAC and Sewage Disposal Systems serving the above mentioned types of buildings

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.

## 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 Building Services counter at the Town of Halton Hills or our website at: <http://www.mah.gov.on.ca/Asset12410.aspx?method=1>

## 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 (\$/m<sup>2</sup>) 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 10m<sup>2</sup>, 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. Town of Halton Hills website: [www.haltonhills.ca/userfees/index.php](http://www.haltonhills.ca/userfees/index.php)

## **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 Services will release these deposits.

## **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. In addition, any architect in good standing with Ontario Association of Architects and a professional engineer registered in Ontario are exempted from registration and qualification requirements set in the Ontario Building Code.

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 50m<sup>2</sup> 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 (where applicable)
- Energy Efficiency Design Information (where applicable)
- Floor Plans
- Elevations
- Roof Framing Plan (including trusses, if applicable)
- Sections
- Details
- Heating Ventilation and Air Conditioning (HVAC) design documentation
- Plumbing Design documentation (not required for houses and accessory buildings)

- Septic system (under separate permit) 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:

- Legal description
- North arrow
- Property lines with dimensions
- Proposed construction (shaded), fully dimensioned
- Overall building dimensions
- Rights-of-way and easements
- Setbacks to all components of septic system, if applicable
- Setbacks to all property lines from existing and proposed structure(s)
- Street name and civic number
- Title and scale

### **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:

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

### **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:

- Dimensions of walls, windows and doors
- Extent of new and existing construction
- Exterior wall cladding, finishes and flashing

- Grade level
- Overhang dimensions
- Roof shape, slope and finish
- Scale
- Title of elevation

### **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:

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

### **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.

## **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 staff may be contacted if assistance is required to determine which approvals apply to specific applications.

Town of Halton Hills  
 Building Services  
 Zoning Officer  
 1 Halton Hills Drive  
 Halton Hills, ON L7G 5G2  
 905-873-2601 ext. 2320  
<http://www.haltonhills.ca/zoning/index.php>



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.

Town of Halton Hills - Planning Department & Sustainability  
Manager of Development Review  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
905-873-2601 ext. 2422  
[www.haltonhills.ca/planning/index.php](http://www.haltonhills.ca/planning/index.php)

### **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.

Niagara Escarpment Commission  
232 Guelph Street  
Halton Hills, ON L7G 4B1  
905-877-5191  
[www.escarpment.org/home/index.php](http://www.escarpment.org/home/index.php)

### **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.

Region of Halton  
Engineering Department (Municipal Services)  
1151 Bronte Road  
Oakville, ON L6M 3L1  
905-825-6031 or Toll Free 1-866-442-5866  
[www.halton.ca](http://www.halton.ca)

Region of Halton Health Department (Wells)  
1151 Bronte Road

Oakville, ON L6M 3L1  
905-825-6060 ext. 7501 or Toll Free 1-866-442-5866  
[www.halton.ca](http://www.halton.ca)

### **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  
1255 Old Derry Road  
Mississauga, ON L5N 6R4  
905-670-1615  
[www.creditvalleycons.com](http://www.creditvalleycons.com)

Halton Region Conservation Authority  
2596 Britannia Road West  
Burlington, ON L7P 0G3  
905-336-1158  
[www.conservationhalton.ca](http://www.conservationhalton.ca)

Grand River Conservation Authority  
P.O. Box 729  
Cambridge ON N1R 5W6  
519-621-2761 or Toll Free 1-866-900-4722  
[www.grandriver.ca](http://www.grandriver.ca)

### **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.

Tarion  
5160 Yonge St, 12th Floor  
Toronto ON M2N 6L9  
416-229-9200 or Toll Free 1-877-9TARION (1-877-982-7466)  
[infor@tarion.com](mailto: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.

### **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.

Town of Halton Hills  
Engineering Services

1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
905-873-2601 ext. 2200  
<http://www.haltonhills.ca/inf/index.php>

Halton Hills Hydro  
43 Alice Street  
Acton, ON  
519-853-3700 ext. 253  
[www.haltonhillshydro.com](http://www.haltonhillshydro.com)

Halton Region  
1151 Bronte Road  
Oakville, ON L6M 3L1  
Toll Free 1-866-442-5866 ext. 6031  
[www.halton.ca](http://www.halton.ca)

Union Gas  
P.O. Box 2001  
Chatham, ON N7M 5M1  
Toll Free 1-800-400-2255  
<https://www.uniongas.com/>

Ministry of Transportation Ontario (MTO)  
1201 Wilson Avenue  
7th Floor, Building D  
Downsview, ON M3M 1J8  
416-235-5124  
[www.mto.gov.on.ca/english](http://www.mto.gov.on.ca/english)

### **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 2017-0040; <https://www.haltonhills.ca/bylaws/index.php> should be reviewed to determine the specific requirements for the application.

Generally, the submission should include the following:

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

Engineering Services 905-873-2601 ext. 2200

### **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 Building 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 Building 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.

### **Occupancy Requirements for Houses**

Houses are residential dwelling units in a detached, semi-detached or townhouse form where no unit is above another unit, and each unit has its own exit facility and there are no accommodations for tourists. A residential house for which an application was received after January 1, 2012 must meet more stringent requirements before occupancy of the house can be permitted.

**Building Components Required for Occupancy of a House (Article 1.3.3.4, Division C of the OBC):**

- a) Structure to be substantially complete and ready to be used for its intended purpose
- b) Building envelope (including cladding, roofing, windows, doors, assemblies requiring a fire-resistance rating, closures, insulation, vapour barriers and air barriers) to be substantially complete
- c) Walls enclosing dwelling unit to conform to s. 9.25.2.3. (7), Division B (insulation & vapour barrier to be protected from mechanical damage)
- d) Site grading with respect to the building to be substantially complete
- e) Required electrical supply to be provided
- f) Required firefighting access routes to be provided and accessible
- g) The following building components and systems to be complete and operational for the dwelling to be occupied:
  - a. Required exits, floor access and egress systems, handrails, guards, smoke alarms, carbon monoxide detectors, fire separations, fire stopping,
  - b. exhaust fume barriers and self-closing devices on doors between attached or built-in garage and the dwelling unit and
  - c. water supply, sewage disposal, lighting and heating systems
- h) The following building components and systems to be complete, operational and tested for the dwelling to be occupied:
  - a. water system,
  - b. building drain and building sewer,
  - c. drainage system and venting system
- i) Required plumbing fixtures to be substantially complete and operational
- j) Radon venting requirements in a. 9.1.1.7, division B, to be complied with for designated municipalities

A house cannot be occupied without an Occupancy Permit being issued, and no Occupancy Permit will be issued unless all of the above requirements have been satisfied.

**Building Services Contact**

Town of Halton Hills

Building Services

905-873-2601 or Toll Free 1-877-712-2205

Fax: 905-873-3036

[www.haltonhills.ca/BuildingPermits/index.php](http://www.haltonhills.ca/BuildingPermits/index.php)

- Building Permit Intake Analyst ext. 2924
- Building Inspection ext. 2922
- Zoning Services ext. 2320
- On-line building inspections: <http://www.haltonhills.ca/forms/inspection-request.php>

## **Before You Dig**

### **Town of Halton Hills Engineering Services**

(Storm sewer)  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
905-873-2601 ext. 2200  
[www.haltonhills.ca](http://www.haltonhills.ca)

### **Region of Halton**

(Sanitary sewers and water mains)  
1151 Bronte Road  
Oakville, ON L6M 3L1  
1-866-442-5866 ext. 0  
[www.halton.ca](http://www.halton.ca)

### **Cogeco Cable Solutions**

(Cable TV)  
1-866-950-3712  
<http://cogeco.ca/web>

### **Tree Cutting By-Law Officer**

(Green and Valley Lands)  
1-866-442-5866 ext. 7279  
[www.halton.ca](http://www.halton.ca)

### **Halton Hills Hydro**

(Hydro Lines)  
43 Alice Street  
Acton, ON L7J 2A9  
519-853-3700 ext. 253  
[www.haltonhillshydro.com](http://www.haltonhillshydro.com)

### **Bell Canada – Acton/Georgetown**

(Telephone Line)  
310-BELL (2355)  
[www.bell.ca](http://www.bell.ca)

### **Union Gas**

(Gas lines)  
1-877-969-0999  
<https://www.uniongas.com/>

### **Ontario One Call**

1-800-400-2255  
[www.on1call.com](http://www.on1call.com)