



## Notes:

### 1. Application

- Application form completed
- Building Permit fee paid
- Design Documentation submitted
- All Applicable Laws complied with  
(For the majority of buildings the following Applicable Laws must be complied with: Development Charges Act, Niagara Escarpment Commission Act, Conservation Authorities Act, Zoning By-laws, and Heritage Act).

### 2. Time frame (period within which permit shall be issued or refused)

Depends on size and type of buildings:

- House, deck, accessory building, tent, sign – 10 business days
- Other buildings (other residential, commercial, industrial, agricultural) having less than 3 storeys in height and/or 600m<sup>2</sup> in building area - 15 business days
- Building exceeding 3 storeys in height and/or 600m<sup>2</sup> in building area - 20 business days

### 3. Plans review

May start before the application is complete, however, Building Permit may not be issued unless all required documentation is submitted and reviewed.

### 4. Additional Requirements

- Prior to commencing the work approved under the building permit other approvals may be required, such as entrance permit, excavation permit and/or site alteration permit.
- **Damage deposit is also required to be paid and will be collected prior to the issuance of the Building Permit.**
- Upon the completion of the work, closing of the building permit and inspection by Town staff for damages, the deposit will be released to the property owner