

## Building Services

### Building Permits

#### What is a Building Permit?

A Building Permit is a document issued by a municipality under the Ontario Building Code Act. Its issuance grants applicants or their agents legal permission to begin building projects.

#### Why is a Building Permit required?

Building Permits are required to ensure 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 Housing Development and Buildings Branch of the Ministry of Municipal Affairs and Housing. Under the Building Code Act, local governments are given authority for the enforcement of the Ontario Building Code Act within their municipality.

#### When is a Building Permit required?

It is required for:

- Additions
- Alterations
- Change of use of buildings
- Demolition
- New construction
- Relocations
- Renovations
- Repairs of a building

The following are examples of projects that **do** require a Building Permit:

- Construction of accessory buildings (sheds, etc.) exceeding 10 square metres (107 sq. ft.)
- Construction of attached and detached garages
- Construction for decks in excess of 60.96 cm (24") above the ground, or greater than 10 square metres (107 sq. ft.), or attached to the building
- Construction of temporary buildings
- Demolitions

- Finishing previously unfinished spaces (recreation rooms, family rooms, attics, basements)
- Repair and underpinning of foundations

The following are examples of projects that **do not** require a Building Permit:

- Replacement of siding or shingles with the same material
- Replacement of doors or windows when the opening is not altered

#### What can result from not obtaining a Building Permit?

- Costly repairs may be required to gain compliance or work not done in compliance must be removed
- The Building Permit application fee may be increased
- Legal action may be initiated to gain compliance and fines may be imposed

#### What is the required documentation to apply for a Building Permit?

The following documentation is required for a permit application for the majority of small projects:

- A completed standard permit application form
- An Owner's Authorization form (only if the applicant is not the owner)
- Building permit fee (must be paid at the time when application is submitted)
- Two copies of applicable design documentation/drawings
- Two sets of site/plot plan drawings showing the location of proposed and existing buildings on the property
- Other fees (Damage Deposit and Development Charges, if applicable)
- Other project specific documentation/information

#### What are Applicable Laws?

Applicable Laws are various relevant laws that have to be complied with before a Building Permit can be issued. The Ontario Building Code Act lists more than 40 Applicable Laws. Some of the Applicable Laws include:

- Conservation Authority regulations
- Development Act, Development Charges Act, Heritage Act, etc.

- Local Zoning By-laws
- Niagara Escarpment Commission

**Is a designer required to be qualified?**

The Ontario Building Code requires designers to be registered or qualified. The Building Code also lists a number of exemptions to the qualification requirements. For example, an owner may design their own house or an accessory building without being qualified.  
[www.mah.gov.on.ca](http://www.mah.gov.on.ca)

**Does an architect or professional engineer need to be hired?**

Detailed, scaled drawings are required for all permits. It depends on the size and type of buildings, whether or not an architect and/or a professional engineer is required.

**How long does it take to get a building permit issued?**

After all required documentation is submitted, building permit fee paid and all Applicable Laws are met, the Ontario Building Code dictates that building permits be issued within a certain time frame, which varies between 10 and 30 business days, depending on the type of permit.

**Interested in getting building permit statistics on a monthly basis?**

This information is posted on a monthly basis on the Town’s website:  
[www.haltonhills.ca/BuildingPermits/permit-reports.php](http://www.haltonhills.ca/BuildingPermits/permit-reports.php)

**“NEW 5 DAY BUILDING PERMIT” PROCESS**

The 5 day permit is a new enhanced service for selected building permits. Our goal is to review eligible applications within a 5 business day turnaround. The following are projects that qualify for this service:

- New decks/New Sheds
- New Plumbing lines/Back flow preventers
- Septic tank replacement and/or other repairs
- Small residential Repairs
- Demolition of buildings
- Removal of structural wall(s) in dwellings
- Residential furnace replacement

**Inspections**

Building Services Inspection staff ensures that all work proposed under a building permit is completed in accordance with the design documentation on the basis of which the building permit was issued and the Ontario Building Code requirements. Inspectors also perform building investigations of illegal construction and unsafe buildings.

Once a building permit has been issued, it is the building permit holder’s responsibility to request/schedule all mandatory inspections that apply to the specific project. All required inspections are listed on the bottom portion of the building permit. Customers may submit their request by:

- Calling Building Inspections 905-873-2601 ext. 2922 48-hours in advance, or
- Completing an automated on-line request from [www.haltonhills.ca/forms/inspection-request.php](http://www.haltonhills.ca/forms/inspection-request.php)

**Note:** Footings, backfill, plumbing rough-in, and HVAC rough-in inspections must be passed before framing inspection will be booked.

Also, Top of Wall Elevations and Ontario Land Survey certifications (for houses only) must be received before framing inspection will be booked.

A residential building/house for which an application was received after January 1, 2012 must meet all the occupancy requirements listed in the Ontario Building Code, Div. C, a.1.3.3.4.

**Current Rates and Service Charges:**

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

**Town of Halton Hills Building Services**

1 Halton Hills Drive, Halton Hills ON L7G 5G2  
 General Inquiry: 905-873-2601 ext. 2300  
 Fax: 905-873-3036  
 Website: [www.haltonhills.ca](http://www.haltonhills.ca)  
 Contact Form: [haltonhills.ca/contact](http://haltonhills.ca/contact)

(2019)