

## BUILDING INSPECTION PROCESS

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.

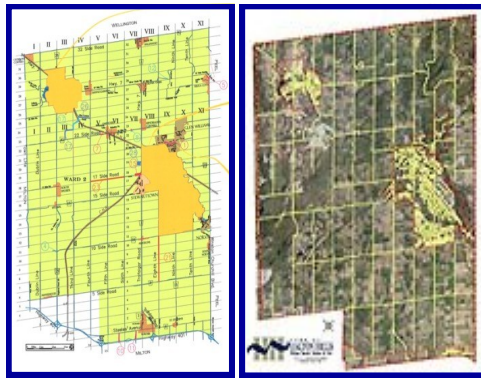
Customers may submit their request by:

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

Note: Footings, Backfill, Plumbing Rough-in, HVAC Rough-in inspections must be passed before framing inspection is 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 more stringent requirements before occupancy of the house can be permitted. A house cannot be occupied without an **Occupancy Permit** being issued.



### 2013 Building Charges & Fees (including HST)

Deck Permit	\$224.00
Demolition Permit	\$208.00 *
Residential Building Permit	\$208.00 *

\* Minimum charge

For Current Rates and Service Charges,  
visit the Town of Halton Hills website at:  
<http://www.haltonhills.ca/userfees/pdf/2011/inf.pdf>

## Town of Halton Hills Infrastructure Services

1 Halton Hills Drive  
Halton Hills ON L7G 5G2

Tel: **905-873-2601 ext. 2300**

Fax: 905-873-3036

Email address:  
[inf@haltonhills.ca](mailto:inf@haltonhills.ca)

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

Contact-Us Form:  
[haltonhills.ca/contact/inf.php](http://haltonhills.ca/contact/inf.php)



Infrastructure Services

# Building Permits



Information within this pamphlet contains frequently asked questions regarding:

**Building Inspection Process  
Building Permit Information**

**WORKING TOGETHER WORKING FOR YOU**

**PROVIDING ACCESSIBLE, TIMELY,  
INFORMATIVE RESPONSES, SEAMLESSLY,  
TO OUR CUSTOMERS.**

## 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 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?

A Building Permit is required for:

- Additions
- Alterations
- New construction
- Renovations
- Relocations
- Repairs of a building

A permit is also required for demolition and change of use of buildings. Some minor repairs do not require a permit.

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 of decks in excess of 60.96 cm (24") above the ground, or greater than 10 square metres (107 sq. ft.), or attached to
- Construction of temporary buildings
- Demolitions
- Finishing previously unfinished spaces (recreation rooms, family rooms, attics, basements)
- Installation of pool enclosures
- 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
- Construction of fences

## 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

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

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

- A completed standard permit application form
- An Owner's Authorization form (if the applicant is not an 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 is 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:

- Local Zoning By-laws
- Conservation Authority regulations
- Niagara Escarpment Planning
- Development Act, Development Charges Act, Heritage Act, etc.



## How do I get relief from a provision in the Zoning By-law?

Relief may be granted by the Town through either a Minor Variance or a Zoning Amendment. Contact Planning, Development and Sustainability 905-873-2601 ext. 2291.

## 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 his/her own house or an accessory building without being qualified.

[www.mah.gov.on.ca](http://www.mah.gov.on.ca)

## Do I need to hire an architect or professional engineer?

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.

## I was interested in getting building permit statistics on a monthly basis.

This information is posted on a monthly basis on our Town's website at:

[www.haltonhills.ca/building/permit-reports.php](http://www.haltonhills.ca/building/permit-reports.php)

## How do I submit ?

You may file your comment with the Infrastructure Services Department at 905-873-2601 ext. 2300 or at [www.haltonhills.ca/contact/inf.php](http://www.haltonhills.ca/contact/inf.php).

Your information will be entered into our electronic tracking system and forwarded to the appropriate staff member for review and acknowledgement.