

# Building Services

## Zoning

The majority of properties in the Town of Halton Hills are subject to one of two forms of land use control: Zoning By-law governs the erection of buildings and the use of land, or the property is subject to the land use regulations of the Niagara Escarpment Commission.

Zoning: 905-873-2601 ext. 2320

### Zoning Services include:

- Assignment of municipal addresses
- Issuance of building and zoning compliance letters
- Review of building permit applications for compliance with:
  - Zoning By-law
  - Other Applicable Laws
- Commenting on Planning Developments
- Applications for:
  - Re-Zoning
  - Site Plan
  - Official Plan Amendments
- General inquires about:
  - Zoning
  - Other Applicable Laws
  - Land Use and other related matters

### How to get a compliance letter and how long does it take?

A compliance letter is often required as a condition of a property sale to determine if there are any outstanding permits or infractions.

Submit a written request to the Transportation and Public Works Department with the applicable fee for each property. Allow ten (10) working days for a response.

### How to obtain a survey of a property?

Requests for surveys will be processed by the Building Services Division. Only property owners or those with owner's authorization may be able to obtain a survey from the Town.

If the requester cannot obtain owner's authorization, they can:

- Check with the Land Registry Office in Milton (2800 Highpoint Drive, 2nd floor, Milton, 905-864-3500)
- Check online for local surveyors or through the Association of Ontario Land Surveyors [www.aols.org](http://www.aols.org)
- Check online for sites that sell surveys such as [www.landsurveyrecords.com](http://www.landsurveyrecords.com)

Building Services: at 905-873-2601 ext. 2300

### How to get relief from a provision of a Zoning By-law?

Relief may be granted by the Town by either a Minor Variance or by a Zoning Amendment. Approval of an amending by-law or a minor variance is required (and must be final and binding) before a building permit can be issued. Planning and Sustainability Department: 905-873-2601 ext. 2291

### Zoning of specific property and its permitted uses?

There are three different area Zoning By-laws (2010-0050, 57-91 and 74-51) that apply to lands within the Town of Halton Hills. Zoning: 905-873-2601 ext. 2320

### What are the zoning standards for constructing an accessory building (such as sheds and garages)?

There are three different area Zoning By-laws that apply to lands within the Town of Halton Hills which regulate the construction of accessory buildings. Standards regulating the height, size, location and setback are dependent upon the zoning of the property, the type of accessory building and whether the lot is an interior or corner lot.

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### What is the difference between the local Zoning By-laws and Niagara Escarpment Regulations?

Both regulate land use, but the Niagara Escarpment Planning and Development Act and Niagara Escarpment Development Control Regulation are a Provincial development control statute, which supersede any local Zoning By-laws.

## 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 lists more than 40 Applicable Laws that govern the construction and demolition of buildings in this Province. Some of the Applicable Laws are:

- Conservation Authority Regulations
- Development Charges Act
- Heritage Act
- Local Zoning By-laws
- Niagara Escarpment Planning and Development Act

## Permanent Sign Permits

### Which signs require a building permit?

Except for signs regulating traffic, signs in display windows, signs painted directly on the building, and signs subject to municipal approval (i.e. portable signs) a building permit is required for the installation of all other permanent signs.

More information regarding Building Permits for permanent signs is available at Building Permit Coordinator:  
905-873-2601 ext. 2924

### Sign By-law Requirements?

Contact Municipal Law Enforcement Officer:  
905-873-2301 ext. 2277

## Pool Enclosure Permits

### Why is a pool enclosure permit required?

Under the Town of Halton Hills By-law No. 2009-0028, owners of privately-owned outdoor swimming pools are required to erect and maintain enclosures around pools. "Privately-owned outdoor swimming pool" means any privately-owned body of water, in-ground, above-ground or on-ground swimming pool or hot tub located outside of a permanent building or structure and which can hold water exceeding 61cm (24 inches) in depth. A pond located in any rural or agriculturally zoned property is not included in this definition. A pool

enclosure permit is required prior to the installation of a pool enclosure.

Building Permit Coordinator:  
905-873-2601 ext. 2924

## Registration of Two-Unit Houses

### What is a Two-Unit House?

In the Town of Halton Hills a Two-Unit House means a detached house, semi-detached house or a row house containing two residential units one of which is an accessory dwelling unit. An accessory unit means a second dwelling unit that is created within a single detached dwelling. A dwelling unit contains cooking, eating, living, sleeping, and sanitary facilities designed for the exclusive use of the unit, and has a means of exit from the building (which may be shared with another residential unit). A common example of an accessory unit is a basement apartment.

### What are the requirements for registration of Two-Unit Houses?

Under the Town of Halton Hills By-law No. 2016-0005, the occupancy of a second dwelling unit in a Two-Unit House is not permitted, unless the house is registered as required by said By-law.

The registration process is designed to protect the owner, as well as, the inhabitants of the Two-Unit House from unnecessary hazards. Registration of a Two-Unit House legalizes its existence and ensures that a home complies with all applicable codes and standards.  
Building Services: 905-873-2601 ext. 2924

### 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)

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