



THE TOWNSHIP OF TARBUTT
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BUILDING PERMIT REQUIREMENTS

Why are Building Permits required? The Ontario government requires building permits to be issued and enforced by municipalities to ensure that health, fire, structural safety, zoning requirements, and other building standards are met. It is the **property owner's responsibility** to ensure that a building permit is obtained.

Permits must be obtained **prior to** beginning any construction.

When do you need a building permit? For residential projects:

- All new dwellings or habitable buildings, and similar projects
- All decks, landings, ramps, verandahs, and platforms that serve a dwelling unit, regardless of size
- All decks not serving the dwelling (free standing) that exceed 10m² (107 ft²) in area
- Alteration of plumbing (moving or reconfiguration of pipes, tie in new vents, new fixture creation and similar projects). New taps, toilets or sink fixtures are exempt.
- Bunkies, garages and sheds greater than 15m² (160 ft²) gross floor area
- Alteration of deck guard system or handrails on decks and platforms that serve a dwelling, or guard rail system on any freestanding structure over 10m² (107 ft²).
- Interior renovations including new walls and framing, insulation and vapour barrier, creation of new rooms and similar projects
- Alterations and new installations of windows and doors (includes enlargement of exterior openings)
- Parging and waterproofing a foundation (blue-skin, dimple board, weeper install, stone over weepers and similar projects)
- Changing a sewer serving a septic or water service pipe from a well or other water source
- Change out an HVAC furnace or installation of an HRV into an existing dwelling
- Siding and/or exterior insulation of a house
- Basement finishing
- Replacing roofing, shingling or new metal roof
- Temporary tent placement on residential property exceeding 60 m² (646 sf) for special events.

When do you NOT need a permit?

- Changing out a toilet, tap or sink for a new fixture, using the same pipes or very minor alternations
- A free standing structure less than 10 m² being built that does not directly serve a dwelling unit, ie a small shed or freestanding deck in a yard
- Changing flooring on top of a subfloor, laying carpet or vinyl
- Kitchen cupboard changes and alterations
- Landscaping
- Changing out windows and doors in their existing rough openings, and which are currently in use
- Millwork, finishing, replacing counter tops, paint or repainting, or any cosmetic work.

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IMPORTANT NOTES:

- Any project which commences before a Building Permit has been issued by the Chief Building Official will be subject to two times the fee listed on the Building Fee Schedule.
- Applications for building permit must be submitted with two (2) sets of complete drawings, preferably on 11" x 17" paper, and the site plan, along with supporting documentation, where required.
- Payment in full will be required before the permit is issued.
- A copy of the permit and a copy of the building plans must be kept on the site where the project is taking place at all times.

All applications except siding, roofing and windows must be accompanied by a **detailed Site Plan** showing the entire property, distances from all structures to all property lines, distances between buildings, location of all structures, fencing, driveways, septic tank and field, above or below ground hydro lines, any buried infrastructure, and distances to road and shore allowance.

Depending on the size and nature of your project, the following additional information is required:

- **Algoma Public Health** approval of the septic system is required when adding to or modifying an existing dwelling, or for new construction with plumbing. Permits cannot be issued without APH approval.
- Owners may draw their own plans with sufficient detail for approval by Inspector. Drawings of new dwellings require BCIN Certified drawings.
- In some cases, a survey may be required to determine shoreline setbacks, high water mark, lot coverage and property details not otherwise available.
- Once completed applications have been received and reviewed by the Township office, they will be forwarded to the Building Official. The applicant will be notified if additional information is required, or when the permit is available for pick up.
- A site visit by the Building Official may be required before work begins. The Official can make suggestions, remind owners to confirm setbacks and discuss what may be needed.

The Building Inspector must be called at various stages of construction before you may proceed, as shown on the back of your permit. Please provide a minimum of two days (2) advance notice.

Chief Building Official/Inspector Kevin Lavergne, CBCO
CELL: 705-989-2006 e-mail: kevinlavergne@cabservices.ca

The Ontario Building Code requires that:

- Foundations must be 4' 6" into the ground with at least 6" exposed above ground
- Footings must be a minimum of 6" deep and 18" wide

Please contact the Clerk if you have questions about setbacks or zoning requirements.