



THE TOWNSHIP OF TARBUTT
RR 1, 27 BARR ROAD SOUTH
DESBARATS, ON P0R 1E0
Phone: 705-782-6776 Fax: 705-782-4274
email: clerk@tarbutt.ca

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.

THE TOWNSHIP OF TARBUTT BUILDING PERMIT REQUIREMENTS

IMPORTANT NOTES:

- Any project which commences prior to the issuance of a Building Permit by the Chief Building Official will be subject to two times the fee listed on the schedule of Permit Fees.
- 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 will be required before the permit is issued.
- A copy of the permit and a copy of the building plans must be on the site where the project is taking place at all times.

All applications except siding and roofing must be accompanied by a **detailed Site Plan** showing the entire property, distances to all property lines, distances between buildings, location of all structures, 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.
- 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 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 Inspector 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.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or Authorized agent of owner		
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
D. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name) - The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. - If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. _____ Date Signature of applicant				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.