

APPLICATION PROCESS

HOW TO OBTAIN A BUILDING PERMIT

When a building permit is required, an application must be filed with the Building Division using the following forms. Once submitted with all the necessary documentation, a permit will be issued after the application has been checked to insure compliance with the Ontario Building Code, the Township's zoning By-law and any other applicable regulations. The Chief Building Official is responsible for the issuance of all building permits.

APPLICATION PROCEDURES

1. Complete and sign the "**Application for Building Permit**" form. In some cases, (such as for wood stoves, swimming pools, Heat pumps, etc) specialized application forms have been provided.
2. The completed application form must be accompanied by the following documents:
 - a) **a deed** indicating the name of the registered owner of the property for which the permit is to be issued
 - b) **a site plan** showing the location of all existing and proposed buildings or additions on the lot in relation to the property boundaries.
 - c) **drawings** of the proposed building, additions or alteration showing sufficient structural detail in order to determine compliance with the Building Code.
 - d) attach a copy of the **Septic System Permit** or the **Water /Sewer Connection Permit** (whichever is applicable). These permits are required for all new construction and some additions and renovations.
For more information contact:

<u>Septic System Permit</u> Leeds, Grenville and Lanark District Health Unit, Part VIII Program) 458 Laurier Blvd. Brockville, Ontario K6V 7A3 Tel: (613) 345-5685 Fax: (613) 345-2879	<u>Water/Sewer Connection Permit</u> Municipality of North Grenville 285 County Road 44 Kemptville, Ontario K0G 1J0 Tel: (613) 258-4424 Fax: (613) 258-1441
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 - e) (for Rural properties) complete and sign a copy of the **Certification of Licensing** form for the well drilling contractor.
 - f) (for Rural properties) complete and sign the **Well Construction Agreement** form.
3. Obtain an **Entrance Permit** from the relevant road authority:

<u>Municipal Roads</u> Roads Department Municipality of North Grenville 285 County Road 44 P.O. Box 130 Kemptville, Ontario K0G 1J0 Tel: (613) 258-7612 Fax: (613) 258-1441	<u>County Roads</u> County Roads Department United Counties of Leeds & Grenville P.O. Box 729 Brockville, Ontario K6V 5V8 Tel: (613) 342-2710 Fax: (613) 342-2101
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4. A **Capital Development Fee** is charged by the Municipality for all new buildings. Proof of payment of this fee must be provided before a building permit can be issued.
5. All "builders" who construct new homes for the purpose of re-sale must provide proof of registration with the **Ontario New Home Warranty Plan**.
6. A Performance bond of 2% of the value of work is required on most projects with a value of over \$5000. This deposit is refundable when the Occupancy Permit is issued. A **certified cheque, letter of credit or cash** is required.
7. The **Building Permit Fee** must be paid before the Permit can be issued.
8. Other Land Use approval permits may be required from such agencies as the local Conservation Authority, the provincial Ministry of Transportation, etc; depending on the nature of the project and the specific location of the site.