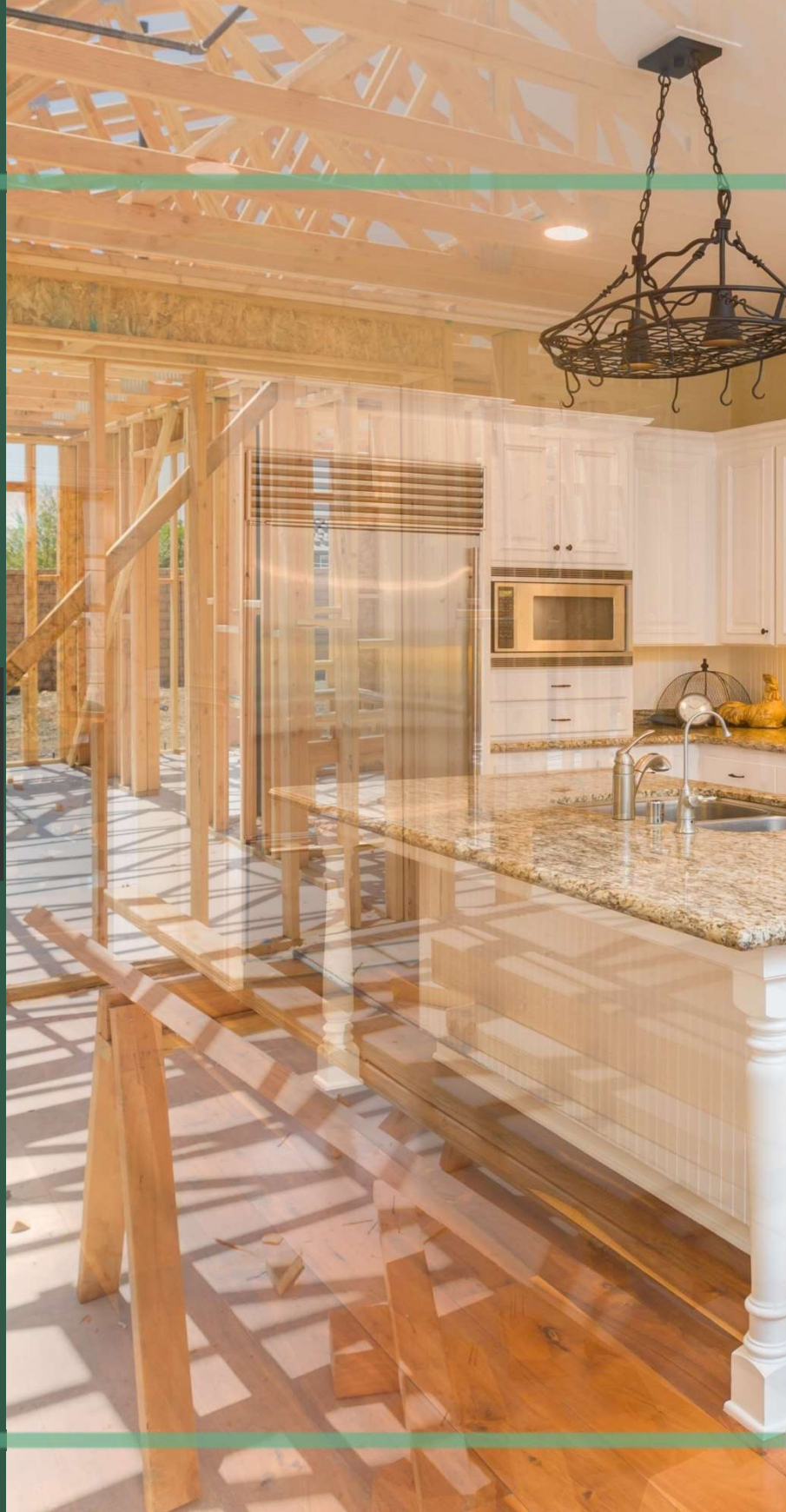


RESIDENTIAL
ADDITIONS
ALTERATIONS
RENOVATIONS

**Building Permit
Package**

A step by step guide for
making a building permit
application



Norfolk County Building Department
Community Development Division
norfolkcounty.ca

Do I Need a Permit for an addition or renovation

The following list includes examples of projects that require a building permit. Please keep in mind, however, this is not a complete list. If you are unsure whether your project requires a permit, please call us to discuss.

- Building an attached carport or other roof structure of any size,
- Finishing the basement of a house,
- Adding a bedroom to the basement,
- Constructing an addition to a building,
- Removing a load-bearing wall, column, lintel or beam,
- Re-insulating walls, ceilings or floors,
- Installing a new window or door that increases the width of the existing opening,
- Installing or altering a septic system.



Projects that do not require a building permit.

- Painting, wall papering, tiling, carpeting, cabinets, countertops and similar finish work,
- Replacing a door or window within an existing opening, where no structural members are changed and no fire-resistance rating is in place,
- Installing new shingles on an existing roof,
- Removing a non-load-bearing wall in a single, semi-detached or townhouse dwelling,
- Replacing a plumbing fixture (toilet, bathtub or sink) with a new fixture in the same location,

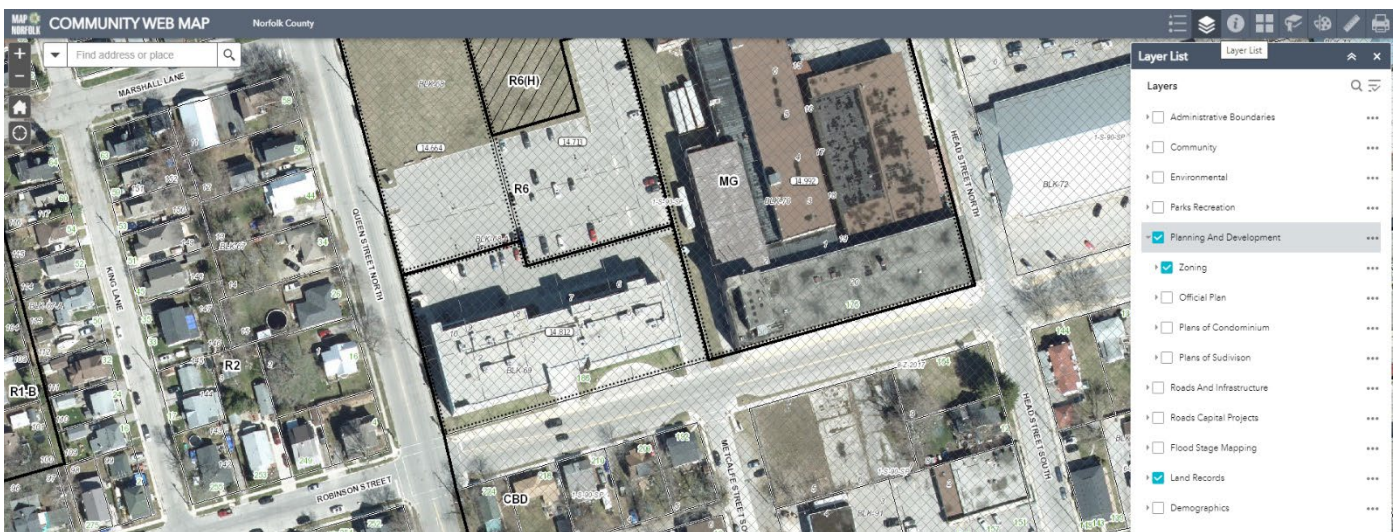
STEP 1: Applicable Law.

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application.

An Applicable Law Checklist is required as part of a complete application. Agency contacts are attached with this form. Our community mapping has many of these layers mapped to help you determine if additional approvals are required for your application.

Zoning Requirements.

Finding the zoning associated with your property, is easy with our [GIS Community Web Map](#), position over your property and turn on the zoning layer by clicking layer list, planning, zoning.



[Norfolk County Zoning Bylaw](#) is available online.

To confirm your project conforms to the Zoning By-law you will need to provide a plot plan indicating:

- Property lines and lot dimension,
- Location of building and all other structures on the lot,
- Location of all steps and landing,
- Distance from dwelling to property lines,
- Parking spots with dimensions,
- Location of septic system.

If your proposed building / structure does not comply with the zoning requirements, a planning application will be required. Zoning and Planning approval is required as part of a complete permit application.

Planning Department: planning@norfolkcounty.ca or 519-426-5870 ext. 1842.
Zoning: zoning@norfolkcounty.ca or 519-426-5870 ext. 1000.

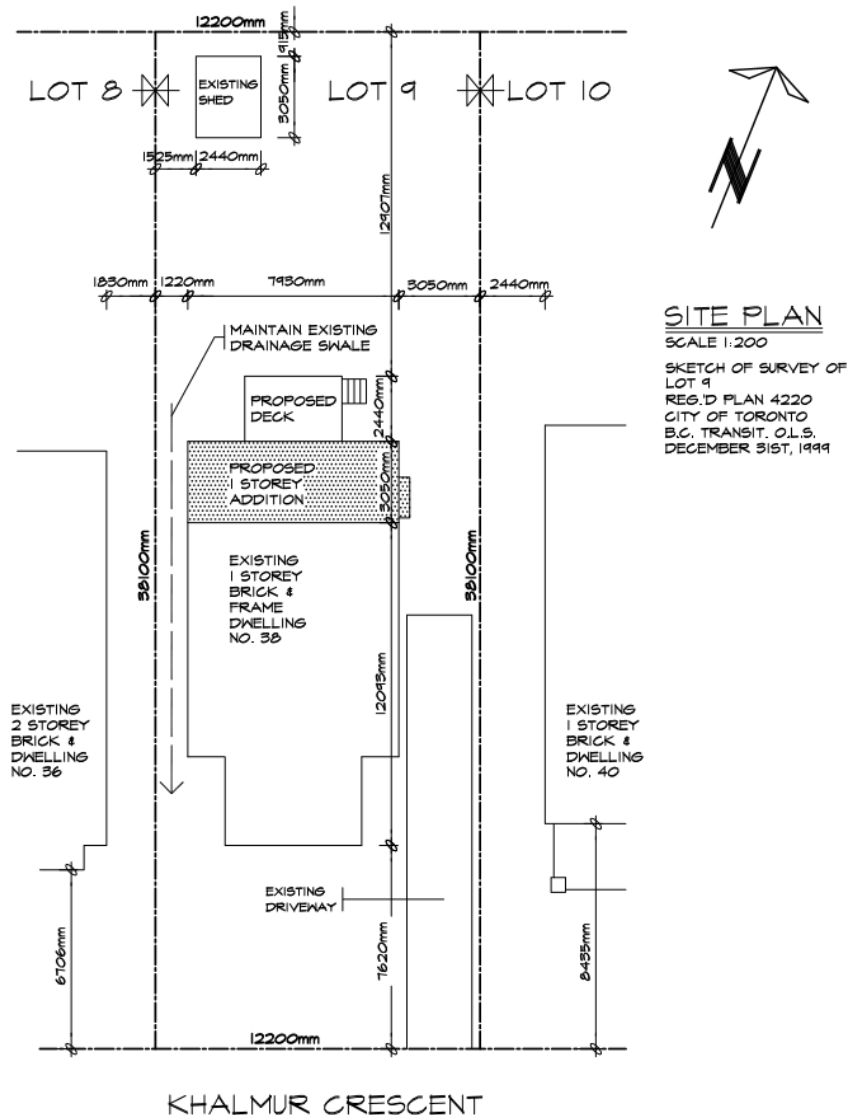
Lot Grading.

Proposed grading plans and lot grading form shall be submitted with all building permit applications, under [Norfolk County Grading and Drainage By-law](#).

Proposed grading plans needs to identify:

- all surface features;
- existing and proposed structures;
- changes in grade and slopes in percent between such changes; and
- include sufficient information regarding adjacent properties to confirm conformance with this By-Law with respect to drainage onto those properties.

An exemption may be considered for a lot in a rural area (complete form, fee applies)



STEP 2: Building Permits - What do I need to apply?

A building permit application consists of many documents. The forms attached are to be completed, signed, and dated.

Who can design an addition or renovation?

As the property owner, you can complete the design yourself, or have a qualified individual with a BCIN number in House, an Architect or a Professional Engineer complete the drawings.

Drawings and Documents

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

The [Ontario Building Code](#) is available online under the Regulations under this act tab.

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA).

If you are unable to complete the application and provide the required documents, you should retain a qualified designer to assist you in completing the application.

Building Permits – Application Checklist.

Completed Forms.

- Building Permit Application Form.
- Schedule 1: Designer Information.
- Applicant Authorization Form, if application is not completed by the property owner.
- Applicable Law Checklist and supporting documents.
- Lot grading form or approved exemption.
- Water, storm sewer, sanitary sewer connection permit (where required).
- Evaluation of existing on-site septic system (where required).

Required Documents.

- Plot Plan:
 - Property lines and lot dimension,
 - Location of building and all other structures on the lot,
 - Location of all steps and landing,
 - Distance from dwelling to property lines,
 - Parking spots with dimensions,
 - Location of septic system.
- Lot Grading Plan.
- Drawings of the Building:
 - Footing, foundations, anchorage details (where applicable)
 - Floor plans,
 - Room names, sizes and ceiling heights,

- Door & window location and sizes,
- Location of plumbing fixtures including laundry facilities,
- Fire separations, (if applicable),
- Smoke alarms and/or fire alarm systems.
- Elevations.
- Cross sections of exterior wall from footing to roof.
- Roof truss layout or roof framing plan.
- Engineered floor system layout (where required).
- Engineered beam details (i.e. LVL's, steel beams) (where required).
- Ventilation duct design,
 - Heat Recovery Ventilator (HRV) duct sizing and layout,
 - Exhaust fan duct sizing and layout.
- Septic application (where required) This is a separate application, see septic.

Fees.

- Building Permit fee,
- Plumbing fee,
- Occupancy fee,
- Lot grading exemption fee (if applicable),
- Water, storm sewer, sanitary sewer, connection permit fee.

Septic Permits.

If the proposed addition or renovation is connected to an on-site septic system, you will need to provide an Septic Permit – Structural Addition application.

- The number of bedrooms in a dwelling are increased,
- If the proposed construction exceeds 15% of the gross area of the dwelling unit,
- New plumbing fixtures are added to the dwelling, or
- If the addition, expansion, alteration or change proposed encroaches on the sewage system or any of its components.

If the system is not adequate to support the proposed addition or renovation, a septic system application is required to be submitted with your building permit application.

Septic Permits - Application Checklist.

Completed Forms.

- Application to Construct or Demolish.
- Schedule 1: Designers Information signed by system designer.
- Schedule 2: Septic System Installers Information signed by the applicant.
- Applicant Authorization Form if applicant is not the property owner.

Required Documents.

- Septic work sheets, plot plan and system cross section.
 - Provide summary of existing and new components.
- Percolation time ('T' time) from a licensed soil testing agency.

- Building Material Evaluation Commission (BMEC) or CAN/ BNQ “Onsite Residential Wastewater Treatment Technologies” approvals (if applicable).

Fees.

- Septic Permit Fee:
 - New System or Full Replacement,
 - Repair/Partial Replacement,
 - Structural Additions.

STEP 3: Applying.

Online Portal: Visit [Norfolk Permits Portal](#) and make your application online.



Building Department

[Apply for a Building Permit
Status and Fees](#)

In Person: Visit our service counter located at 12 Gilbertson Drive, Simcoe, Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

Step 4: Plans Review.

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law and the building code.

Step 5: Inspections .

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County’s Building Department website. Once all inspections are complete and passed your permit is closed.

Need Help? If you have any question on the building permit process or plans required, please contact permits@norfolkcounty.ca or 519-426-5870 ext. 6016.