

Building permits help protect you, your home, and the interests of your community by making sure the project is structurally sound and follows the Ontario Building Code, municipal zoning and other applicable laws.



What is a demountable stage?

Demountable stage means a structure that,

- (a) consists of one or more platforms together with any wall, roof or other structures attached to or located on any of the platforms,
- (b) is intended to be used for public or private performances or events, other than performances or events associated with movie or television productions,
- (c) is intended to be erected, assembled or installed for a limited specified time,
- (d) is capable of being dismantled at its location and moved to be reconstituted elsewhere or is erected for one-time use,
- (e) is not located inside a fully enclosed *building*,
- (f) is primarily for use by performers and workers, and

(g) may or may not be mounted on wheels.

What is a demountable structure?

Demountable support structure means any structure that,

- (a) is capable of supporting banners, stage sets, props, sound equipment, lighting equipment or other equipment,
- (b) is intended to be used for public or private performances or events, other than performances or events associated with movie or television productions,
- (c) is intended to be erected, assembled or installed for a limited specified time,
- (d) is capable of being dismantled at its location and moved to be reconstituted elsewhere or is erected for one-time use,
- (e) is not attached to or located on a *demountable stage*,
- (f) is not located inside a fully enclosed *building*,
- (g) is primarily for use by performers and workers, and
- (h) may or may not be mounted on wheels.



Is a Building Permit Required?

Building permits are required for demountable stages and demountable structure if they meet the following criteria.

Stages:

- (a) the aggregate area of all platforms of the *demountable stage* is more than 60 m² and any part of its platforms is more than 3 m in height above adjacent ground level,
- (b) the aggregate area of all platforms of the *demountable stage* is more than 225 m², or
- (c) any part of the platforms or any roof, wall or structure attached to or located on any of the platforms of the *demountable stage* is 5 m or more in height above adjacent ground level.

Structures:

- (a) is more than 3 m in height above adjacent ground level,
- (b) is designed to carry a superimposed specified load greater than 115 kg, or
- (c) would create a hazard to the public.

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.

Site Plan Control.

Contact Planning Department for Site Plan or Site Plan Waiver as applicable

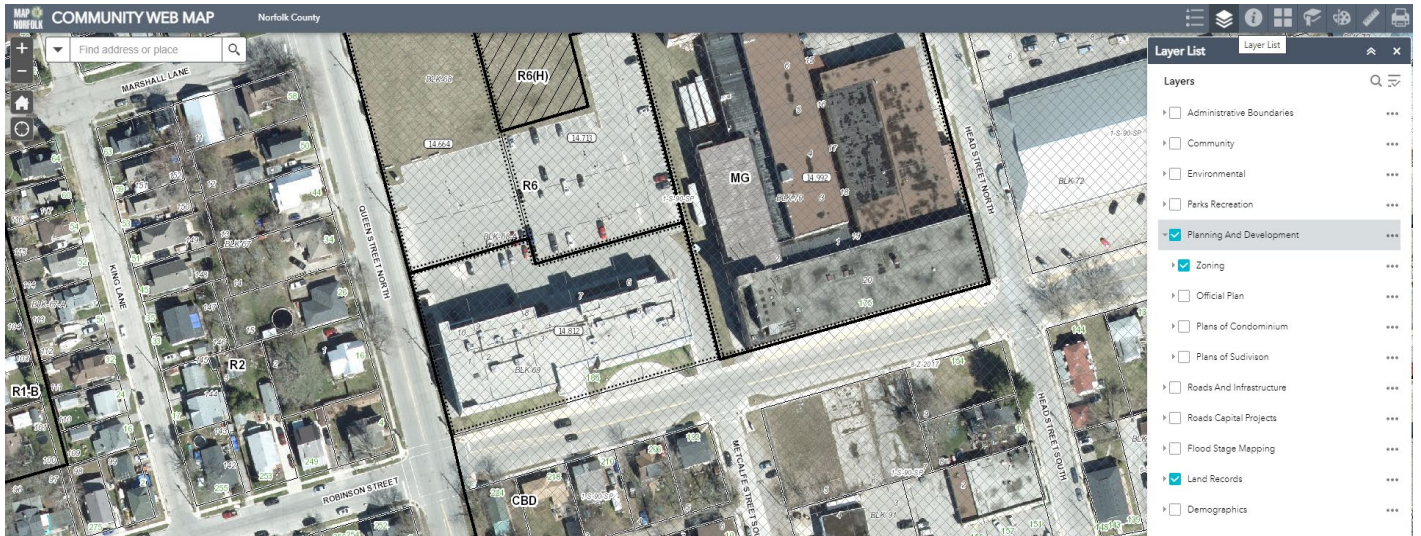
Planning Department: planning@norfolkcounty.ca or 519-426-5870 ext. 1842.

Special Events Permit.

If your event is to take place on Norfolk County Property, Parks or Roads a special events permit is required. Please see [Organizing Special Events](#) for more information.

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.

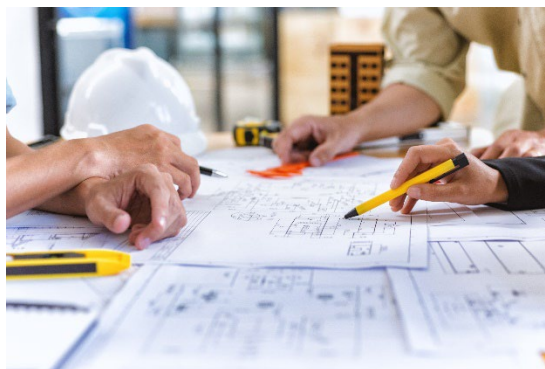


To confirm your project conforms to the Zoning By-law you will need to provide a plot plan indicating:

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

If your propose stage / 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.



STEP 2: Preparing your application.

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

Who can design the building?

Stages and structural are to be designed and reviewed by a professional engineer.

Building Department staff cannot make recommendation on a specific designer or design company.

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).

Building Permits – Application Checklist.

Completed Forms.

- Building Permit Application Form.
- Signed Commitment to General Review.
- Property Owner Consent Form, if application is not completed by the property owner.
- Applicable Law Checklist and supporting documents.

Required Documents.

- Plot plan.
- Drawings of the Stage and Structures
 - Architectural,
 - Structural,
 - Electrical,
- Building Code Matrix.

Fees.

- Building Permit fee.

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

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