

**INDUSTRIAL  
COMMERCIAL  
INSTITUTIONAL**

**Building Permit  
Package**

A step by step guide for  
making a building permit  
application



Norfolk County Building Department  
Community Development Division  
[norfolkcounty.ca](http://norfolkcounty.ca)

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.



There are multiple steps to the building permit process. The purpose of this permit package is to highlight these steps and provide guidance to the building permit process.

## **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.

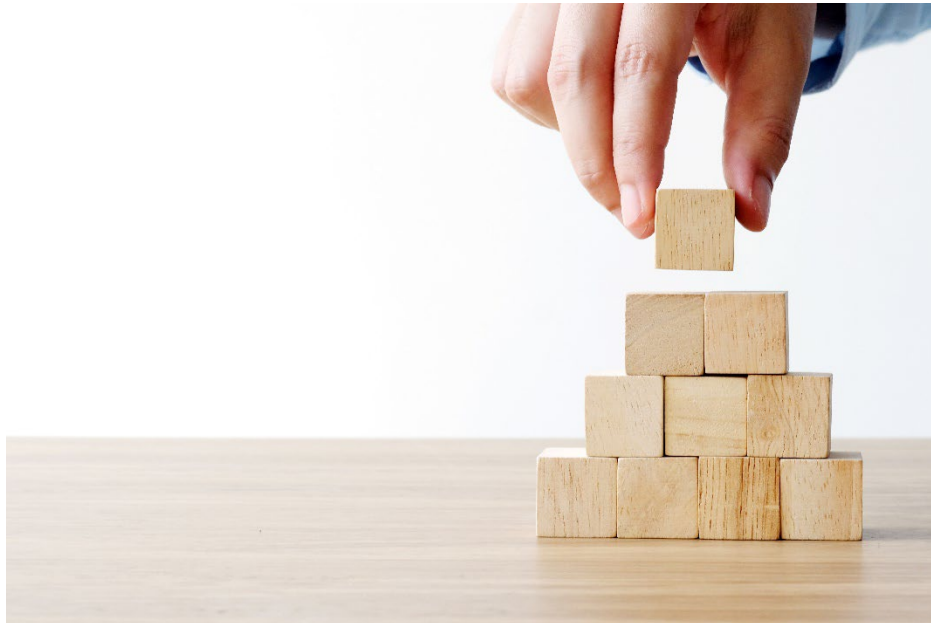
## **Pre-consultation meeting – Site plan approval.**

Most industrial, commercial and institutional buildings are located on properties where a site plan approval is required through the Planning Act. Before you submit a planning application, please contact our office about the necessity of a pre-consultation meeting.

These confidential meetings are hosted by the Planning Department with staff from various departments (and agencies, as applicable) who will provide valuable feedback on your proposal and outline what will be required as part of a complete planning application. After the meeting, you will receive a detailed summary of the meeting which will summarize the feedback from each department. The document will also include a clear list of what you need to submit as part of a complete planning application form.

To request a pre-consultation meeting, please email the Planning Department at [precon@norfolkcounty.ca](mailto:precon@norfolkcounty.ca). You can also call us at (519) 426-5870 ext. 1842.

For more information on the process, please see the [Norfolk County Planning Website](#).



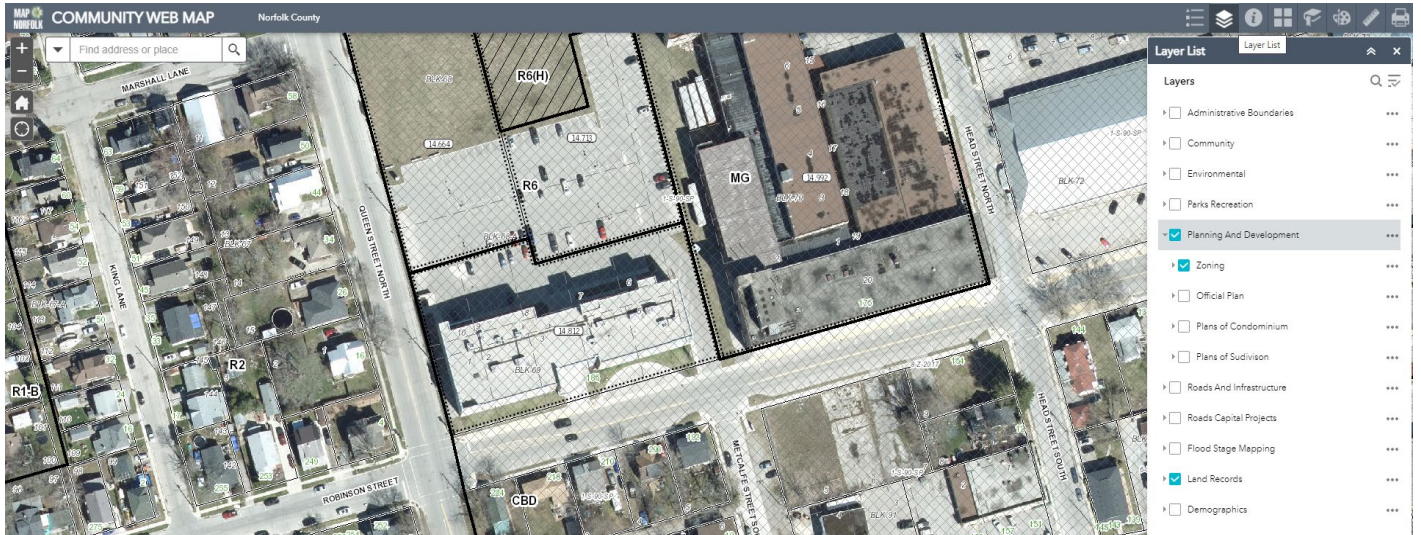
## **Site Plan Control.**

Site Plan Control is a tool utilized by the County to ensure that specific development proposals meet the Official Plan and Zoning By-law objectives. Essentially, site plans approved under this process are very detailed and outline precisely how a particular property will be developed. Site Plan Approval is typically the last planning approval necessary before the Building Permit process.

A Site Plan Agreement is sometimes required for more complicated developments. Where a property has site plan control designation, but the proposed construction is deemed minor in nature, the applicant will need to provide a site plan waiver from the Planning Department as part of an Applicable Law review.

## 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 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](mailto:planning@norfolkcounty.ca) or 519-426-5870 ext. 1438.  
Zoning: [zoning@norfolkcounty.ca](mailto:zoning@norfolkcounty.ca) or 519-426-5870 ext. 6068



## Lot Grading.

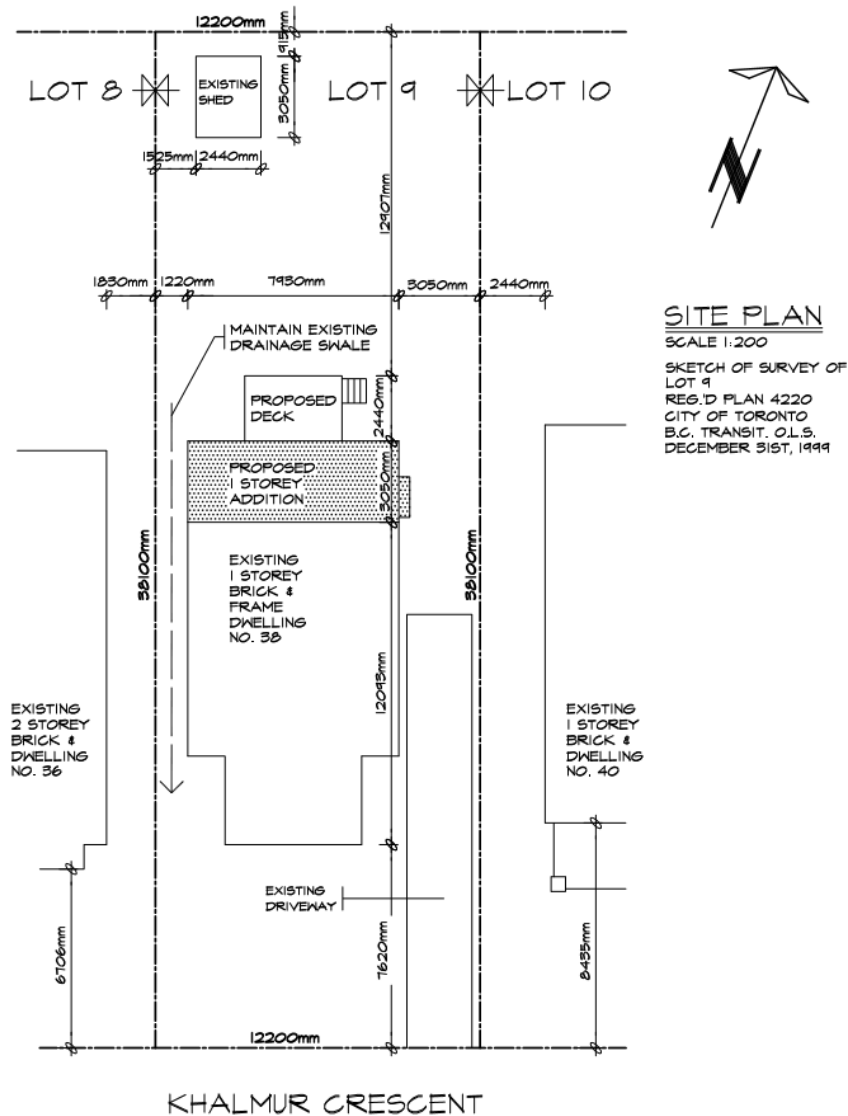
Where a property has been issued a site plan waiver, and the footprint of the building is increasing in size, a lot grading is required.

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: 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?**

There are many factors to determine who can complete drawings and design documents for these types of buildings. Your design team can be made up of qualified individuals with a Building Code Identification number (BCIN), an architect, and/or Professional Engineers. If you are unsure what qualifications a designer needs for your specific project, reach out to a building inspector for more information.

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.
- Lot grading form (projects with a site plan waiver).

#### **Required Documents.**

- Approved Site Plan approval plot plan.
- Drawings of the building.
  - Architectural,
  - Structural,
  - Electrical,
  - Mechanical,
  - Plumbing.
- Building Code Matrix.
- Completed SB-10 report (energy efficiency).

- Septic System or Sewage Works.
  - Sewage system is under 10,000 litres/day daily design flow for the whole site. (separate application through Norfolk County)
  - Sewage Works is over 10,000 litres/day daily design flow for the whole site. ECA to be obtained from The Ministry of Environment, Conservation, Parks.  
Contact: *Christopher O'Connor*.  
Phone: 905-521-7888 or 1800-668-4557, Cell: 905-515-9618  
Email: [Chris.O'Connor2@ontario.ca](mailto:Chris.O'Connor2@ontario.ca)

**Fees.**

- Building Permit fee.
- Plumbing fee.
- Occupancy fee.
- Civic address (where applicable).
- Water / Sanitary / Storm Connection Permit (where applicable).
- Development charges (if applicable).

**Septic Permits - Application Checklist.**

**Completed Forms.**

- Building Permit Application Form.
- Schedule 1: Designer Information.
- Schedule 2: Sewage System Installer Information.

**Required Documents.**

- Septic System Permit Application Information Package / Worksheets.
- Percolation time ('T' time) report from a licensed testing agency.

**Fees.**

- Septic Permit fee.

### **STEP 3: Applying.**

**Email:** Electronically submit your permit documents [permits@norfolkcounty.ca](mailto:permits@norfolkcounty.ca).

**In Person:** Visit our service counter located at 12 Gilbertson Drive Simcoe Ontario. Please call or email ahead and make an appointment.

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



## **Building Department**

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

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](mailto:permits@norfolkcounty.ca) or 519-426-5870 ext. 6016