



CLEARVIEW

## Water & Sewer service Information Guide and Process

### Requirements for a building permit application:

- ☐ **Permit Application Form**
- ☐ **Application for Water/ Sewer Service & Meter** - Required for Public Works.
- ☐ **Detailed Site Plan** - Engineered Grading Plan as required or Survey or Site Plan showing the property lines and buildings/structures including septic system (if applicable), location of proposed and/or existing water & sewer lines.  
-If septic is to be decommissioned, please note the septic on the site plan. (Please see Decommissioning Septic Tanks Information Guide)
- ☐ **Required Fee(s)** as set by the Building Permit Fee By-Law.  
-Water shut off & on (please contact Public Works)
- ☐ **Any other applicable documents** - Application for Water/ Sewer Service & Meter

### Designer Requirements

All drawings submitted for building permit applications are required to be prepared by either the owner or prepared by a qualified designer, architect or professional engineer, or a combination. Some drawings must be designed by a professional engineer when the design falls outside of the prescriptive requirements of Part 9, Division B of the Building Code.

Qualified designers are required to provide their name, BCIN#, designer statement and signature on the plans. They are also required to complete the Schedule 1 designer form.

### How to apply for a building permit

To apply for a building permit, visit our website [www.clearview.ca/portal](http://www.clearview.ca/portal) Please create an account which can also be used to pay for your building permit application, download permit documents and schedule inspections. Alternatively, you can apply for the permit in person by visiting our offices, please ensure to bring all required documents in a detailed and legible format.

### Cost of building permit

The cost of the permit is as per permit fee schedule, you can pay for your permit through your online CityView account, we also accept cash, cheque, and debit as methods of in person payment. The permit fee includes the administrative process, the review of drawings, the building permit and building inspections.

### Time

Once a complete permit application is made the permit will be reviewed by the Planning Department for zoning compliance and once completed the Building Department will complete the review within a maximum of 10 business days.

### **Typical Required Building Inspections**

Building inspections are booked online through your CityView account, or by contacting the Building Department 705-428-6230 ext. 232.

When requesting inspections, please quote Building Permit Number and allow a minimum of 48 hours' notice. Required inspections include: (some inspections listed can be completed in a different order and maybe combined)

- Final -Water/Sewer service lines in connected prior to placement of backfill material.

### **Important Numbers to Know**

- Ontario One Call 1-800-400-2255 (natural gas, sewer and water lines, Hydro, Rogers Cable, and Bell locates)
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

### **Any Questions?**

Phone: 705-428-6230 ext. 232

Web: [www.clearview.ca](http://www.clearview.ca)

### **Office hours.**

Monday to Friday

8:30am – 4:30pm