



CLEARVIEW

## New Dwelling Unit Building Information Guide and Process

### Requirements for a building permit application:

- Application Form** including required Schedules and Energy forms.
- Schedule 1** -Designer Information Form.
- Energy Efficiency Design Summary (EEDS)**.
- HVAC Design** including heat loss calculations.
- Lot Grading Plan** Engineered Grading Plan or Survey or Site Plan showing the property lines and buildings/structures including septic system (if applicable)
- Architectural Control Approval for Infill Properties** located within settlement areas.
- Two sets (copies) of construction drawings** to scale; include plan views, elevations, sections, septic system (if applicable), and any other details (Example: engineered railing/guard)
- Supplemental Design Information** such as truss details, TJI floor, LVL beam specifications and timber frame engineering may be required for review prior to issuance of permit.
- Sewage System Design** (if applicable).
- Schedule 2** - Sewage System Installer Information Form (if applicable).
- Water / Sewer Service and Meter approval** (if applicable).
- Required Fee(s)** as set by the Building Permit Fee By-Law and applicable Development Charges may apply along with if applicable water Meter fee.
- Entrance Permit** (MTO, County or Municipal)
- Any other applicable documents** that pertain to your project
- Applicable Law Approvals** - Common types of approvals are but not limited to: Zoning/Planning, Nottawasaga Valley Conservation Authority (NVCA), Niagara Escarpment Approval (NEC), and Ministry of Transportation (MTO) etc.

### 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.

### Where to apply for a building permit

To apply for a building permit please bring all required drawings to the Clearview Municipal Office, located at 217 Gideon Street, Stayner, Ontario.

### **Cost of building permit**

The cost of the permit is as per permit fee schedule, also the costs of development charges may apply along with if applicable Water Meter fee, we accept cash, cheque and debit as methods of payment. This 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 through 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)

- Septic Test Holes
- Footing - prior to concrete being poured
- Reinforced foundation wall (Example: ICF) – prior to concrete being poured
- Backfill – prior to placement of required backfill material
- Structural (Example: Wood Frame)
- Plumbing below ground rough-in
- Plumbing above ground rough-in
- Wood burning appliance or fireplace (if applicable)
- Insulation and vapour/air barrier
- Septic (if applicable)
- Occupancy
- Final

### **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