



CLEARVIEW

Non-Residential Building Information Guide and Process

When is a building permit required for an Non-Residential Building?

- When the building (new or replacement) is 108 sq. ft. (10m²) in size or greater.
- Building additions.
- Structural renovations and modifications to existing structures.
- Change in Use.
- New or significant plumbing changes.



Requirements for a building permit application:

- Application Form** including required Schedules and Energy forms.
- Schedule 1** -Designer Information Form.
- Energy Efficiency Design Summary** (SB-10).
- Commitment to General Reviews by Architect and Engineers.**
- Ontario Building Code Matrix** form.
- Lot Grading Plan** Engineered Grading Plan or Survey or Site Plan showing the property lines and buildings/structures, fire routes, including septic system (where applicable)
- Two sets (copies) of construction drawings** to scale; include plan views, elevations, sections, septic system (where applicable), and any other details (Example: engineered railing/guard)
- Sewage System Design** (where applicable).
- Schedule 2** - Sewage System Installer Information Form (where applicable).
- Required Fee(s)** as set by the Building Permit Fee By-Law and applicable Development Charges may apply along with where applicable water meter fee.
- Entrance Permit** (MTO, County or Municipal) (where applicable).
- 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), Ministry of Environment and Climate Change (MOECC), etc.

Required Drawings and Information:

- Architectural Drawings** Designed by qualified person (BCIN, P. Engineer, Architect.)
- Structural Drawings** Designed by qualified person (BCIN, P. Engineer, Architect.)
- Mechanical and Electrical Drawings** prepared by P. Engineer.
- Project Specifications** (Architectural, Mechanical, and Electrical.)
- Kitchen Exhaust Design** (NFPA 96) prepared by P. Engineer. (where applicable.)
- Data Matrix** prepared by qualified Designer or Architect.
- Sprinkler Drawings and Hydraulic Calculations** (where applicable)
- On-site Sewage System Design** (where applicable).

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 per the Building Permit Fee By-law, 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 15 to 20 business days.

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;

- Septic Test Holes (where applicable)
- Footing - prior to concrete being poured
- Reinforced foundation wall – 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)
- Fire separations and fire stopping
- Insulation and vapour/air barrier
- Septic (where 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

Office hours;

Monday to Friday

8:30am – 4:30pm