

Building Permit



Town of
East Gwillimbury

Town of East Gwillimbury

Building Standards Branch

Applicant's Guide

August 2018

Introduction

This information has been prepared by the Town of East Gwillimbury Building Standards Branch as a guide to make the building permit process more accessible and understandable to those who are planning to build a new structure or change their existing one. The guide gives you some basic information about the various permit application procedures in obtaining a permit to build or demolish a structure, or conduct plumbing or sewage disposal system construction within the Town. However, you should not use it as a substitute for professional advice. Please note that some of the information contained within the guide will be subject to change without notice from time to time. For more detailed information please contact the Building Branch at (905) 478-4283 extension 1268.

Remember this is only a guide and should not be interpreted as a legal substitute for the governing laws.

This guide is organized into two parts:

- The first part introduces the types of building permits and explains when one is required. This part of the guide also provides you information on Zoning By-Laws, Applicable Laws, Committee of Adjustment and other approvals that may be necessary prior to submitting an application for a building permit.
- The second part explains your building permit application should contain. This part also demonstrates the differences between different types of Building Permit applications.

By reading and following the information in this guide and maintaining a close relationship with the Town of East Gwillimbury Building Branch you can successfully prepare your plans, submit your application and receive your building permit.

Part 1: East Gwillimbury Building Standards Branch & Building Permits

Building Permits

A Municipal building permit is permission to begin construction or demolition. Building permits are necessary to ensure that the use will comply with the Zoning By-law and that the construction meets the standards established by the Ontario Building Code to ensure your safety and well-being.

Zoning requirements are contained in municipal by-laws and the building standards are contained in the Ontario Building Code. A Zoning By-law regulates the use of land and is a legal tool for the Town of East Gwillimbury to co-ordinate land uses, protect areas by preventing incompatible uses, and establish appropriate standards for development. Zoning By-laws contain specific legal regulations including the use of properties within the town (i.e. residential, commercial, industrial etc.) as well as setbacks for structures, size of structures, widths of driveways, home occupations etc. Please contact the Zoning Examiner at (ext. 1251) in the Building Standards Branch to determine the specific zoning requirements for your project. The Zoning Examiner will require you to provide your municipal address to determine the appropriate zoning requirements.

Although a building permit may not be required, you must still comply with the requirements of the Zoning By-law and any other Applicable Laws.

The Ontario Building Code (OBC) is a Provincial regulation administered by the Building and Development Branch of the Ministry of Municipal Affairs and Housing. Under the Building Code Act, local governments are given authority for the enforcement of the Ontario Building Code within their municipality and must appoint a Chief Building Official and inspectors necessary to enforce the code and act. The OBC sets out the minimum requirements for new buildings, additions or any significant alterations to an existing building with a primary focus on your health and safety and that of other homeowners, building occupants, future owners and the community.

OBC Definitions:

"Building" means,

- (a) a structure occupying an area greater than ten square meters consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing works, fixtures and service systems appurtenant thereto,
- (b) a structure occupying an area of ten square meters or less that contains plumbing, including the plumbing appurtenant thereto,
- (c) plumbing not located in a structure,
- (d) a sewage system; or
- (e) structures designated in the Building Code.

"Construct" means,

to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere and "construction" has a corresponding meaning;

"Demolish" means,

to do anything in the removal of a building or any material part thereof and "demolition" has a corresponding meaning;

"Design" means,

a plan, specification, sketch, drawing or graphic representation respecting the construction of a building;

"Plumbing" means,

a drainage system, a venting system and a water system or parts thereof.

Other Definitions:

"Complete Application" means,

The submission of completed application forms, plans and supporting documents, applicable law approvals, external and internal municipal approvals, allowing for the review of a building permit submission.

When is a Permit Required?

If you intend to make alterations or additions to your building, or build a new building, you will need one or more permits from the Building Standards Branch. At the time of the application you will be advised on the current average permit processing time and any other required approvals or documents. This, however, is an estimated processing time and may be influenced by such factors as quality and completeness of submissions.

It is the homeowner's responsibility to ensure that a building permit is obtained when required.

As part of our process and prior to undertaking any construction regarding your particular project, please ensure that you have contacted the Town and have spoken with a Zoning Examiner to determine compliance with the Town's Zoning By-law.

There are different types of permits for different things including: *Building Permits; Plumbing Permits; Sewage Disposal System Permits, Change of Use Permits and Demolition Permits*. You may require one or more of these permits depending on the project. Please call the Permit Coordinator to ask which ones you will need for your project.

Building Permit

The following is a list of typical projects that require a building permit:

- Any new buildings, accessory buildings, garage, farm buildings with an area greater than ten (10) square meters, one hundred and eight (108) square feet
- Temporary structures, such as tents for weddings, when they exceed 60m² in aggregate ground area, are attached to or within 3m of another structure
- Any addition to existing buildings such as a garage, carport, extra rooms or adding another storey
- Adding structural features such as decks, balconies, dormers and porches, solariums, fireplaces and woodstoves, and completion of roughed in fireplaces
- Deck repairs or reconstruction
- Excavating to construct a basement, crawl space, or footing under an existing building
- Replacing or re-building roofs, replacing windows involving structural changes
- Renovations or repairs having structural components such as removing or building walls
- Demolition permits are required for all demolition (except a bonafide farm building)
- Basement walkouts or finished basements
- Changes of use for a building or part of a building
- Creation of a second dwelling unit in a house

Sewage Disposal System Permit

A Sewage Disposal System Permit is required to ensure a proper functioning sewage treatment system is installed. This ensures that drinking water sources and the environment are not polluted. This kind of permit is required anytime a new sewage disposal system is installed or an alteration to an existing sewage disposal system is made or required. The municipality enforces regulations for systems with a flow of 10,000 liter/day or less per property.

Plumbing Permit

Plumbing permits are needed to obtain a plumbing permit to provide a supply of safe drinking water and discharge of sewage to an appropriate disposal facility. Whenever plumbing or drains are installed or altered, a permit is required.

Applicable Laws

Applications for a building permit may not be accepted when the application is not a “complete application”. A complete application includes approvals deemed applicable to your Building permit submission. For example, you may be constructing within a prescribed distance of a flood plain. Lake Simcoe Region Conservation Authority (LSRCA) may have legislation in place that governs this occurrence and would require a permit to be issued by them prior to applying for and obtaining a building permit.

Please see Applicable Law checklist attached to this guide for approvals that may apply to construction in the Town of East Gwillimbury. The following is a partial list of applicable laws that may apply:

Required Approval/Permit	Department or Agency
Entrance Permit (municipal, regional or provincial)	Community Infrastructure and Engineering Services (Town of EG), York Region, or MTO
Water and/or Sewer Service Connection Permit	Community Infrastructure and Engineering Services (Town of EG)
Tree Preservation	Community Programs and Recreation Services (Town of EG)
Oak Ridges Moraine Approval/Exemption Greenbelt Approval Site Plan Approval	Development Services -Planning Branch, and Legal Services (Town of EG)
Fire Safety	Emergency and Community Safety Services (Town of EG)
Historically Significant Building	Heritage E.G.
Fill/Flood Plain Regulated Approval	Lake Simcoe Region Conservation Authority
404 Extension and Bradford By-pass	Ministry of Transportation
Nutrient Management Plan	Ministry of Agriculture and Food
Public Food Preparation Facilities Sewage Systems > 10,000 L/ day	York Regional Health Unit M.O.E

Approvals other than those listed above may be applicable for your particular project. Please contact the Permit Coordinator in the Building Standards Branch (ext. 1268) to confirm which plans and approvals are required for your application to be considered a complete application.

All approvals from other departments and agencies must be obtained prior to submission of your building permit application.

Committee of Adjustment

The Committee of Adjustment is a committee comprised of Town residents appointed by Council. Committee meetings are generally held at the Civic Centre. If your proposal does not comply with the Zoning By-law, you may seek permission from the Committee of Adjustment for a minor variance from the Zoning By-law. Each application is reviewed on its own merit. You may wish to consult with the Town of East Gwillimbury Planning Branch to obtain more information on the process as well as attempt to determine if there is planning support for your application.

Part 2: Preparing and Submitting your Application

Building Permit Application

If you own your building and are planning an addition, major renovation, or even building a new building, you need to be aware of legislation before making your application or hiring a professional designer. If hiring a contractor to perform the work, please ensure the contractor has obtained a permit from the town by requiring the contractor to provide a copy of the permit to you. As a reminder, construction without a permit, where applicable, is an offence under the Building Code Act and could result in prosecution.

Design Professionals

The Ministry of Municipal Affairs and Housing (MMAH) now regulate designer requirements for all construction projects in the Province of Ontario. Plans submitted for any construction project may require a designer that is registered and/or qualified with the MMAH. All qualified and registered persons or companies with the MMAH will have a Building Code Identification Number (BCIN). If designer requirements are necessary for your project, the designer must provide their name, BCIN, and a statement that they are reviewing and taking responsibility for the design activities on the plans they provide, as well as fill out the appropriate Schedule in the Building Permit Application Form for the component of the project for which they are taking responsibility. Depending on the complexity of your project, you may need to hire several different designers (Architectural, Heating and Ventilation, Sewage Disposal System etc.) and the appropriate paperwork must be filled out for each designer. The required qualifications for the designer for each of these components may be different.

The Ontario Association of Architects (OAA) and Professional Engineers Ontario (PEO) have equivalent qualification programs that exempt their members from the MMAH requirements. For designs that would otherwise require MMAH designer requirements, the OAA & PEO member must provide their professional stamp on each drawing for which they are taking responsibility. Your permit cannot be issued if you employ non registered professionals where registered professionals are required. By hiring a certified professional designer

*As the owner of the property and the applicant for a building permit
you are responsible for ensuring that you have hired certified
professionals.*

you can be assured that they have passed examinations that confirm their knowledge of the Ontario Building Code.

Designer Requirements Summary

This summary has been developed for a generalized overview. Reference should always be made to the regulations for correct and detailed application of the requirements pertaining to designer qualifications.

R = Registration (Company BCIN) required

Q = Qualification (Individual BCIN) required

House, Semi & Townhouse	Designed by	R	Q	Category of Qualification
New Building	Owner			House or Small Buildings
	'Tarion' Builder		Q	
	Designers	R	Q	
Heating, Ventilation and Air Conditioning System (HVAC)	Owner			HVAC – House or Building Services
	'Tarion' Builder		Q	
	Designers		Q	
Plumbing System		No mechanical drawings for permit issuance required		
Accessory to Housing	Designed by	R	Q	Category of Qualification
Addition, Alteration or Repair	Owner			House or Small Buildings
	Designers		Q	
Deck or Porch (Appurtenant to a House)	Owner			House or Small Buildings
	Designers		Q	
New Detached Garage	Owner			House or Small Buildings
	'Tarion' Builder		Q	
	Designers	R	Q	
Accessory Building (Less than or equal to 50m ²) 1 storey only		No Qualification or Registration requirements		
Accessory Building (Greater than 50m ²)	Owner			House or Small Buildings
	Designers	R	Q	
Factory-built House	Designers		Q	House or Small Buildings
Second Dwelling Added to House	Owner			House or Small Buildings
	Designers		Q	
General Building	Designed by	R	Q	Category of Qualification
New Small Building	Owner		Q	Small Buildings
	Designers	R	Q	
New Large Building	Owner		Q	Large Buildings or Complex Building
	Designers	R	Q	
New Complex Building	Owner		Q	Complex Buildings
	Designers	R	Q	
Addition, Alteration or Repair of Building	Owner		Q	Same as Building type
	Designers	R	Q	
Structural Systems	Owner		Q	Building Structural
	Designers	R	Q	
Plumbing Systems (Above Ground)	Owner		Q	Plumbing – All Buildings
	Designers	R	Q	
Heating, Ventilation and Air-Conditioning Systems	Owner		Q	Building Services
	Designers	R	Q	
Electrical, Lighting, Detection & Alarm Systems	Owner		Q	Detection, Lighting & Power or Fire Protection or Building Services
	Designers	R	Q	
Mechanical, Sprinkler & Fire Protection Systems	Owner		Q	Fire Protection or Building Services
	Designers	R	Q	

Miscellaneous Buildings	Designed by	R	Q	Category of Qualification
Farm Buildings (Less than or equal to 600m ²)		No Qualification or Registration requirements		
Farm Buildings (Greater than 600m ²)	Owner		Q	Large Building and Building Structural
	Designers	R	Q	
Tents (Less than or equal to 60m ²)		No permit required		
Tents (Less than or equal to 225m ² , 3 m apart, no bleachers or sidewalls)		No Qualification or Registration requirements		
Tents (Greater than 225m ²)	Owner		Q	Small Buildings
	Designers	R	Q	
Miscellaneous Building Element	Designed by	R	Q	Category of Qualification
Incidental Appliances and Equipment	All Designers	No Qualification or Registration requirements		
Pre-Engineered Elements	Engineer			
Site Servicing	All Designers			
Sewage System	Installer	R	Q	On-Site Sewage System
	Owner			
	Designers	R	Q	
Signs: <ul style="list-style-type: none"> o Ground Signs more than 7.5m in height o Projecting Signs more than 115 Kg in weight o Roof Signs has face more than 10m² 	Architect	No Qualification or Registration requirements		
	Engineer			
Designated Structures <ul style="list-style-type: none"> o Retaining Wall o Outdoor Pool 	Owner	R	Q	Building Structural
	Designers			
Solar Panels <ul style="list-style-type: none"> o Roof Mounted 	Owner		Q	Building Structural
	Designers	R	Q	

Notes:

1. **Registered**, means, the Designer is registered with the Ministry of Municipal Affairs and Housing for the purpose of ensuring the Designer Carries the amount of Insurance prescribed by The Ontario Building Code. (see QUARTS: www.mah.gov.on.ca).
2. **Qualified**, means the Designer has successfully completed the examination program administered by The Ministry of Municipal Affairs and Housing in the category prescribed by The Ontario Building Code corresponding to the Building Type. (QUARTS at website above).
3. **Categories of Qualification**, means those categories listed in the Ontario Building Code.
4. **Designed by**, means an independent Designer, an owner Designer or a builder Designer who carries out design activities related to a Building.
5. **House**, means a detached house, semi-detached house, or row house containing not more than 2 dwelling units.
6. **Accessory building**, means a detached structure accessory to the main building on the same property.
7. **Small building**, means a building less than or equal to 600m² in building area, less than or equal to 3 storeys in building height, and used for Residential, Business/Services, Mercantile, or Medium Low Hazard Industrial occupancies.
8. **Large Building**, means a building which is greater than 600m² or is used for Assembly, Care/Detention or High Hazard Industrial occupancies.
9. **Complex Building**, means a building which is defined as a high building or contains an interconnected floor space.
10. **Architects** and **PEO** (Engineers) respectively are exempt from the Ministry Qualifications but are required to successfully complete the examination program of OAA.
11. **BCIN**, means a five digit **Building Code Identification Number** assigned by The Ministry of Municipal Affairs and Housing.

Preparing your Application

Prepare drawings which accurately describe the construction you propose. Develop your ideas on paper with “to scale” floor plans and specifications and/or have a qualified person transform your sketches into proper plans. If you have a person complete your plans they must be certified and registered with the Ministry of Municipal Affairs and Housing. The following list indicates drawings that may be required for a typical Residential and Non-Residential application. Feel free to contact the Permit Coordinator at (ext. 1268) in the Building Standards Branch if you have any questions regarding the requirements for your particular project.

Required Plans:

- Site Plan
- Floor Plans with plumbing shown
- Wall Cross-sections
- Elevation Drawings
- Heat Loss Calculation and Duct Plan & Hydronic Layout
- Plumbing Plan
- Site Services
- Floor Joist and Roof Truss Plans
- Lot Grading Plan

Site Plan

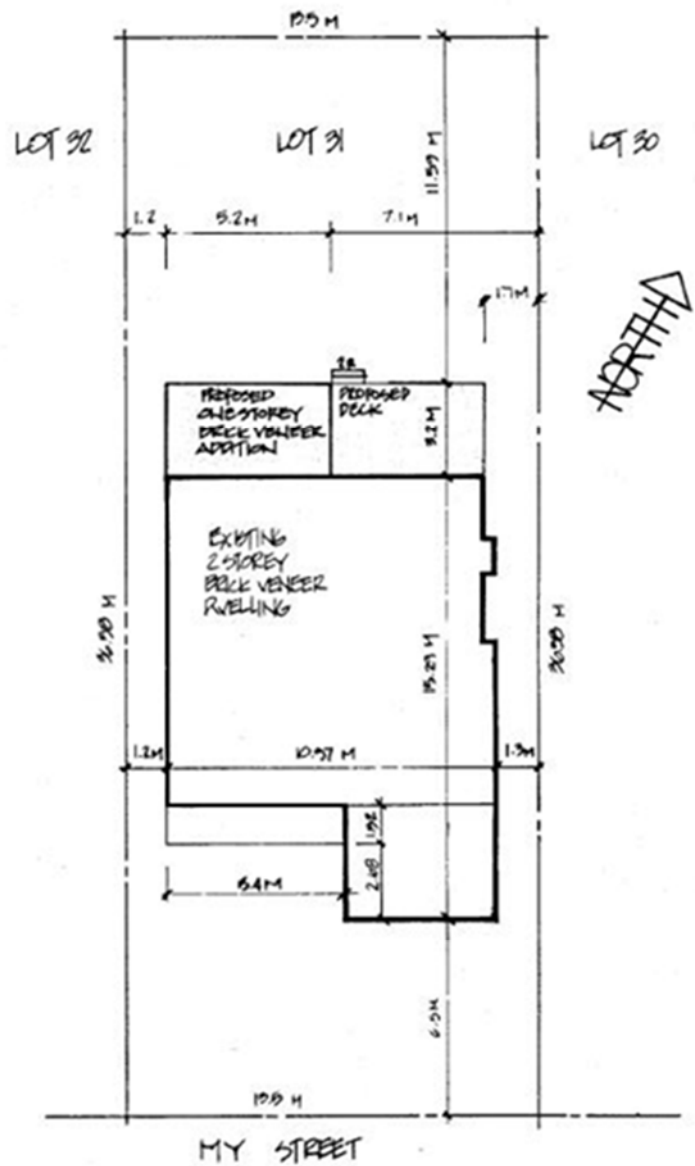
A site plan identifies buildings and other features in relation to property boundaries. The site plan should identify your existing building and proposed changes. Most or all the information required for a site plan can be found on your property survey. You may have received one when you bought your home. If not, you can request a search of the Town's records to see if a copy of your property's survey exists on file. There is a fee for both the search, and to purchase a copy of the survey. If your survey is not found, you may need to hire a surveyor. Please contact the "Association of Ontario Land Surveyors" to locate a local surveyor.

The following information should be shown on the site plan:

- Title and scale
- North arrow
- Overall building dimensions
- Property lines and dimensions
- Proposed construction
- Right-of-way and easements
- Setbacks to all property lines from existing and proposed structures
- Street Name
- Rivers and creeks
- Sewage disposal system locations
- Wells

If the property is serviced by a private on-site sewage system (NOT town sewer) the location of the septic tank and leaching bed must always be shown on the site plan regardless of whether the submission relates directly to it or not.

An example of a Site Plan:



(EXAMPLE ONLY)
SITE PLAN - LOT 31, PLAN NO. H-4d
SCALE 1:200

**Sample
Site
Plan**

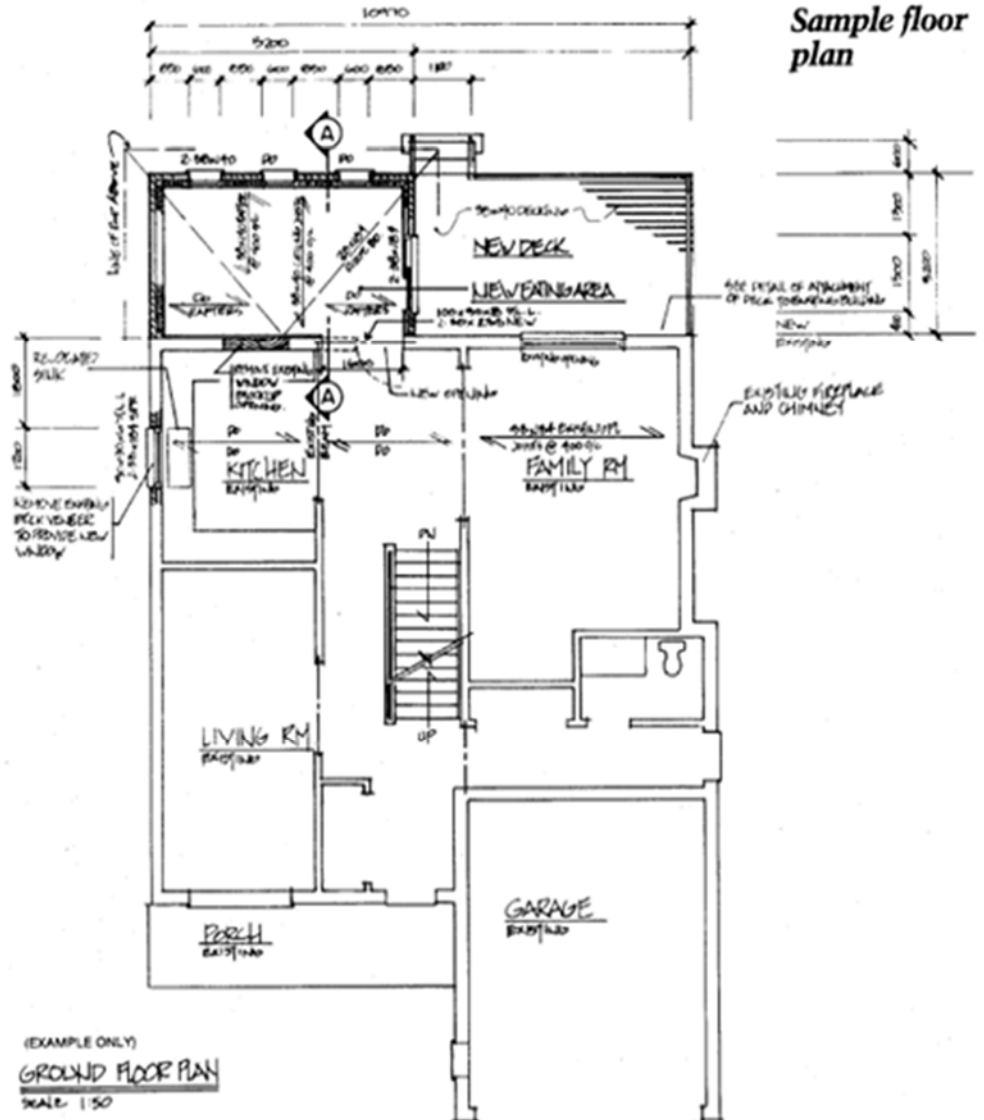
Floor Plans

A floor plan is a drawing of the structure as seen as if it is cut horizontally a few feet above the floor lines. One floor plan is required for every floor of the house which is affected by the new construction. Each plan shows the interior layout in question as well as providing the structural framing information for the floor or roof above.

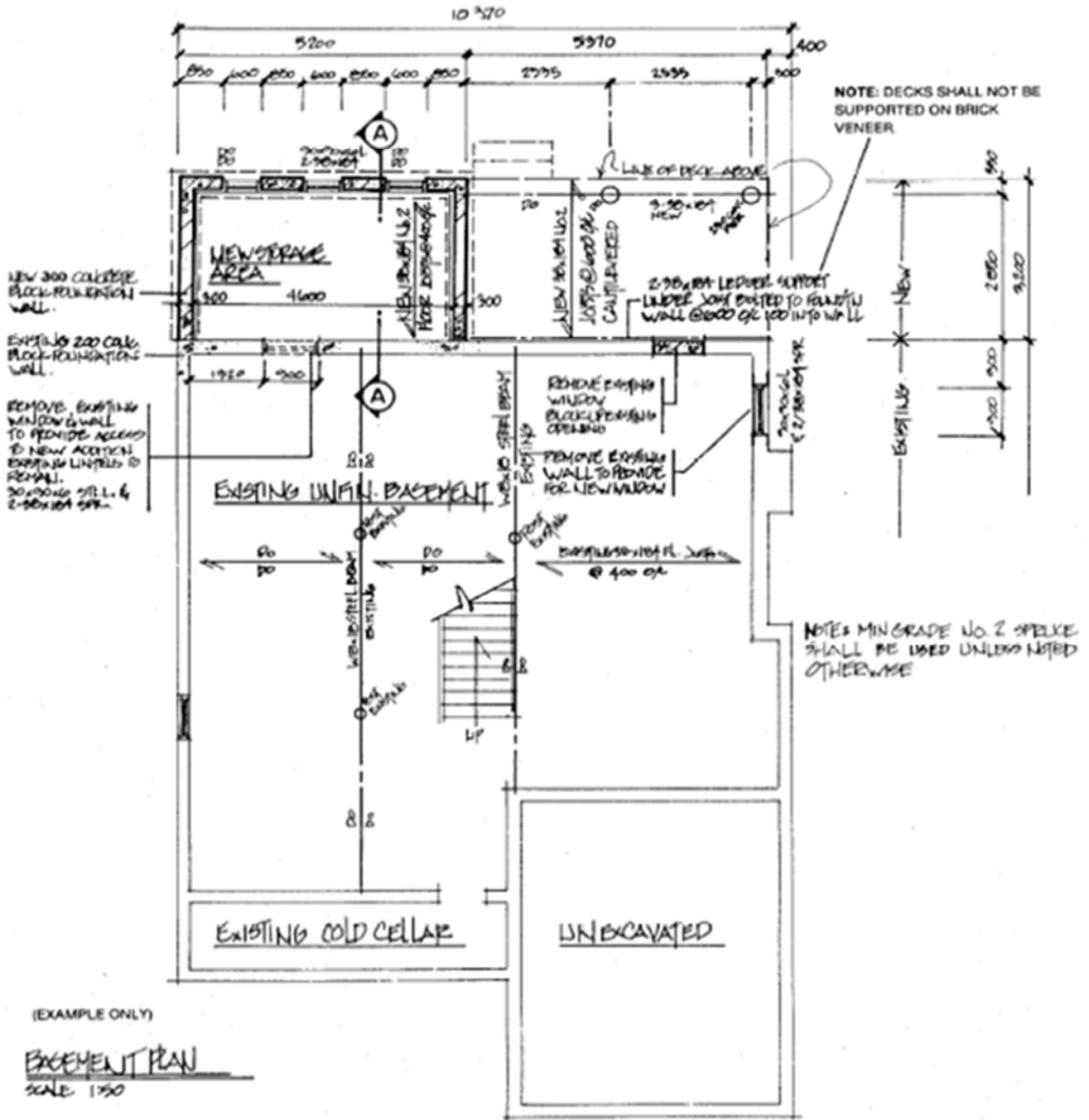
The following information should be shown on a floor plan:

- Title and scale
- All room names or uses
- Dimensions of the rooms, halls and stairs of each floor
- Size, direction and spacing of structural members (joists, beams and lintels)
- Interior and exterior dimensions, including door and window sizes
- Materials to be used
- Cross section symbols
- Location of plumbing fixtures

Examples of typical floor plans:



Sample floor
plan



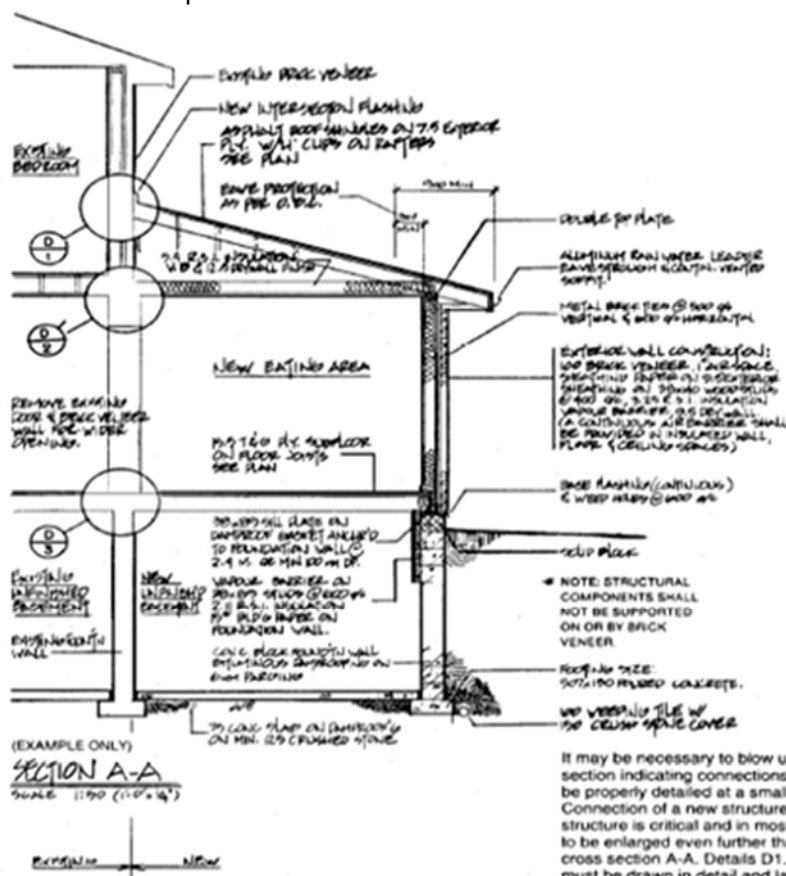
Cross Section

A cross Section presents a view of a house along an imaginary cut, showing the structural elements of the building and exposing what is hidden within the walls. Cross-sections through the proposed and existing structure(s) may be required to show building materials and how they relate to one another. The location of a cross-section is shown by the cross-section symbol on the floor plans.

The following information should be shown on a cross-section:

- Title and scale
- Room names
- Heights and dimensions of doors and windows
- Size and type of materials and finishes
- Finished floor level and grades
- Extent of existing house and proposed additions

More detailed drawings may be necessary to fully explain a particular aspect of your project which varies from conventional construction practices.

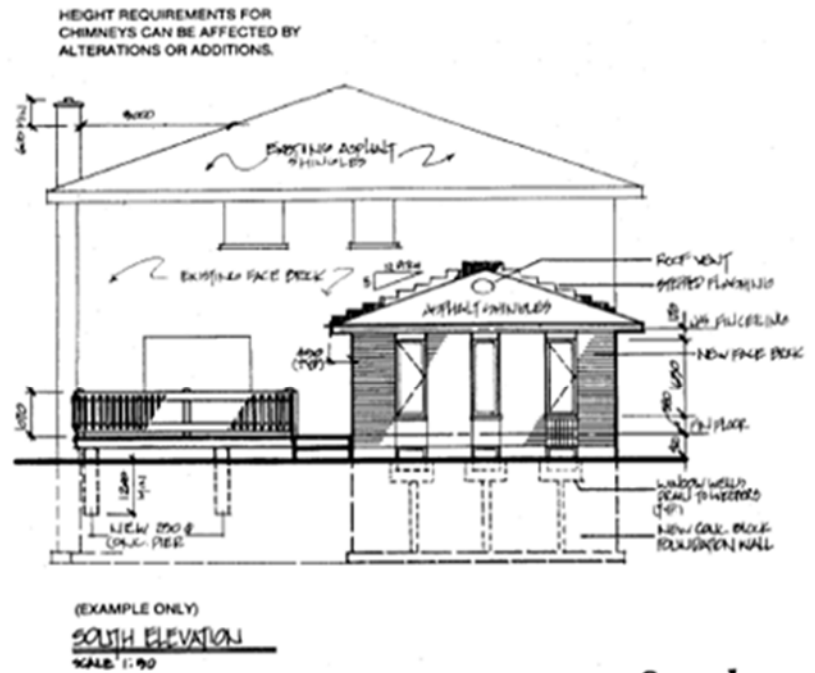


Elevations

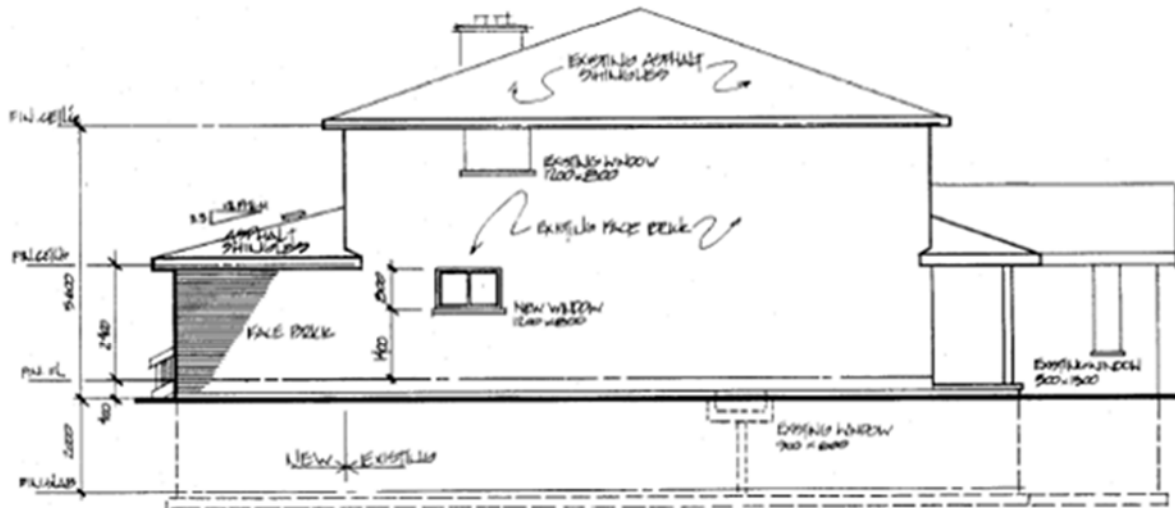
Elevations show all views of a building exterior. Elevation drawings shall be required for new construction and any project which would alter the exterior view of your existing building.

The following information must be shown on an elevation:

- Title and scale
- Heights and dimensions of existing and new window and door openings , exterior finishes and materials, finished floor levels and grade, extent of proposed additions or new buildings
- Overall height of building
- Slope/pitch of new roofs
- Steps of and locations of footings
- Other information as required



**Sample
elevation
drawings**



(EXAMPLE ONLY)
EAST ELEVATION
SCALE 1/8" = 1'-0"

Maximum area of unprotected openings
The area of an exposing building face shall be indicated so the Plans Examiner can determine the total area of the exterior wall facing in one direction on any side of the building measured from the finished ground

level to the upper-most ceiling. The size of all exposed existing and new wall openings should be indicated on side yard elevations, if new openings have been added to the new or existing building face.

Heat Loss Calculation, Duct Plan and/or Hydronic Layout

A duct system floor plan or piping layout for the structure is required showing the form of heating system (equipment) being used to maintain indoor temperatures at an acceptable level in winter. A heat loss calculation must be done showing the amount of heat required to maintain 22 degrees Centigrade inside the building at the outside winter design temperature. When the existing warm air heating system is used to heat the addition, then the above heat loss calculation will be required in addition to a heat loss calculation of the existing building. Furthermore, a duct sizing calculation for the new ductwork will also be required to be completed.

The following information must be shown on the plan:

- Title of plan
- Scale
- Use of rooms and spaces
- Overall dimensions
- Extent of new construction including new work within existing building
- Capacity and location of electric heating equipment (when used)
- Make, model, capacity and location of existing warm air furnace when using the existing warm air system to heat the new addition
- Location and size of existing ductwork if new ductwork is connected to it
- Location and size of new ductwork and warm air outlets
- Location and size of new return air registers and return air trunk

- Location of HRV and its ductwork
- Location of ventilation switch and thermostat if no HRV installed
- Completed ventilation summary sheet

Plumbing

The following information should be shown on plumbing plan:

- Plumbing fixture locations
- Connections to town storm, sanitary & water systems

Site Services

The following information is shown on Site Services drawings:

- Connections to town storm, sanitary & water systems,
- Site service drawings showing water , storm sewers, sanitary sewers, catch basins, manholes & connection to municipal system
- Storm drainage calculations
- Total length of water service, sanitary piping & storm piping
- Total number of catch basins & manholes
- Storm drainage calculations

Floor Joist & Roof Truss Plans

Pre-engineered floor joist plans should be prepared by manufacturer. Roof trusses plans are required to be stamped by a Professional Engineer. Both are required to be submitted with your building permit application.

Please note: all drawings must be drawn on standardized sized sheets, drawn to scale, fully dimensioned, and be signed & dated by qualified designers.

Submitting the Application

Complete Application

A “Complete Application” is required at the time of building permit application submission. A “complete application” includes the following more common approvals (this is not a comprehensive listing):

- ✓ **Application for a Permit to Construct or Demolish**: Application forms can be picked up at the Building Branch or downloaded from the Ontario Building Code Publication website (link provided in Building Permit Section of this website). The same form is used for construction, alteration, and demolition of plumbing, on-site sewage systems or buildings.
- ✓ **Schedule 1 - Designer Information**: All applications for construction must also include the Ministry approved Schedule 1: Designer Information for each designer taking responsibility for a design activity regardless of any exemption from qualifications as set out in subsection 2.17.4. Architects and Professional Engineers are not required to complete Schedule 1: Designer Information form.
- ✓ **Schedule 2 - Sewage System Installer Information**: If your permit application involves the installation or repair of an on-site sewage system you must complete and submit Schedule 2 with your application.
- ✓ **Energy Efficiency Design Summary**: This form is used by the designer to demonstrate that the energy efficiency design of a house complies with the building code.
- ✓ **Building Code Data Matrix (Part 3 or 9)**: This form is used by the designer for non-residential buildings and must be submitted with the application.
- ✓ **TARION**: Home Builder/Vender must be registered under TARION if applicable.
- ✓ **ASHRAE IES 90.1**: Non-residential buildings may require ASHRAE IES 90.1 forms.
- ✓ **General Review Commitment Certificate and Letter of Undertaking**: Non-Residential buildings may require a General Review by an architect and/or engineer and a Letter of Undertaking to be completed by the owner. Both are required at the time of application.
- ✓ **Building plans**: A complete set of plans is required at the time of submitting an application. Four copies of the site plan and elevation drawings, and two copies of all other plans are required at the time of submission. One set of reviewed plans will be returned to the applicant upon permit issuance. This set **MUST** remain on site during construction, as it must be available for the Building Inspector to reference.

All Other Approvals: must be satisfied prior to obtaining a building permit. These approvals may include the following:

- Heritage approval
- Lot grading
- Service Connection Permit
- Site Plan approval
- Oak Ridges Moraine
- Road Access
- Development Charges
- Flood Plain Regulated Area
- Nutrient Management Plan,
- Public Health,
- Fire Safety

(Please see “Applicable Law” section on page 7 and 8 for details and contact information.)

Building Permit Fees: A permit fee deposit is due at the time of permit application submission. The fee will be calculated at the time of submission based on the plans submitted. The fees will be recalculated during a detailed review of the application and any discrepancies with the initial deposit will be rectified at the time of permit issuance.

Building fees are based on a minimum fee or a per square footage fee (whichever is greater). Plumbing fees are based on the number of fixtures, drains and other plumbing related services related to the permit. Private on-site sewage system fees are based on flat rate fees or the square footage of the serviced building. In addition to the permit fee, if you are building a new residence or addition larger than 50 square meters in building area in an

REMEMBER

***BUILDING WITHOUT A PERMIT IS AGAINST THE LAW AND IS
SUBJECT TO FINES OR PENALTIES SET OUT IN THE
BUILDING CODE ACT.***

urban area, the Town of East Gwillimbury requires a deposit of \$5,000.00. This deposit will be returned when the final/total occupancy permit is issued and the final grading has been approved.

Sewage Disposal System Permit

You will be required to complete an application form for your permit and provide:

- Scaled and dimensioned plans of the complete septic system
- Soils classification or percolation test results (Test Pit Information)
- building plans
- leaching bed cross section and/or detailed elevation plan
- Design criteria (design flow calculation)

Ensure that Schedule 2 of the Building Permit Application Form is completed for any project involving alterations/repairs, replacement or new sewage disposal systems.

Plumbing Permit

You will be required to complete an application form for your permit and provide:

- Floor plans showing locations of plumbing fixtures
- A drain plan
- Any other appropriate plans.

For conversions from a well water system to municipal water service, a site plan showing the location of the new water line is required. In addition, if property is serviced by a sewage disposal system, it must be shown in relation to the new water service. Approval from the Town's Engineering Department for a water meter is required in addition to the plumbing permit to allow the conversion.

After Submitting the Application

When a "complete application" is submitted to the Building Branch, your plans will be reviewed and you will receive a response within the timeframe stipulated by the Province as to whether your permit will be issued or denied. This pertains only to buildings and/or structures regulated by the Ontario Building Code. Incomplete applications are not subject to timeframes.

When permits are issued, work is to commence within **six (6) months**. If work has not begun during this time or is abandoned for a period of one year or more after starting, the permit may then be subject to cancellation.

Building Inspections

The Town of East Gwillimbury Building Branch conducts inspections of new construction and renovations to ensure that your project meets health and safety standards as well as matches your approved Building Permit plans. The stages of required inspections are shown on the reverse of your permit.

Under the Ontario Building Code, a person who is issued a building permit shall notify the Town when they are ready for inspection at each mandatory stage. The Town requires you call 24 business hours in advance for the following mandatory inspections, at which time you must supply the address of the construction site and the building permit number.

For an inspection request please call the Building Branch Inspections line at (905) 478-4283 **extension 3827**, or email **buildinginspections@eastgwillimbury.ca**. Inspections are conducted between 10:00 a.m. and 4:30 p.m. In order for the Permit Coordinator to schedule an inspection the following information is required: *municipal address, building permit number, type of inspection, requested inspection date and contact information.*

Pursuant to section 2.4.2.1 and section 2.4.2.2. (1) of the Ontario Building Code, you must post your building permit as well as have a copy of the approved plans on site. An inspection may be refused if permit documents are not available on site.

When conducting inspections, the building inspector must be able to examine that part of work under inspection; therefore the **work to be inspected must not be covered**. Any building elements covered before the related mandatory inspection has been made, must be uncovered for inspection. If changes or modifications are made during construction from the approved plans, you must contact the building department and supply new plans showing any changes.

Please note, the Inspector may also carry out inspections at the discretion of the Chief Building Official. The Building Inspector may or may not require the owner or builder to be present at the time of building inspections.

Inspections are a service you pay for through the building permit fee. Proper inspections will ensure that construction is safe and that it meets structural, fire and health requirements as per the OBC. This will protect your investment and contribute to a better standard of development for the community.

When to Call for Inspection?

Building, Plumbing and HVAC Permits

Required Inspections		
Building	Plumbing	HVAC
Footings: at completion of formwork, ready to receive pouring concrete	Outside Storm and Sanitary sewers: at completion , before back filling and ready for testing	
Backfill: completion of footings and Foundation wall(before backfilling)	Water Service : at completion, before back filling and ready for testing	
Structural Framing: at completion including rough-in of plumbing, HVAC and electrical (prior to insulation)	Inside Storm and Sanitary Drains: at completion and ready for testing Water Services Inside: after installation of water meter(before backfilling)	Rough-in HVAC: at completion of rough-in, before installing insulation
Fire Separations: at completion of wall, floor and shaft fire separations and fire stopping, before installing interior finishes	Rough-in Water Supply , Drains, Water and Vent: at completion and ready for testing	
Insulation & Vapour Barriers: at completion of insulation vapour barriers and air barriers (prior to drywall)		
Occupancy: completion of construction and insulation of components as required under OBC Div. C. 1.3.3.1(1) &(2)	Occupancy: at completion of installation of required fixtures	Occupancy: mechanical systems complete testing done
Life Safety Systems: at completion of standpipe, sprinkler, fire alarm and emergency lighting systems		
Final Interior Inspection: at completion of interior construction		
Final Exterior Inspection: at completion of exterior construction		

On-Site Sewage System Permits

Test Pit: prior to Applying for permit (Site Evaluation)
Base Cut Excavation: prior to placing septic sand
Sand Inspection: during placing of septic sand
Pipe & Stone: prior to backfill
Septic Tank(s): prior to backfill
Electrical/ Drawdown Test: upon completion of electrical work
Occupancy/use: after rough grading
Septic Final: after grass growth or site stabilized(erosion control)

Notes:

- Some systems require additional inspections depending on the type of system being installed
- Not all inspections are required for all permits

General Notes

The Town of East Gwillimbury will not issue a building permit for any property fronting on an unopened road allowance.

In no case shall any existing drainage pattern be interrupted unless provision is made to divert or pick up the existing flows.

Helpful Information

TOWN OF EAST GWILLIMBURY

19000 Leslie Street, Sharon, ON L0G 1V0

Tel: 905-478-4282

www.eastgwillimbury.ca

LAKE SIMCOE REGION CONSERVATION AUTHORITY

120 Bayview Avenue, Newmarket, ON, L3Y 3W3

Tel: 905-895-1281

www.lsrca.on.ca

ONTARIO ASSOCIATION OF ARCHITECTS

111 Moatfield Drive, Toronto, ON, M3B 3L6

Toll Free Telephone: 1-800-565-2724

www.oaa.on.ca

PROFESSIONAL ENGINEERS ONTARIO

40 Sheppard Avenue West, Suite 101, Toronto, ON, M2N 6K9

Toll Free Telephone: 1-800- 339-3716

www.peo.on.ca

MINISTRY OF MUNICIPAL AFFAIRS & HOUSING

- For a full list of applicable laws, and contact information:
- For Ontario Building Code interpretation and updates:

Building and Development Branch

777 Bay St. 2nd floor, Toronto

Tel: 416.585.6666

www.mah.gov.on.ca

ASSOCIATION OF ONTARIO LAND SURVEYORS

1043 McNicoll Avenue, Toronto, ON, M1W 3W6

Toll Free Telephone: 800-268-0718

www.aols.org

TARION

5160 Yonge Street, 12th Floor Toronto, ON, M2N 6L9

Toll-Free Telephone: 1-877-982-7466

www.tarion.com