



Building Permit Package

New Residential Homes or Additions

***** IMPORTANT NOTICE*****

Before proceeding with a building permit application, please make an appointment with our planning department for a zoning review.

A zoning review will determine if your proposed building meets all zoning requirements and will identify any land use issues before you proceed.

Compliance with the zoning by-law is a required part of the building permit process. All zoning requirements must be met before a building permit can be issued.

Please contact the planning department at 905-355-2821 ext. 227 or ext. 242 by email at planning@cramahe.ca



BUILDING PERMIT CHECK LIST

Completed building permit applications plus **all** supporting documentation can be submitted to the building department in two different ways:

1. You can submit your printed documents in person, or
2. You can submit your documents digitally via email.

If submitting your building permit application by email you will need to:

- ★ Email all documents to building@cramahe.ca
- ★ All documentation must be submitted in Microsoft Word or PDF format

- ☐ Completed Building Permit Application
- ☐ Schedule 1 Designer Information form
- ☐ Completed owner's authorization form is required if the applicant is not the property owner
- ☐ Signed Setback Waiver form
- ☐ Completed Applicable Law Checklist
- ☐ 1 PDF copy of building plans to be emailed to building department
- ☐ Residential Mechanical Heating/Ventilation Design (HVAC)
- ☐ Energy Efficiency Design Summary (EEDS)
- ☐ Applicable Law Checklist
- ☐ Application for plumbing and septic permit must be made to the County of Northumberland's Plumbing department. Submit your application at www.northumberland.ca/septicpermits.
- ☐ If the property does not already have an approved entrance, you will need to contact Public Works to apply for an Entrance Permit and 911 number. heather@cramahe.ca
- ☐ A Site Plan showing the following information:
 - All structures on the property shown and identified
 - Setbacks to all structures and proposed structures to be shown from lot lines
 - Setbacks must show dimension to the front, rear, and side yard setbacks
 - Dimensions of all structures
 - Location of Septic System (Tank & Bed) & Well
 - Distance from proposed structure to septic system and well

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:	Date issued:	Roll number:	
Application submitted to: CRAMAHE TOWNSHIP (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	

E. Builder (optional)				
Last name		First name		Corporation or partnership (if applicable)
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ()		Fax ()		Cell number ()
F. Taron Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p>Date Signature of applicant</p>				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information				
Building number, street name			Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description		
B. Individual who reviews and takes responsibility for design activities				
Name		Firm		
Street address			Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax number ()		Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> House</div> <div style="width: 33%;"><input type="checkbox"/> HVAC – House</div> <div style="width: 33%;"><input type="checkbox"/> Building Structural</div> <div style="width: 33%;"><input type="checkbox"/> Small Buildings</div> <div style="width: 33%;"><input type="checkbox"/> Building Services</div> <div style="width: 33%;"><input type="checkbox"/> Plumbing – House</div> <div style="width: 33%;"><input type="checkbox"/> Large Buildings</div> <div style="width: 33%;"><input type="checkbox"/> Detection, Lighting and Power</div> <div style="width: 33%;"><input type="checkbox"/> Plumbing – All Buildings</div> <div style="width: 33%;"><input type="checkbox"/> Complex Buildings</div> <div style="width: 33%;"><input type="checkbox"/> Fire Protection</div> <div style="width: 33%;"><input type="checkbox"/> On-site Sewage Systems</div> </div>				
Description of designer's work				
D. Declaration of Designer				
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p><input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;">_____</div> <div style="width: 60%;">_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;">Date</div> <div style="width: 60%;">Signature of Designer</div> </div>				

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



The Corporation of the Township of Cramahe Building Permit Authorization

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner to make the application:

I, _____, am the owner of the land that is the subject of this
application and I authorize _____ to make this application on my behalf.

Date

Signature of Owner

Date

Signature of Applicant



Township of Cramahe – Building Department

Set Back Waiver

Permit Number

To the Township of Cramahe:

The owner/agent hereby acknowledges that the issuance of a Building Permit and/or general site review by the Building Department Staff is not confirmation that all zoning setbacks have been adhered to. This includes but is not limited to separation of structures to the high water mark, lot lines, septic systems and other structures. It is understood that it is the sole responsibility of the owner/agent to meet the zone setback requirements.

Date

Owner/Agent (Please Print)

Signature

Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority	
Application No:	Model/Certification Number

A. Project Information

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

<i>SB-12 Prescriptive (input design package):</i> Package: _____ Table: _____
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C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____m ² or _____ft ²	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement <input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit <input type="checkbox"/> Air Sourced Heat Pump (ASHP) <input type="checkbox"/> Ground Sourced Heat Pump (GSHP)
Area of W, S & G = _____m ² or _____ft ²	Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	

D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions				
<input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6)) <input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))				
<input type="checkbox"/> Airtightness substitution(s) Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____ <input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____ <div style="text-align: center;">Required: _____ Permitted Substitution: _____</div>			
Building Component	Minimum RSI / R values or Maximum U-Value ⁽¹⁾		Building Component	Efficiency Ratings
Thermal Insulation	Nominal	Effective	Windows & Doors Provide U-Value ⁽¹⁾ or ER rating	
Ceiling with Attic Space			Windows/Sliding Glass Doors	
Ceiling without Attic Space			Skylights/Glazed Roofs	
Exposed Floor			Mechanicals	
Walls Above Grade			Heating Equip.(AFUE)	
Basement Walls			HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)			DHW Heater (EF)	
Slab (edge only ≤600mm below grade)			DWHR (CSA B55.1 (min. 42% efficiency))	# Showers _____
Slab (all ≤600mm below grade, or heated)			Combined Heating System	

(1) U value to be provided in either W/(m²•K) or Btu/(h•ft²•F) but not both.

E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature

Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

Other Building Conditions: These construction conditions affect SB-12 Prescriptive compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm ² /m ²	1.81 in ² /100ft ²	0.93 L/s/m ²	0.18 cfm50/ft ²
Attached dwelling	3.0	2.12 cm ² /m ²	3.06 in ² /100ft ²	1.32 L/s/m ²	0.26 cfm50/ft ²

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.



Applicable Law Checklist

This form is used to confirm approvals from other agencies that are required before a building permit can be issued

Address	Application No.	Date Received
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	YES	NO
Zoning Bylaws ♦ Township of Cramahe Planning Department		
Is/was relief required to permit a minor zoning variance in your proposal?	<input type="checkbox"/>	<input type="checkbox"/>
Is/was rezoning required to permit the proposed building or land use?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project/development subject to a section 39 amendment?	<input type="checkbox"/>	<input type="checkbox"/>
Is this property subject to a Minister's Zoning Order or Provincial Zoning Regulation?	<input type="checkbox"/>	<input type="checkbox"/>
Is a land division or subdivision required and not yet fully completed?	<input type="checkbox"/>	<input type="checkbox"/>
Are municipal services required but not yet completed or available?	<input type="checkbox"/>	<input type="checkbox"/>
Planning Approval ♦ Township of Cramahe Planning Department		
Does this development require site plan approval from the Planning Department?	<input type="checkbox"/>	<input type="checkbox"/>
Heritage ♦ Township of Cramahe Planning Department		
Are you demolishing a building that is listed on the Township's heritage inventory?	<input type="checkbox"/>	<input type="checkbox"/>
Is the building designated or in the process of being designated?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property located in a heritage district or study area?	<input type="checkbox"/>	<input type="checkbox"/>
Construction and Fill Permits ♦ Lower Trent Conservation		
Does the property abut Lake Ontario, watercourse, wetland or shoreline or is it located in a regulated area?	<input type="checkbox"/>	<input type="checkbox"/>
Building & Land Use Permits ♦ Ontario Ministry of Transportation and Northumberland County		
Is the property on a County Road?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property within 400 m the 401 Highway?	<input type="checkbox"/>	<input type="checkbox"/>
Is a septic permit required?	<input type="checkbox"/>	<input type="checkbox"/>
Has a septic permit been issued by the County of Northumberland?	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Approvals ♦ Ontario Ministry of Environment, Conservation and Parks		
Is an Record of Site Condition required to be filed because of a change to more sensitive land use?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property a former or adjacent to a waste disposal site?	<input type="checkbox"/>	<input type="checkbox"/>
Is this project a major industrial, commercial or government project?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a renewable energy project?	<input type="checkbox"/>	<input type="checkbox"/>
Clean Water Act ♦ Trent Conservation Coalition Source Protection Region/LTC		
Is a Section 59 Clearance required to be issued by the Risk Management Official?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project involve construction of a new building or addition within a Well Head Protection Area?	<input type="checkbox"/>	<input type="checkbox"/>
Agriculture and Farms ♦ Ontario Ministry of Agriculture, Food and Rural Affairs		
Is this a farm building that will house animals or manure?	<input type="checkbox"/>	<input type="checkbox"/>
Is this property within 750 metres of a barn and/or manure storage?	<input type="checkbox"/>	<input type="checkbox"/>
Education / Child Care Centres ♦ Ontario Ministry of Education		
Is a daycare proposed in any part of the building?	<input type="checkbox"/>	<input type="checkbox"/>
Is this permit for the demolition of a school operated by the public or separate school boards?	<input type="checkbox"/>	<input type="checkbox"/>
Seniors Centres ♦ Ontario Ministry of Community and Social Services		
Is this a seniors project where Ontario Government Funding is being sought?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Conductor Clearances ♦ Electrical Safety Authority		
Are any overhead electrical conductor wires within 3.7 m of the proposed building?	<input type="checkbox"/>	<input type="checkbox"/>
DECLARATION		
I have considered the list of applicable laws in the Ontario Building Code and as described above, and do hereby declare that:		
<input type="checkbox"/> 1. None of these applicable law approvals apply to this project.		
<input type="checkbox"/> 2. Applicable laws checked with a 'yes' apply to this project, and approval documents are submitted with this application.		
<input type="checkbox"/> 3. Applicable laws checked with a 'yes' apply to this project, however all approval documents have not yet been obtained.		
The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation or partnership with respect to this application (if applicable).		
Name of Applicant:	Signature:	Date:

Applicable Laws & Building Permits

The *Building Code Act* prohibits the issuance of a building permit if the proposed construction or demolition will contravene an applicable law as defined by the building code. 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 Standards Department. The fastest way to obtain a building permit is to ensure all these other approvals are completed (or do not apply) before applying for a building permit. The Building Department is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals.

Zoning, Planning & Heritage

Contact: Township of Cramahe Planning and Development Department at 905-355-2821 planning@cramahe.ca

Planning Act, s.34, 34(4), 45 and Part VI

Zoning by-laws restrict such things as land use, lot size, building size and setbacks. If your project doesn't comply with any part of the zoning by-law, a minor variance or rezoning must be obtained before any building permit can be issued. Zoning by-laws also restrict the issuance of permits until any associated land division, subdivision or municipal servicing is complete.

Planning Act, s.41

Site Plan Approval is required for most new buildings and additions other than houses and accessory structures. The site plan agreement must be registered before site plans or building permits will be approved.

Ontario Heritage Act, s. 27, 30, 33, 34, 40.1 & 42

The Township of Cramahe has designated certain heritage buildings and maintains a listing of buildings of heritage interest. Planning and/or Council approval for demolition, alteration and construction is required if your property is affected.

Conservation Authority Permits

Contact: Lower Trent Region Conservation Authority at 613-394-4829 information@lrc.on.ca

Conservation Authorities Act s.28, Ontario Regulation 41/24

Development within certain conservation regulated areas requires a construction and fill permit from the conservation authority before any building permit can be issued. LTC will confirm if your property falls within their jurisdiction.

Highway Corridor Building & Land Use Permits

Contact: Ministry of Transportation www.mto.gov.on.ca

Public Transportation and Highway Improvement Act, s.34, 38

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.

Transit Corridor Building & Land Use Permits

Contact: Ministry of Transportation www.mto.gov.on.ca

Building Transit Faster Act, 2020, s.o. 2020, c. 12

Ministry authorization is required for construction or alteration of a building or other structure within certain distances of a transit corridor. The requirement for Ministry authorization within transit corridor land or lands within 30 meters of a transit corridor.

Environmental Approvals

Contact: Ministry of the Environment, Conservation and Parks at 1-800-461-6290

Environmental Protection Act s. 46, 47, 3, 168 and the Environmental Assessment Act s. 5

Ministry of Environment approvals are required where a property of industrial or commercial use is change to more sensitive residential or parkland use, for major government, industrial and commercial projects where defined by regulation, properties formerly used for landfill or waste disposal, or renewable energy projects.

Electrical Conductor Clearances

Contact: Electrical Safety Authority at 1-877-372-7233

Certain minimum distances must be maintained from overhead electrical conductors, depending on their voltage.

Source Water Protection

Contacts: Risk Management Official (RMO) at 613-394-3915 x246 trentsourceprotection.on.ca

Lower Trent Conservation at 613-394-4829 information@lrc.on.ca

Clean Water Act s. 59

Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated risk management official. Properties located within a Highly Vulnerable Aquifer (HVA) are to contact the RMO. Properties located within the Well Head Protection Area (WHPA) are to contact the LTC (<https://lrc.on.ca/watershed/drinking-water-source-protection/>).

Agriculture and Farms

Contact: Ministry of Agriculture Food and Rural Affairs at 1-877-424-1300

Nutrient Management Act 2002 s. 11 reg 267/03, Milk Act s. 14

Buildings or structures that house animals or store manure may trigger a requirement for a nutrient management strategy approved by the Ministry. The Ministry must determine that a milk processing plant is necessary and authorize it before a building permit can be issued.

Child Care Centres

Contact: Ministry of Education at 1-877-510-5333

Day Nurseries Act s. 5 of reg 262

Ministry plan approval is required if a new building is proposed to be used as a day nursery, an existing building is proposed to be used, altered or renovated for a day nursery, or if an existing day nursery is altered or renovated.

Seniors Centres

Contact: Ontario Ministry of Community and Social Services at 1-888-789-4199

Elderly Persons Centres Act s. 6 of reg 314

Reports must be submitted to the Minister and approval obtained for all seniors centres to which government funding applies.



Site Plan Example - New Construction

