

# HALDIMAND COUNTY

## WHAT IS REQUIRED FOR A BUILDING PERMIT APPLICATION FOR “PART 3” BUILDINGS

- Check zoning with inspector to ensure proposals comply with zoning by-law.
  - Complies       Does Not Comply       Site Plan Control in Effect       Lot Grading Plan in Effect
- Forward proposed lot grading plans to the Development & Design Technologist (Caledonia)
- Heritage building construction must be approved by L.A.C.A.C.
- Completed application form (lot number and assessment roll number can be found on your tax bill)
  - When required, a completed “Designer’s Declaration” form with BCIN number(s)
- Completed Plumbing Permit Application
- Provide 2 copies of survey or plot plan showing measurements of lot, yards, and location of proposed building, and any site services – overhead or buried.
- Provide 2 sets of construction drawings, stamped and signed by appropriate professional
- For Electrical Permits and Inspections – Electrical Safety Authority 1-877-372-7233
- Complete “Civic Address and Property Signage Form” from Local Office
- Professional design required:       Architect       Engineer       Both
- Submit general review commitment certificate
- Water and Sewer Connection Permit
- In rural areas where there are no sewers, a Sewage System Permit is required where the flow rate is <10,000 litres/day. For flow rates >10,000 litres/day, Ministry of Environment approval is required.
- Construction near streams or in flood prone areas requires Conservation Authority approval
  - Grand River Conservation Authority (519) 621-2761 or grca@grandriver.ca
  - Long Point Conservation Authority 1 888-231-5408 or conservation@lprca.on.ca
  - Niagara Peninsula Conservation Authority (905) 788-3135 or www.npca.ca
- On a Provincial Highway, contact the Ministry of Transportation for setback and entrance permit – London Office 1-800-265-6072
- On County roads, contact Haldimand County Operations for setback and entrance permit – (905) 318-5932
- Ministry of Agriculture, Food and Rural Affairs approval is required for dwellings in close proximity to intensive animal operations
- Submit approved nutrient management for intensive animal operations.
- Ministry of Labour approval notice of project on all projects >\$50,000.00 material cost. Hamilton (905) 577-6221 or (800) 263-6906
- Fire Chief’s Office Approval required for establishments licensed by the Ministry of Industry and Tourism and Government buildings, i.e. schools, hospitals, O.P.P. stations and other Provincially owned projects - Local Fire Chief (905) 318-5932 x 6246
- Technical Standards and Safety Authority approval as required by Gasoline Handling Act for gas stations, tank replacement, marina bulk plant, etc. (877) 682-8772.
- Ministry of Environment Approval required for auto body shops and scrap yards (905) 521-7640.
- Demolition – A complete “Demolition Pre-Permit Clearances” form must be submitted with the application.  
\*\*\*\*\*Please call Haldimand County Tax Department (905) 318-5932 upon completion of demolition to obtain appropriate forms to apply for tax reduction.  
\*\*\*\*\* **Permit Fee:** \$75.00 initial fee plus \$10.00 per 1,000 ft<sup>2</sup> (building area)
- Fire Protection Water Supply for unserviced sites – Deputy Fire Chiefs (905) 318-5932 x6246
- Required progress inspections should be discussed with the Inspector at the time of issuance of the building permit.
- Development Charges – See Current County Brochure
- Building Permit Fee: \$75.00 for the first \$3,000.00 of construction value plus \$13.00 per \$1,000.00 of construction over the first \$3,000.00.
- Plumbing Permit Fee: \$56.00 initial fee plus \$9.00 per fixture for residential buildings. Commercial and other non-residential: \$68.00 initial fee plus \$16.00 per fixture (issued by Building Inspector)
- Septic Permit Fee: \$620.00 new system      \$373.00 repair/alteration  
Cheques made payable to Haldimand County

NOTE: APPLICATION FEES MUST ACCOMPANY ANY APPLICATION.

1. Building Inspector’s office hours are generally **Monday to Friday, 8:30 a.m. until noon**, although morning inspections may be scheduled, if necessary. Please call (905) 318-5932 ext 6425 to confirm availability.
2. Please understand that your Inspector has many construction sites to visit and to allow the Inspector to plan his/her day, it is necessary to give **24 hours notice of inspection** to ensure the building is ready for inspection thereby avoiding unnecessary call backs.

## **GENERAL NOTES TO THE APPLICANT**

1. An Architect, a Professional Engineer or both must be retained to undertake the general review of his building during construction as required in Subsection 2.3.2. of the Ontario Building Code.
2. Under the authority of Section 18 (1) of the Building Code Act, 1992, this Division hereby requests that copies of all required inspection reports be submitted to this Building Division.
3. Under the authority of Sections 18 (1) (a) and (f) of the Building Code Act, 1992, this Division hereby requests that copies of all test result reports (e.g. concrete compressive strength tests, hydrostatic pressure tests on standpipes and sprinkler systems, etc. when applicable) be submitted to this Building Division.
4. Under the authority of Section 18 (1) of the Building Code Act, 1992, this Division hereby requests that a report on the results of the testing of the fire alarm system, as required in the Ontario Building Code, O. Reg. 403/97, Section 3.2, Sentence 3.2.4.5.(2), CAN/ULC-S537-M, "Standard for verification of fire alarm system installations", be submitted to this Building Division.
5. Occupancy of this building will not be permitted until all required inspection reports have been received and reviewed by this Division.

**\*\*\* This document has been prepared as a summary only. For complete information reference must be made to the appropriate Act, Regulation, Policy or By-law prior to applying for any permits.\*\*\***

**Caledonia Satellite Office  
282 Argyle St. South  
Caledonia, ON N3W 1K7  
(905) 318-5932 Ext. 6425**