

**NEW
RESIDENTIAL**
HOUSE,
SEMI-DETACHED
TOWNHOUSES



**Building Permit
Package**

A step by step guide for
making a building permit
application



Norfolk County Building Department
Community Development Division
185 Robinson Street, Suite 200 Simcoe, Ontario, N3Y 5L6
norfolkcounty.ca



New Residential Permit Package Houses, Semi-detached, Townhomes

Building permits help protect you, your home, and the interests of your community by making sure the project is structurally sound and follows the Ontario Building Code, municipal zoning and other applicable laws.



There are multiple steps to the building permit process. The purpose of this permit package is to highlight these steps and provide guidance to the building permit process.

STEP 1: Applicable Law.

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 Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application.

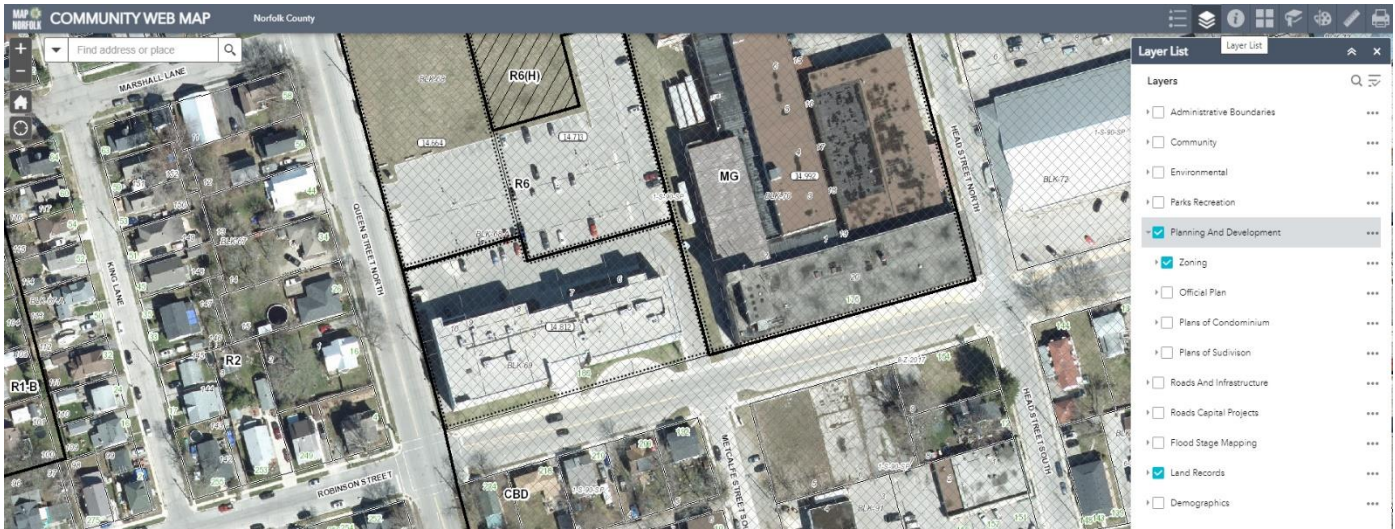
An Applicable Law Checklist is required as part of a complete application. Agency contacts are attached with this form. Our community mapping has many of these layers mapped to help you determine if additional approvals are required for your application.

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Zoning Requirements.

Finding the zoning associated with your property is easy with our [GIS Community Web Map](#), position over your property and turn on the zoning layer by clicking layer list, planning, zoning.



[Norfolk County Zoning Bylaw](#) is available online.

To confirm your project conforms to the Zoning By-law you will need to provide a plot plan indicating:

- Property lines and lot dimensions,
- Location of building and all other structures on the lot,
- Location of all steps and landings,
- Distance from dwelling to property lines,
- Parking spots with dimensions,
- Location of septic system.

If your proposed building / structure does not comply with the zoning requirements, a planning application will be required. Zoning and Planning approval is required as part of a complete permit application.

Planning Department: planning@norfolkcounty.ca or 519-426-5870 ext. 1438.

Zoning: zoning@norfolkcounty.ca or 519-426-5870 ext. 6068

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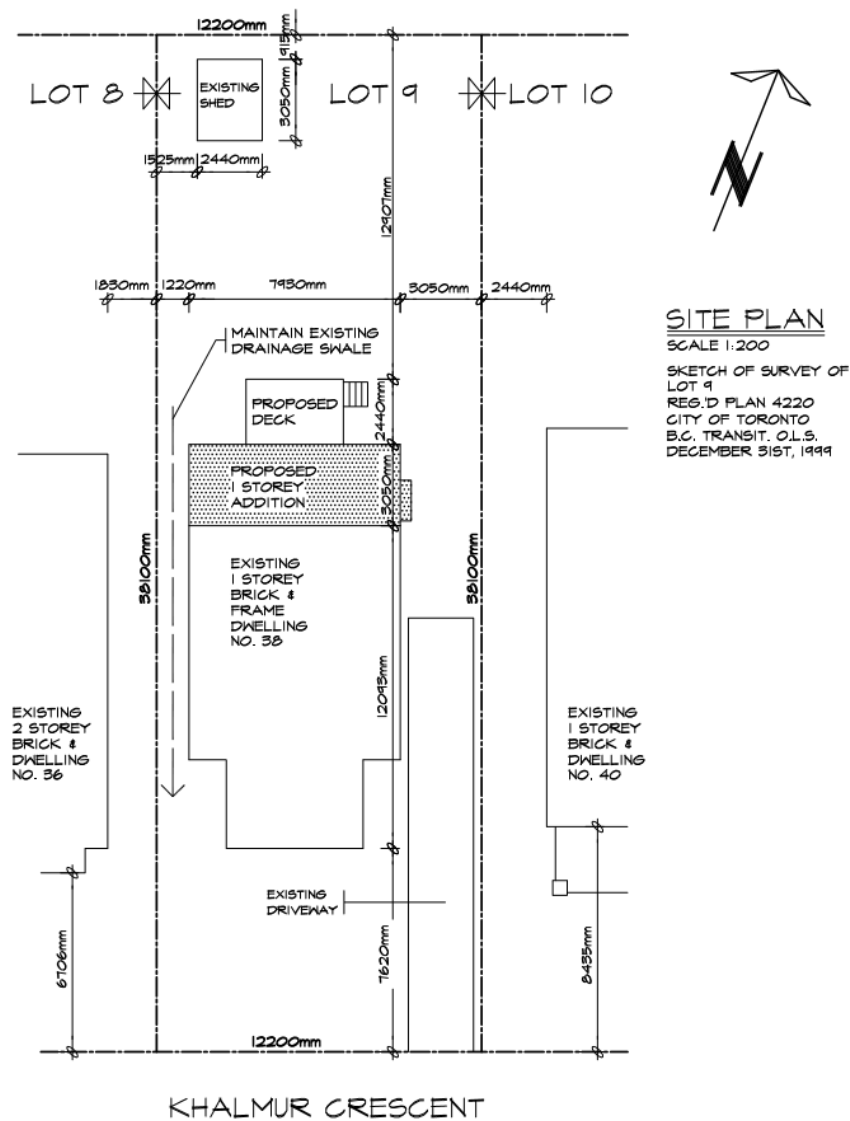
Lot Grading.

Proposed grading plans and lot grading form shall be submitted with all building permit applications, under [Norfolk County Grading and Drainage By-law](#).

Proposed grading plan needs to identify:

- all surface features;
- existing and proposed structures;
- changes in grade and slopes in percent between such changes; and
- include sufficient information regarding adjacent properties to confirm conformance with this By-Law with respect to drainage onto those properties.

An exemption may be considered for a lot in a rural area (complete form, fee applies)



STEP 2: Preparing your application.

A building permit application consists of many documents. The forms attached are to be completed, signed, and dated.

Who can design a house?

As the property owner, you can complete the design yourself for a house, or have a qualified individual with a BCIN number in House, an Architect or a Professional Engineer complete the drawings.

Buildings containing multiple dwelling units may require qualified individuals to complete the design documents. Check with a Building Inspector prior to making application.

Drawings and Documents

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

The [Ontario Building Code](#) is available online under the 'regulations under this act' tab.

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA).

If you are unable to complete the application and provide the required documents, should retain a qualified designer to assist you in completing the application.

Building Permits – Application Checklist.

Completed Forms.

- Building Permit Application Form.
- Schedule 1: Designer Information.
- Applicant Authorization Form, if application is not completed by the property owner.
- Applicable Law Checklist and supporting documents.
- Lot grading form or approved exemption.
- Water, storm sewer, sanitary sewer connection permit (where required).
- Evaluation of existing on-site septic system (where required).

Required Documents.

- Plot Plan:
 - Property lines and lot dimensions,
 - Location of building and all other structures on the lot,
 - Location of all steps and landings,
 - Distance from dwelling to property lines,
 - Parking spots with dimensions,
 - Location of septic system.
- Lot Grading Plan.

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- Drawings of the Building:
 - Footing, foundations, anchorage details (where applicable),
 - Floor plans,
 - Room names, sizes and ceiling heights,
 - Door & window location and sizes,
 - Location of plumbing fixtures including laundry facilities,
 - Fire separations, fire wall design (if applicable),
 - Smoke alarms and/or fire alarm systems.
- Elevations.
- Cross sections of exterior wall from footing to roof.
- Roof truss layout or roof framing plan.
- Energy Efficiency Design Summary (EEDS), performance or prescriptive option.
- Engineered floor system layout (where required).
- Engineered beam details (i.e. LVL's, steel beams) (where required)
- Residential mechanical ventilation design summary.
- Ventilation duct design:
 - Heat Recovery Ventilator (HRV) duct sizing and layout,
 - Exhaust fan duct sizing and layout.
- Septic application (where required) This is a separate application, see septic.

Fees

- Building Permit fee.
- Plumbing fee.
- Occupancy fee.
- Lot grading exemption fee (if applicable).
- Water/Sewer/Storm connection permit fee(if applicable).
- Water meter fee (if applicable).
- Civic address fee (if applicable).
- Development charges.

Septic Permits - Application Checklist.

Completed Forms.

- Building Permit Application Form.
- Schedule 1: Designer Information.
- Schedule 2: Sewage System Installer Information.

Required Documents.

- Septic System Permit Application Information Package / Worksheets .
- Percolation time ('T' time) report from a licensed testing agency.

Fees.

- Septic Permit fee.

STEP 3: Applying.

Email: Electronically submit your permit documents permits@norfolkcounty.ca.

In Person: Visit our service counter located at 185 Robinson Street, Suite 200 Simcoe Ontario. Please call or email ahead and make an appointment.

Online Portal: Visit [Norfolk Permits Portal](#) and make your application online.



Building Department

[Apply for a Building Permit
Status and Fees](#)

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

Step 4: Plans Review.

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law and the building code.

Step 5: Inspections.

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

Need Help? If you have any question on the building permit process or plans required, please contact permits@norfolkcounty.ca or 519-426-5870 ext. 6016.

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