



New Residential Permit Package 10 units or less

The Ontario Government has passed legislations under Bill 23, More Homes Built Faster Act, 2022. This legislation also for an applicant to apply for a building permit without obtaining site Plan Control from the municipal planning department.

To qualify for this process the project:

- Contain only residential units, up to 10 total units,
- Any part of which is located 120 metres away of a wetland, lake, or river (including creeks and streams), and
- Any part of which is located 300 metres away of a railway line including active, heavy rail, but does not include light rail or decommissioned or abandoned railway lines.

Projects that do not meet these criteria may require a planning application.

STEP 1: Applicable Law / Other Municipal Requirements

Approval from other agencies is 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.

NEW

Some of the requirements of the site plan process are still required as part of a complete building permit application. These include parkland dedication, servicing capacity for water and sewer, review of adequate water supply for fire protection and water and sewer connections permits.

Parkland Dedication

The *Planning Act, R.S.O. 1990, c.P.13*, as amended allows Norfolk County to improve its parks and open space system by requiring all new developments to contribute lands to be used for parks. Residential and mixed-use developments are required to dedicate 5% of the lands being developed to the County.

Cash In-Lieu of Parkland

In situations where it is determined that parkland is not required (for example, the area is adequately serviced by parks, or there is no suitable location within the development for a park), cash-in-lieu of parkland may be paid instead.

The applicant, at their expense, will provide an appraisal report of the pre-developed lands for review and acceptance. Five percent (5%) of the appraised value for residential and mixed-use developments will be required. By-Law 2016-126 provides further information about this process and can be found here: [Parkland Dedication By-Law 2016-126](#).

The documentation listed in By-law 2016-126 as amended is to be submitted to the county with a building permit application.

Note: Payment of cash in-lieu is not required if payment was previously received at registration of plan of subdivision or condominium.

Requirements Prior to Issuance of Building Permit

- a) Confirmation of conveyance of parkland to County, [Planning Department, Realty Services] or
- b) Payment of cash-in-lieu. [Planning Department]

Zoning – Municipal Service Connections

Connections to the municipal services are as listed in Section 3.9 of Norfolk County Zoning By-Law 1-Z-2014, as amended. To ensure compliance with this section of the Zoning By-Law a scoped functional service report is required. Proposed water usages, sewage capacity and fire underwriters survey is to be included in the report.

Finding the municipal services located in Norfolk County’s right-of way associated with your property is easy with our [GIS Community Web Map](#), position over your property and turn on the water main, sanitary sewer, storm sewer layer by clicking layer list, Roads-and-Infrastructure.



3.9 Minimum Services

3.9.1 No land shall be used, and no building or structure shall be erected, used or occupied, including alteration or change of use of a building or structure in any urban Zone unless:

- a) servicing capacity is confirmed as being available for all watermains and sanitary systems;
- b) watermains, storm sewers, sanitary systems and hydro service are constructed and operational and all regulatory approvals have been received to the satisfaction of the County or appropriate approval authority;
- c) stormwater management facilities, if required, are constructed and operational;
- d) adequate water supply is available for fire protection; and
- e) roadways and/or lanes are constructed to the satisfaction of the County and provide safe and adequate access to all buildings or structures.

STEP 2: Preparing Your Application

There are two sets of requirements;

- New service connections from building to street line, or
- New water/sanitary/storm service mains on public right-of-way or on private lands. Please refer to the set of requirements for your project. These requirements are in addition to the building permit application requirements. Please refer to [Residential Permit Package](#)

New service connections from building to street line.

Required Forms

- Application for Water and Sanitary Connection Permit. [Environmental Infrastructure Services]
- Application for Road Occupancy / Excavation / Road Cut Permit. [Road Department]

Completed Documents

- Refer to Water/Sanitary/Storm Sewer Service Installation Guidelines – Residential.
- A Certificate of Insurance with proof of at least \$5 million (per occurrence) Commercial General Liability, \$5 million Cross Liability, \$2 million Non-owned Automobile, and \$2 million Products and Completed Operations coverage. Also required is \$2 million Automobile and naming The Corporation of Norfolk County added as additionally insured on that policy with 30 days written Notice of Cancellation.
- Scoped functional service report including water usage, sewage usage, and fire underwriter's survey. [Zoning, Development Engineering, Environmental Infrastructure Services]
- Parkland appraisal or conveyance of parkland. [Planning]

Payment of Fees

- Water connection fee. [water use by-law]
- Water meter fee. [water use by-law]
- Sanitary connection fee. [water use by-law]
- Storm connection fee. [water use by-law]
- Road Occupancy / Excavation / Road Cut Permit. [user fee by-law]
- Excavation Permit – Deposit. [user fee by-law]
- For new infrastructure installed in the ROW under the MECP forms, 100% security (Engineers estimate verified by staff) will be required until the infrastructure is installed and accepted by the County. At that time the securities will be reduced to 10% and held for the entire warrant/maintenance period
- Cash in-lieu of Parkland. [[Parkland Dedication By-Law 2016-126](#)]

New water/sanitary/storm service mains on public right-of-way or on private lands.

Required Forms

- Application for Water and Sanitary Connection Permit [Environmental Infrastructure Services]
- Application for Road Occupancy / Excavation / Road Cut Permit [Roads Department]
- Ministry of Environment, Conservation, Parks (MECP) Form 1 – Record of Water mains Authorized as a Future Alteration.
- Ministry of Environment, Conservation, Parks (MECP) Form SS1 – Record of Future Alteration Authorized for Separate Sewers / Nominally Separate Sewers / Force mains.
- Ministry of Environment, Conservation, Parks (MECP) Form SW1 – Record of Future Alteration Authorized for Storm Sewers / Ditches / Culverts.
- A commission plan will be required for the watermain, and CCTV/ Mandrel inspection will be required for the Sewer installation.

Completed Documents

- Refer to Water/Sanitary/Storm Sewer Service Installation Guidelines – Residential.
- Design report and applicable design forms signed by a professional engineer.
- Professional Engineers estimate and cost of works in the right-of-way.
- A Certificate of Insurance with proof of at least \$5 million (per occurrence) Commercial General Liability, \$5 million Cross Liability, \$2 million Non-owned Automobile, and \$2 million Products and Completed Operations coverage. Also required is a \$2 million Automobile and naming The Corporation of Norfolk County added as additionally insured on that policy with 30 days written Notice of Cancellation.
- Scoped functional service report including water usage, sewage usage, and fire underwriter's survey. [Zoning, Development Engineering and Environmental Infrastructure Services]
- Parkland appraisal or conveyance of parkland. [Planning]

Payment of Fees

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- For new infrastructure installed in the ROW under the MECP forms, 100% security (Engineers estimate verified by staff) will be required until the infrastructure is installed and accepted by the County. At that time, the securities will be reduced to 10% and held for the entire warrant/maintenance period.
- Cash in-lieu of Parkland [Parkland Dedication By-Law 2016-126]

STEP 3: Applying

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



Building Department

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

In Person: Visit our service counter located at 185 Robinson Street, Suite 200 Simcoe Ontario.

For multiple residential units, only make one (1) application through Portal. County Staff will create additional permit application for tracking purposes.

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

STEP 4: Plans Review

These are concurrent processes. The issuance of a building permit is not dependent on the approval or detailed engineering design.

Building Permit

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 checked for compliance with zoning by-law and the building code.

Water, Sanitary/Storm Connections

Water, sanitary/storm sewer connection permits are issued by Environmental Infrastructure Services.

Road excavation permit is issued by Roads Department.

STEP 5: Inspections

Building Permit

Once you have obtained a building permit, a building inspector will 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 at www.norfolkcounty.ca/business/building-in-norfolk-county. Once all inspections are complete and passed, your permit is closed.

Water, Sanitary/Storm Connections

Inspections requests, site reports and required documentation on MECP forms are to be submitted to Environmental Infrastructure Services. Notification of road excavation is to be made by the contractor to Norfolk County Roads Department.

CCTV/ Mandrel inspection is required for the Sewer installation.

Issuance of Occupancy Permit

Environmental Infrastructure Services to provide confirmation to the Building Department in writing that water distribution system, fire service mains, sanitary drainage system and storm drainage systems have been installed and inspected in accordance with regulations.

Occupancy Permit may be granted where building is to comply with all the requirements of the Building Code to obtain an occupancy permit. This includes Environmental Infrastructure Services confirmation of municipal services.

If confirmation of municipal services is not received, an occupancy permit will not be issued.

Need Help?

Building Department: permits@norfolkcounty.ca or 519-426-5870 | 226-Norfolk extension 6016

Zoning: zoning@norfolkcounty.ca or 519-426-5870 | 226-Norfolk extension 1000

Planning: planning@norfolkcounty.ca or 519-426-5870 | 226-Norfolk extension 1842

Environmental Infrastructure Services: utilityclerk@norfolkcounty.ca

Roads: Askus@norfolkcounty.ca or 519-426-5870| 226-Norfolk extension 0 or 4636 (INFO)