



## **APPLYING FOR A BUILDING PERMIT - Frequently Asked Questions**

### **How large can a building be without requiring a permit?**

- 108 sq. ft or 10 sq m (roughly 10ft X 10ft) The municipal Zoning By-law states only one (1) building under this size is allowed on a property without a permit.

### **Where can I put the building? (as per Zoning By-Law #2006-26)**

- Prepare a detailed SITE PLAN indicating placement of all buildings on your property with distances to property lines. Also, you must include distances to the property lines from the following:
  - the proposed building
  - the septic (if applicable)
  - any water bodies (lake/river/stream if applicable)
  - any hydro lines (if applicable)
  - the road

### **Do I need professional plans?**

- Not necessarily. The homeowner can draw up their own plans; however, the plans must have all the required information to ensure compliance with the Ontario Building Code and zoning By-Law setback/parking requirements. It is advised to obtain the services of a qualified person.

### **How long does it take to get my permit?**

- Provided the permit application is complete and all necessary information that accompanies the application (site plan, building plans, etc.) is accurate and complete, you should receive your permit within a minimum of 10 days of a complete application and for more complex structures within 15 to 30 days. However, if the Building Inspector requires more information than what you have provided, your application may fall to the bottom of the queue.

### **When are inspections required?**

- Refer to the bottom portion of the permit checklist; this will state what stages of construction are required for inspection. REMEMBER, you are responsible for notifying the Building Inspector when you are ready for an inspection.

## **Who can apply for the permit?**

- Only the owner of the property can apply for the permit. If there is more than one person that owns the property, both names must appear on the application accompanied by signatures of both property owners. However, the owner(s) may sign the Authorization Form to allow another person on their behalf to apply for the permit, such as a contractor.

## **What is the cost? (as per By-Law #2020-37)**

- \$0.65 per square foot for residential homes, cottages or additions to these.
- \$0.60 per square foot for accessory buildings of residential use.
- \$0.70 per square foot for commercial buildings.
- \$100.00 minimum fee for decks, up to 200 square foot, plus an additional \$0.30 square foot after 200 square foot
- \$100.00 minimum fee for any of the above listed.
- A \$100.00 fee must accompany the building permit application for additional permit fees refer to By-Law 2020-37 (Schedule "C")

## **How long is the permit valid?**

- The project must be started within 6 months of issuance. If there is a lapse of more than 1 year, the permit may be revoked. It is advised to keep the Building Official advised of any delays that arise.

## **Do I need an appointment to see the Building Inspector?**

- Absolutely. Although the Building Inspector does keep regular office hours (Mon - Fri), he is in and out of the office conducting site visits for building inspections. You may stop by the office hoping by chance the Building Inspector is available, but keep in mind that he may have previously booked an appointment with someone else.

The Building Inspector, Earl Dombroski can be reached at (613) 756-2747 x 216 or [cbo@madawaskavalley.ca](mailto:cbo@madawaskavalley.ca)