



CLEARVIEW

## Non-Residential Building Information Guide and Process

### When is a building permit required for a Non-Residential Building?

- When the building (new or replacement) is 108 sq. ft. (10m<sup>2</sup>) in size or greater,
- or if used for storage ancillary to a principal building 161 sq. ft. (15m<sup>2</sup>) in size or greater.
- Building additions.
- Structural renovations and modifications to existing structures.
- Change in Use.
- New or significant plumbing changes.



### Requirements for a building permit application:

- Application Form** including required Schedules and Energy forms.
- Schedule 1** -Designer Information Form.
- Energy Efficiency Design Summary** (SB-10).
- Commitment to General Reviews by Architect and Engineers.**
- Ontario Building Code Matrix** form.
- Lot Grading Plan** Engineered Grading Plan or Survey or Site Plan showing the property lines and buildings/structures, fire routes, including septic system (where applicable)
- Detailed construction drawings** to scale; include plan views, elevations, sections, septic system (where applicable), and any other details (Example: engineered railing/guard)
- Sewage System Design** (where applicable).
- Schedule 2** - Sewage System Installer Information Form (where applicable).
- Required Fee(s)** as set by the Building Permit Fee By-Law and applicable Development Charges may apply along with where applicable water meter fee.
- Entrance Permit** (MTO, County or Municipal) (where applicable).
- Any other applicable documents** that pertain to your project
- Applicable Law Approvals** - Common types of approvals are but not limited to: Zoning/Planning, Nottawasaga Valley Conservation Authority (NVCA), Niagara Escarpment Approval (NEC), and Ministry of Transportation (MTO), Ministry of Environment and Climate Change (MOECC), etc.

### Required Drawings and Information:

- Architectural Drawings** Designed by qualified person (BCIN, P. Engineer, Architect.)
- Structural Drawings** Designed by qualified person (BCIN, P. Engineer, Architect.)
- Mechanical and Electrical Drawings** prepared by P. Engineer.
- Project Specifications** (Architectural, Mechanical, and Electrical.)
- Kitchen Exhaust Design** (NFPA 96) prepared by P. Engineer. (where applicable.)
- Data Matrix** prepared by qualified Designer or Architect.
- Sprinkler Drawings** and **Hydraulic Calculations** (where applicable)

- **On-site Sewage System Design** (where applicable).

### **How to apply for a building permit**

To apply for a building permit, visit our website [www.clearview.ca/portal](http://www.clearview.ca/portal) Please create an account which can also be used to pay for your building permit application, download permit documents and schedule inspections. Alternatively, you can apply for the permit in person by visiting our offices, please ensure to bring all required documents in a detailed and legible format.

### **Cost of building permit**

The cost of the permit is as per permit fee schedule, you can pay for your permit through your online CityView account, we also accept cash, cheque, and debit as methods of in person payment. The permit fee includes the administrative process, the review of drawings, the building permit and building inspections.

### **Time**

Once a complete permit application is made the permit will be reviewed by the Planning Department for zoning compliance and once completed the Building Department will complete the review within a maximum of 15 to 20 business days.

### **Required Building Inspections**

Building inspections are booked online through your CityView account, or by contacting the Building Department 705-428-6230 ext. 232.

When requesting inspections, please quote Building Permit Number and allow a minimum of 48 hours' notice.

Required inspections include.

- Septic Test Holes (where applicable)
- Footing - prior to concrete being poured
- Reinforced foundation wall – prior to concrete being poured
- Backfill – prior to placement of required backfill material
- Structural (Example: Wood Frame)
- Plumbing below ground rough-in
- Plumbing above ground rough-in
- Wood burning appliance or fireplace (if applicable)
- Fire separations and fire stopping
- Insulation and vapour/air barrier
- Septic (where applicable)
- Occupancy
- Final

### **Important Numbers to Know**

- Ontario One Call 1-800-400-2255 (natural gas, sewer and water lines, Hydro, Rogers Cable, and Bell locates)
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

### **Any Questions?**

Phone: 705-428-6230 ext. 232

Web: [www.clearview.ca](http://www.clearview.ca)

### **Office hours.**

Monday to Friday

8:30am – 4:30pm