



## **BUILDING PERMIT - APPROVAL PROCESS**

Submit Building & Plumbing Application  
Two sets of drawings & specifications

Additions, interior & exterior alterations to a building. All buildings greater than 100 sq. ft., pools, solid fuel appliances.

Construct a new single family residence, new commercial or industrial building or additions to either commercial or industrial building.

Grading Approval

Zoning Approval  
Review for Ontario Building Code Compliance

Fee Calculations

Issuance of Building Permit

Approximately Ten Working Days

Required Building Inspections  
(48 hour notification)

Footings - Foundation - Sewer Lateral  
Underground Plumbing - Framing/Plumbing Rough-In  
Insulation - Vapour Barrier  
Interior, Exterior Plumbing Final  
Issuance of Occupancy Permit

## **WHEN ARE BUILDING PERMITS REQUIRED?**

It is the owner's responsibility to obtain the building permit and to ensure that the permit is posted on site.

### **TO CONSTRUCT**

A single residence  
A building greater than 10 square meters  
Carport or garage and any addition to a deck or building  
A deck or roof over deck  
Foundations

### **TO INSTALL**

A wood stove or fire place  
An aboveground or inground swimming pool, public pools

### **TO ALTER**

Crawl space into full basement  
Interior partitioning/structural work  
Exterior brick veneer  
Enlarge window/door opening sizes in exterior walls  
Roof Construction  
Substantially change the use and occupancy of a building

### **TO REPAIR**

Interior structural, joist, beams, walls, columns and trusses  
Fire damage  
Foundation  
Raise and level a structural frame

THIS LIST CANNOT POSSIBLY CONTAIN EVERY SITUATION WHERE A BUILDING PERMIT IS REQUIRED. PLEASE CALL BEFORE YOU COMMENCE WORK.

### **BUILDING PERMITS ARE NOT REQUIRED FOR:**

Painting  
Minor non-structural work  
Replacement of doors/windows  
Install shingles  
Replace siding (except masonry veneer)  
Landscaping (excluding alterations to existing grades), driveways  
Replace kitchen cabinets  
Replace fascia/soffit  
Upgrading insulation

### **WHEN YOU START PLANNING YOUR PROJECT, ENSURE YOU:**

Check with the Building Department and enquire if there are any special conditions which may apply to your project (i.e. easements, zoning, minor variance, consents).

## HOW LONG DOES IT TAKE TO OBTAIN A BUILDING PERMIT

### Processing Time

Approximately 10 working days

Approximately 5 working days

### Type of Work

Construction of a new single family residence

Additions, alterations and construction of detached buildings, serving a single residence

The length of time to obtain a building permit may vary depending on the completeness of plans and other required information submitted.

Under the Ontario Building Code Act, you are required to:

1. POST the Building Permit Card in a conspicuous location for the duration of construction.
2. Keep the Town of Arnprior **REVIEWED** set of construction drawings on site.
3. Obtain approval of **EACH required** inspection before proceeding further. Failure to do so may result in the Chief Building Official issuing an order requiring you to uncover the work so the inspection can be carried out.

## INSPECTIONS

### BUILDING INSPECTIONS ARE REQUIRED:

Prior to pouring footings; foundation prior to backfilling.  
Underground plumbing, sewer lateral.  
Framing/plumbing rough-in, plumbing tests.  
Insulation - Vapour barrier.  
Final (Interior and exterior).

\* Other inspections are required for specific construction such as Woodstoves and Fireplaces (see Woodburning Guide).

**You should call at least 48 hours in advance to request an inspection. Please call 613-623-4234 ext. 225 with the following information:**

**Owner's Name**  
**Address of Jobsite**  
**Building Permit Number**  
**Inspection Requested**

**N.B.**

An as-built survey plan prepared by an Ontario Land Surveyor and showing building(s) location may be required if a visual inspection cannot confirm that siting conforms to the Municipal Zoning By-law.

**OCCUPANCY PERMITS - New Construction Only**

Upon completion of all the required inspections, the Building Division will issue an Occupancy Permit (**FINAL APPROVAL**) to the Owner. Once this permit has been issued it is your notification, insofar as the inspector can determine, that the premises comply with the Ontario Building Code technical requirements concerning public safety and property protection.

**OTHER APPROVALS OR PERMITS THAT MAY BE REQUIRED:**

|   |  |                          |
|---|--|--------------------------|
| <b>Town of Arnprior:</b>                    | Plumbing Permit, Demolition/Moving Bldg., Rezoning, Minor Variance, Severance, Road Cut, Sewer and Water Connection<br>Site Plan Agreement<br>Fences or Other Obstruction<br>Corner Lots, Septic Systems | 613-623-4234<br>ext. 225 |
| <b>Ministry of Transport<br/>Of Ontario</b> | Approval of construction adjacent to a<br>Provincial Highway   | 613-745-6841             |
| <b>County of Renfrew</b>                    | Approval of construction adjacent to a<br>County Road  | 613-735-4353             |
| <b>Electrical Safety Authority</b>          | Electrical Permits   | 1-800-369-7535           |
| <b>Consumers Gas</b>                        | Gas connection   | 1-800-267-3616           |
| <b>Hydro One</b>                            | New Service & Connection   | 613-623-3147             |

**Fees that may apply to the proposed project:**

Building Permit Fee  
Plumbing Permit Fee  
Development Charges  
5% Cash in Lieu  
Performance Deposit  
Minor Variance Fees  
Land Severance Fees

**GUIDELINES FOR THE PREPARATION OF PLANS TO BE SUBMITTED FOR  
BUILDING PERMIT APPROVAL**

1. Plans submitted with an application for a Building Permit should include information as indicated in Table #1.
2. Plans to be drawn to scale and fully dimensioned.
3. Plans to be in ink or blueprint copy or photocopy (no pencil drawings).
4. Design and general review by Professional Engineer & Architect are required for structural elements beyond the scope of Part 9 of the Ontario Building Code.
5. Failure to provide all applicable information will result in a delay in processing your application.

### **FLOOR PLANS (DRAWN TO INDICATE):**

Use of Floor areas;  
Dimensions of floor areas;  
Locations of window/door openings & dimensions;  
Size of hallways and stairs;  
All plumbing fixtures;  
Outside dimensions;  
Size, spacing and direction of structural framing members;  
Locations of skylight openings and chimneys

### **ELEVATIONS (DRAWN TO INDICATE):**

Full view of front, rear & both sides of the exterior building faces;  
Finish details of exterior materials;  
Locations of door and windows;  
Railing and guard dimensions where required;  
Location of grade with respect to the exterior walls;  
Height of building.

### **CROSS SECTIONS (DRAWN TO INDICATE):**

A complete cut-away view through the building components, detailing (i.e.) roof construction, exterior and interior wall construction, floor construction, foundation wall construction, insulation, basement floor construction, stair dimensions, chimney and fireplace details, location of grade and any other construction details required.

### **FOUNDATION (DRAWN TO INDICATE) - PLAN VIEW**

Basement wall and size;  
Footing and size, including column footings;  
All outside dimensions;  
Beam sizes, spans and bearing points;  
Size of floor joists, direction, spacing and span;  
Column size and spacing;  
Use of floor area.

### **SITE PLAN (DRAWN TO INDICATE):**

Size and location of proposed building, including actual yard set backs from all property lines of existing building and accessory buildings;  
Property lines, size of site and locations of adjacent streets, driveways, easements and right-of-ways.

# **BUILDING DEPARTMENT**

|  |  |
|--|--|
| <b>Minimum Permit Fee</b>                                      | <b>\$ 50.00</b>                                    |
| <b>Residential Building Permit</b><br>(Amended by-law 4943-01) | <b>\$ 10.00 per \$ 1,000 of construction value</b> |
| <b>Commercial/Industrial/Institutional</b>                     | <b>\$ 9.00 per \$ 1,000 of construction value</b>  |
| <b>Demolition Permit</b>                                       | <b>\$ 50.00</b>                                    |
| <b>Plumbing Permit</b>   | <b>\$ 7.00 per fixture</b>                         |
| <b>Partial Permit</b>  | <b>As per applicable full permit</b>               |
| <b>Solid Fuel Burning Appliance</b>                            | <b>\$ 50.00</b>                                    |
| <b>Sign Permit</b>   | <b>\$ 50.00</b>                                    |
| <b>Private Swimming Pools</b>                                  | <b>\$ 50.00</b>                                    |
| <b>Service Lateral re Installation/Repair</b>                  | <b>\$ 50.00</b>                                    |



Town of Arnprior  
Plumbing Permit Application

105 Elgin Street West  
Arnprior ON K7S 0A8  
(613) 623-4231 ext. 225  
[dconnelly@arnprior.ca](mailto:dconnelly@arnprior.ca)

Applicant \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Owner: \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Plumber \_\_\_\_\_ Address \_\_\_\_\_ Phone # \_\_\_\_\_

Municipal Address \_\_\_\_\_

Lot # \_\_\_\_\_ Plan # \_\_\_\_\_ Between \_\_\_\_\_ and \_\_\_\_\_

Building Permit # \_\_\_\_\_

**PLEASE INDICATE NUMBER OF FIXTURES BELOW**

Toilet \_\_\_\_\_  
Bathroom Sink \_\_\_\_\_  
Bath Tubs \_\_\_\_\_  
Shower Stalls \_\_\_\_\_  
Kitchen Sinks \_\_\_\_\_ Single \_\_\_\_\_ Double \_\_\_\_\_ Triple \_\_\_\_\_  
Laundry Tubs \_\_\_\_\_  
Floor Drains \_\_\_\_\_  
Urinals \_\_\_\_\_  
Other \_\_\_\_\_

**Total Number of Fixtures** \_\_\_\_\_

Sanitary Sewer Size \_\_\_\_\_

Water Service Size \_\_\_\_\_

Sewer Lateral Installation/ Repair \_\_\_\_\_

**Permit Fee \$** \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Plumbing Inspector \_\_\_\_\_

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

|  |  |   |          |
|--|--|---|----------|
| <b>A. Project Information</b>  |  |   |          |
| Building number, street name   |  | Unit no.  | Lot/con. |
| Municipality   | Postal code  | Plan number/ other description                    |          |
| <b>B. Individual who reviews and takes responsibility for design activities</b>  |  |   |          |
| Name   |  | Firm  |          |
| Street address   |  | Unit no.  | Lot/con. |
| Municipality   | Postal code  | Province  | E-mail   |
| Telephone number<br>( )  | Fax number<br>( )                                      | Cell number<br>( )                                |          |
| <b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1]</b>   |  |   |          |
| <input type="checkbox"/> House   | <input type="checkbox"/> HVAC – House                  | <input type="checkbox"/> Building Structural      |          |
| <input type="checkbox"/> Small Buildings   | <input type="checkbox"/> Building Services             | <input type="checkbox"/> Plumbing – House         |          |
| <input type="checkbox"/> Large Buildings   | <input type="checkbox"/> Detection, Lighting and Power | <input type="checkbox"/> Plumbing – All Buildings |          |
| <input type="checkbox"/> Complex Buildings   | <input type="checkbox"/> Fire Protection               | <input type="checkbox"/> On-site Sewage Systems   |          |
| Description of designer's work   |  |   |          |
| <b>D. Declaration of Designer</b>  |  |   |          |
| I _____ declare that (choose one as appropriate):<br>(print name)  |  |   |          |
| <input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.<br>Individual BCIN: _____<br>Firm BCIN: _____ |  |   |          |
| <input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. of the Building Code.<br>Individual BCIN: _____<br>Basis for exemption from registration: _____                   |  |   |          |
| <input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.<br>Basis for exemption from registration and qualification: _____  |  |   |          |
| I certify that:  |  |   |          |
| 1. The information contained in this schedule is true to the best of my knowledge.   |  |   |          |
| 2. I have authority to bind the corporation or partnership (if applicable).  |  |   |          |
| _____ Date   |  | _____ Signature of Designer                       |          |

\*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

**NOTE:**

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*.

# Application for a Permit to Construct or Demolish

This form is authorized under the Building Code Sentence 2.4.1.1A.(2).

## For use by Principal Authority

|                     |                               |
|---------------------|-------------------------------|
| Application number: | Permit number (if different): |
| Date received:      | Roll number:                  |

Application submitted to:      Town of Arnprior  
(Name of municipality, upper-tier municipality, board of health or conservation authority)

|  |                |  |                             |
|--|----------------|--|-----------------------------|
| <b>A. Project Information</b>  |                |  |                             |
| Building number, street name   |                | Unit number                                | Lot/con.                    |
| Municipality   | Postal code    | Plan number/other description              |                             |
| Project value est. \$  |                | Area of work (m <sup>2</sup> )             |                             |
| <b>B. Applicant</b> Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner   |                |  |                             |
| Last name  | First name     | Corporation or partnership                 |                             |
| Street address   |                | Unit number                                | Lot/con.                    |
| Municipality   | Postal code    | Province                                   | E-mail                      |
| Telephone number<br>(     )  | Fax<br>(     ) | Cell number<br>(     )                     |                             |
| <b>C. Owner (if different from applicant)</b>  |                |  |                             |
| Last name  | First name     | Corporation or partnership                 |                             |
| Street address   |                | Unit number                                | Lot/con.                    |
| Municipality   | Postal code    | Province                                   | E-mail                      |
| Telephone number<br>(     )  | Fax<br>(     ) | Cell number<br>(     )                     |                             |
| <b>D. Builder (optional)</b>   |                |  |                             |
| Last name  | First name     | Corporation or partnership (if applicable) |                             |
| Street address   |                | Unit number                                | Lot/con.                    |
| Municipality   | Postal code    | Province                                   | E-mail                      |
| Telephone number<br>(     )  | Fax<br>(     ) | Cell number<br>(     )                     |                             |
| <b>E. Purpose of application</b>   |                |  |                             |
| <input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit |                |  |                             |
| Proposed use of building   |                | Current use of building                    |                             |
| Description of proposed work   |                |  |                             |
| <b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>  |                |  |                             |
| i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.   |                | <input type="checkbox"/> Yes               | <input type="checkbox"/> No |
| ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?   |                | <input type="checkbox"/> Yes               | <input type="checkbox"/> No |
| iii. If yes to (ii) provide registration number(s): _____  |                |  |                             |

**G. Attachments**

- i. Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

**H. Declaration of applicant**

I \_\_\_\_\_ (print name) \_\_\_\_\_ certify that:

- 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 2. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5 2E5 (416) 585-6666.