



**THE
CORPORATION OF THE
TOWNSHIP OF ALNWICK/HALDIMAND**

HOME BUILDER'S GUIDE

**PART I
MUNICIPAL BUILDING REQUIREMENTS**

**PART II
MUNICIPAL SITE PLAN & LOT GRADING
REQUIREMENTS (SUBDIVISION LOTS)**

Prepared May 19, 2004

Amended September 1, 2005 (fees)

Amended October 12, 2005 (various items)

Amended January 13, 2011 (By-Law No. 14-2011 Public Works fees)

PART I: HOME BUILDER'S GUIDE TO MUNICIPAL BUILDING REQUIREMENTS

INTRODUCTION

This guide is intended to advise the home-builder of the steps and procedures involved when applying for a building permit in our municipality, Township of Alnwick/Haldimand. It is not meant to replace the requirements of the Ontario Building Code, Municipal By-Laws or any other applicable laws.

If you have any questions regarding the contents of this guide please contact Mr. Daryl Hall, Chief Building Official/By-Law Enforcement Officer **Alnwick/Haldimand Township Building Department at 1-905-349-2822 Ext. 27.**

It is strongly suggested to make an appointment with Mr. Hall. Mr. Hall's office hours are as follows:

9:00 a.m. to 12:00 p.m.
1:00 p.m. to 4:30 p.m.
(on site inspections)

Monday to Thursday, Grafton Municipal Office
10836 County Road #2
Fax #: 905-349-3259
Email: dhall@ahtwp.ca

and

9:00 a.m. to 12:00 p.m.
1:00 p.m. to 4:30 p.m.
(on site inspections)

Friday, Municipal Satellite Office at the
Alnwick Civic Centre
9059 County Road #45
Telephone #: 905-352-3949
Fax #: 905-352-2032

ZONING REQUIREMENTS

The Chief Building Official will review and confirm that the present zoning on the lands of the proposed building site comply with the applicable Comprehensive Zoning By-Law of the Township of Alnwick/Haldimand.

SIZE OF STRUCTURE

If the building to be constructed is less than 10 feet squared or a total 106 square feet, a building permit is not required.

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BUILDING PERMITS

The property owner is required to obtain a building permit for the following:

- Commercial or Industrial building
- Dwelling – single family
- Summer Cottage
- Additions or alterations including leasehold improvements to any new or converted building
- Garage, carport, Boathouse, etc.
- Swimming Pool and fence
- Accessory Building
- Building being moved in or into the Municipality
- Institutional
- Agricultural building
- Change of use of existing structures
- Major renovations

REGISTERED DEED SHOWING OWNERSHIP

A copy of the Registered Transfer Deed of Land will satisfy the Ontario Building Code Act requirement, which provides that all building permits must be issued in the name of the owner and signed by the owner or an agent who has been authorized in writing by the owner.

CERTIFICATE OF APPROVAL FOR SEWAGE SYSTEM

This Certificate of Approval for the sewage system must be obtained from:

The County of Northumberland
555 Courthouse Road
Cobourg ON K9A 5J6
905-372-3329

CERTIFICATE OF APPROVAL FEE SCHEDULE

Certificates of Approval are:	Residential	\$670.00	
	Commercial	\$670.00	(over 10,000 litres/day would be addressed by the Ministry of Environment at 1-705-755-4300)
	Addition to dwelling	\$360.00	

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ENTRANCE PERMIT/SET BACK PERMIT

Entrance Permit/Set Back Permit approval must be obtained from the Public Works Department having jurisdiction over any roads or highways abutting the subject property. They are as follows:

Alnwick/Haldimand Township Public Works Department (Municipal Roads)

P.O. Box 70, Grafton, ON K0K 2G0

Phone: 1-905-349-2700

Fax: 1-905-349-3259 or 1-905-352-2032

Contact Person: Cameron Ward, Public Works Superintendent

Northumberland County Engineering Department (County Roads)

860 William Street, Cobourg, ON K9A 3A9

Phone: 1-905-372-3329

Fax: 1-905-372-1696

Contact Person: Mark Mills

Ministry of Transportation of Ontario, Bancroft (Provincial Highways)

Field Operations Centre Port Hope, P.O. Box 300

Phone: 1-905-885-6381

Fax: 1-905-885-9273

ENTRANCE PERMIT FEE SCHEDULE

Township: \$1,000.00 Entrance/Road Deposit
\$250.00 Administration fee

NOTE: Entrance/Road Deposit is deemed to be a Building Deposit and will not be released unless Final Building Inspection is completed and approved.

IMPORTANT NOTICE

If a municipal entrance installation proceeds without a permit or approval, the property owner will be subject to an additional \$100.00 fee.

County: \$250.00 Permit fee plus a \$750.00 deposit plus the cost of installation of entrance.
\$250.00 Permit Fee plus \$750.00 deposit on set back permit.

M.T.O. Residential/Farm Land use \$150.00 each.
Commercial land use permit \$2.00 sq. metre (minimum \$250.00 and the maximum \$2,000.00)

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FILL REGULATIONS PERMIT

Various areas of Alnwick/Haldimand Township are regulated by Ganaraska Region Conservation Authority and the Lower Trent Conservation Authority. All structures within regulated floodplains must receive the Authority's approval prior to permit issuance. All lands, as stated by the Authority's is subject to the Fill, Construction and Alteration to Waterway's Regulation and the Federal Fisheries Act. Fill Regulation Permits cost \$60.00 and may be applied for by contacting:

Ganaraska Region Conservation Authority
P.O. Box 328, County #28/Highway #401, Port Hope, ON L1A 3W4
Phone: 1-905-885-8173
Fax: 1-905-885-9824
www.grca.on.ca

Lower Trent Conservation Authority
441 Front Street, Trenton Ontario
Phone: 1-613-394-4829 general line
Fax: 1-613-394-5226
www.ltc.on.ca

DEVELOPMENT CHARGES

The development charges to be applied to all construction projects should be confirmed by the Chief Building Official prior to a Building Permit being issued.

If a prior impost fee or partial development charge was collected to the property at the time of severance, the difference between the fee paid at that time and the total development fee currently due shall be collected.

BUILDING PLAN REQUIREMENTS

The requirements for a building permit may vary dependent upon the type of construction project you are planning. However, in most cases they are as follows:

SITE PLAN/LOT GRADING PLAN

➤ Review Fee \$100.00

*****Subdivision Lots*** – See Part II attached.**

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Other Lots:

Site Plan/Lot Grading:

A Site Plan/Lot Grading Plan must be prepared by an **O.L.S.** (Ontario Land Surveyor) or **Professional Engineer**, and will include but not limited to the following:

- a) Plans showing the true dimension of the lot to be built upon, excavated or otherwise to be used or occupied;
- b) Plans showing the location, height, floor area and dimensions of all existing and proposed buildings and structures to be developed on the subject lands;
- c) Plans showing the relationship of all existing or proposed buildings or structures to adjacent buildings and streets and the location and dimension of any yards, setbacks, landscaped open space, landscape features including retaining walls, outside storage, off-street parking and loading facilities;
- d) Plans showing such contours, elevations and cross-sections as may be required to determine surface drainage patterns, floodline elevations and the elevation of the lands and proposed buildings and structures relative to a public street, road or waterway;
- e) The general location of all services such as water supply, sewage disposal, solid waste collection, energy supplies and communication utilities.

FOUNDATION PLAN:

- foundation wall location and size
- footing location and size
- structural beam size, location and span
- floor joist size, spacing and span
- column size and location
- window location and sizes
- all plumbing fixtures and their location

FLOOR PLAN:

- all rooms and their uses
- size of each room
- size and location of windows and doors
- size and location of hallways and stairs
- all plumbing fixtures and their location
- all outside dimensions
- structural information (floor, ceiling and roof framing: lintels and beams)

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CROSS SECTION:

- indicate construction of foundations, floors, roofs, and walls (Engineered roof and floor truss design and layout drawings are required where applicable.
- Indicate insulated areas and their RSI (R) values

ELEVATIONS:

- full views of front, rear and both sides of proposed and existing buildings
- finish details of exterior materials
- chimney heights

BUILDING PERMIT FEE SCHEDULE:

As per Municipal By-Law, please inquire with the Building official.

IMPORTANT NOTICE

If construction proceeds without a permit, the property owner will be subject to the doubling of the permit fee.

OCCUPANCY PERMIT:

Residential	\$50.00
Industrial/Commercial/Institutional Unit	\$200.00

NOTE: Occupancy permits are payable at the time of the building permit issuance.

PLUMBING PERMIT:

Application fee of \$25.00 plus \$6.00 per fixture.

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INSPECTIONS

- Notice for all inspections, as listed below, must be given a minimum of **two (2) working days** prior to the required inspection.
- If work is being carried out by a contractor, it is the responsibility of the property owner to ensure that the contractor calls for each necessary inspection.
- Check for inspection approvals before carrying out the next phase of construction.

What inspections are required by the Township Building Department:

1. **Footing Inspection** (prior to pouring the footings, when footing forms are in place)
2. **Backfill Inspection** (prior to back-filling of foundations, when tile, gravel and asphalt emulsion are in place)
3. **Framing Inspection** (when framing is complete which includes the installation of windows, shingles, exterior doors and plumbing)
4. **Insulation Inspection** (after completion of insulation/vapour barrier and rough-in plumbing and electrical inspection)
5. **Occupancy Inspection** (prior to occupying the structure including final plumbing inspection)
6. **Interior & Exterior Final Inspections** (including lot grading).

OTHER BASIC ITEMS/CONTACTS AND TELEPHONE NUMBERS:

Hydro One – Electric Permits – 1-877-372-7233 or web site at www.esasafe.com

Bell Canada – contact 310-2355

Union Gas – 1-877-966-0999

9-1-1 Sign Costs – The cost for the 9-1-1 sign and hardware will be provided by the Chief Building Official at the time the building permit is applied for and issued.