

# THE OXFORD COUNTY BUILDING OFFICIALS GUIDELINES FOR BUILDING PERMIT PROCESS FOR FARM BUILDINGS

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**\*\*CONSULT WITH YOUR LOCAL BUILDING OFFICIAL AS THE RULES ARE COMPLEX\*\***

TOWNSHIP OF BLANDFORD-BLENHEIM .....	JIM WATSON, CHIEF BUILDING OFFICIAL .....	519-463-5347
TOWNSHIP OF EAST ZORRA TAVISTOCK .....	JAMES HARMER, CHIEF BUILDING OFFICIAL .....	519-462-2697
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TOWNSHIP OF SOUTH WEST OXFORD .....	GENO VANHAELEWYN, CHIEF BUILDING OFFICIAL .....	519-485-1520
TOWNSHIP OF ZORRA .....	GERRY LEGG, CHIEF BUILDING OFFICIAL .....	519-485-2490

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- (1) **ZONING:** A preliminary review with your local building official is recommended to ensure there are no zoning issues. Animal barns and manure storage require a significant review. A site plan is recommended to assist in the review. Non-compliance with the zoning bylaw provisions for minimum distance separation (MDS II) may require a minor variance, which may take two to three months or longer if an O.M.B. hearing is required.

Check to ensure that the livestock building or structure is not proposed within an Environmental Protection Area (EPA) or a regulatory floodplain. If the livestock building or structure is proposed within the buffer area of an EPA, an Environmental Impact Study may be required – check with the local Conservation Authority.

Also, setbacks from wells are required through the Nutrient Management By-law for new livestock buildings and structures: 15 m from a drilled well, 30 m from a dug well and 100 m from a municipal supply well. For expansions of buildings or structures that currently do not meet these setbacks, the proposed expansion shall not further reduce an existing insufficient setback.

- (2) **STATUS:** Farms are described as existing, new, or expanding depending on the status of the properties as of September 30, 2003 (when the Provincial Regulation took effect). Please see the Nutrient Management Screening Guideline for Oxford County or consult with your local building official.
- (3) **CAPACITY:** Farm animals are rated in Nutrient units. Your building official needs to know the number and type of animals to evaluate your farm. Nutrient units for dairy cows, pigs, chickens and others can be found on the Nutrient Unit Conversion Table.
- (4) **MINIMUM DISTANCE SEPARATION II (MDS II):** This is the requirement for siting new or expanding barns or manure storage facilities in relation to lot lines and the nearest neighbour's dwelling. In order to calculate MDS II, the Building Official will need to know the number and types of animals on your farm. MDS II is also required for a change of use to an animal barn, or manure storage. A site plan showing new and existing facilities and the distance to the nearest residence or built up areas, either on a separate lot or owned by someone other than the applicant must be provided. Distances to road allowances, lot lines and built up areas must be reviewed. It is the responsibility of the applicant to ensure that the distance to the nearest dwelling, etc. for MDS II is correct. An Ontario Land Surveyor can provide distances to the nearest dwelling in letterform for a minimal cost (some municipalities require OLS verification). This is not the same as a full survey. The Township Building Official will do the MDS II calculation. Please fill out the MDS II Information Sheet.
- (5) **MUNICIPAL OR PROVINCIALY REGULATED:** Some new provincial rules apply to all farms. Municipal regulations generally apply to existing operations under 300 Nutrient units whether new or expanding. Provincial regulations apply to new operations over 5 Nutrient units or expansions over 300 Nutrient units. Please see the Nutrient Management Screening Guideline for Oxford County and consult with your local building official.

- (6) **MAPPING:** Mapped information is available through the Map Your Farm Internet site, provided by the County of Oxford or from your Township via the County of Oxford's LRIS mapping system. Aerial photos and maps showing individual and surrounding properties are available. These maps can show buildings, contours, fill lines, ground water information, and properties with registered Nutrient Management Plans (Municipal). Access to this information through the Township may take some time. Access to Map Your Farm is available anytime, free of charge. Visit the COOL website at [www.cooloxford.ca](http://www.cooloxford.ca) to access Map Your Farm. Map Your Farm can also be accessed at all County library branches.
- (7) **NUTRIENT MANAGEMENT PLANS (MUNICIPAL):** When the number of farm Nutrient units exceeds 50 units and the ratio of Nutrient units to tillable acre exceeds two (2), or the Nutrient units exceed 150 (but is less than 300), then a Municipal Nutrient Management Plan is required for the expansion of existing farms. Review with your local building official. This plan must be 3<sup>rd</sup> party reviewed by OMAF. In addition, 240 days manure storage is required.
- (8) **NUTRIENT MANAGEMENT PLANS (PROVINCIAL):** All provincially approved projects will require an approved Nutrient Management Plan.
- (9) **EARTHEN MANURE STORAGE** is no longer permitted for municipally regulated farms, except for earthen floors under solid manure pack areas in an animal housing area. Existing lagoons cannot be altered or enlarged. In addition there are bylaws regulating Manure storage. Contact your building official for more information. Provincially regulated operations permit earthen manure storage facilities, but must meet stringent standards. Consult with a professional engineer regarding the new standards.
- (10) **MANURE STORAGE STANDARDS:** Provincial regulations apply to municipally regulated livestock farms regarding construction and siting of manure storage facilities. Perhaps the biggest change is in construction standards for manure storage. Permit applications for nutrient storage will require a geotech report by a qualified engineer showing a site study to a depth of 1.5 meters below concrete or steel storage tanks and 2.5 meters below earthen storage, if permitted. A foundation drain will be required to allow monitoring. Depending on soil conditions the tank may be required to have reinforcement or a lining. Check the regulation for a complete list of standards.

#### **APPLICATION: CHECK WITH YOUR LOCAL BUILDING OFFICIAL**

- (1) A building permit must be completed and all fees and deposits paid.
- (2) A detailed Site Plan indicating the following:
  - (a) Size and location of property with proposed and existing buildings.
  - (b) Setbacks from waterways and drains.
  - (c) Location, type, and distance to all adjacent wells. Support documentation from an Ontario Land Surveyor may be required at this time confirming distances. Location of known field tile shall be included.
- (3) Complete set of drawings complying with the Ontario Building Code (1992) indicating roof and floor plans, elevation, and section drawings.
- (4) A Nutrient Management Plan with OMAF 3rd party review, if required.
- (5) Application for entrance on road allowance, if required, and Township/County/Province approval.
- (6) Other agencies that may require approvals or permits:
  - (a) Conservation Authorities
  - (b) Electrical
  - (c) All toilets in a barn will require a septic system or a biotoilet. Sinks and showers may use a leaching bed. The Oxford County Board of Health must approve all septic systems, biotoilets, or leaching beds.

- (7) Engineered drawings complete with site inspections are required for most farm buildings and includes: Check with your local building official.
  - (a) **All** manure tanks
  - (b) **All** reinforced concrete structures
  - (c) Silos, etc. including a review of the effects on adjacent structures.
  - (d) Most farm structures.
- (8) If an engineer has prepared the drawings, then he/she is obligated to perform the inspections. It is your responsibility to ensure that the engineer makes the inspections and provides a copy to the Chief Building Official. A confirmation of commitment form signed by the engineer and owner is required.

## **INSPECTIONS \*\*48 HOURS NOTICE REQUIRED\*\***

### **CHECK WITH YOUR LOCAL CHIEF BUILDING OFFICIAL**

- (1) Liquid Manure storage requires inspection for farm drainage tile. A trench 1.5 m (5') deep and 15 m (50') from the structure will be required and inspected by the building official prior to pouring of footing. Discuss with your local building official.
- (2) Before pouring footings.
- (3) Inspection of reinforcing rod prior to pouring concrete.
- (4) Before backfilling of foundation wall.
- (5) Any underground plumbing before covering.
- (6) On completion of framing. The truss diagrams must be on site for a framing inspection including any specifications and layout of floor systems. Fire separations of trusses must be installed every 30.5 m (100') and inspected at time of framing.
- (7) Engineered structures require a professional engineer's stamped drawing for both the structure and the foundation system. A letter will be required by the engineer once the building is complete indicating the structure complies with the drawings and specifications submitted.
- (8) Final inspection of both interior and exterior.
- (9) IT IS ILLEGAL TO OCCUPY OR USE A STRUCTURE THAT A PERMIT FOR OCCUPANCY HAS NOT BEEN OBTAINED. TO AVOID DISEASE SPREAD, IT IS IMPERATIVE THAT FINAL INSPECTIONS OCCUR BEFORE ANIMALS ARE ALLOWED IN THE BARN.

## **MISCELLANEOUS**

- (1) Missed inspections can mean an order to uncover or third party review by an engineer.
- (2) Plans cannot be altered without the approval of the Township.
- (3) Electrical wiring must be inspected. Separate permits must be filed with an approval authority.
- (4) If you have any questions, contact the Township office between the hours of 8:30 am and 4:30 pm., Monday to Friday.

## **CLOSEOUT**

In order to close out a permit the following is required:

- (1) Completion of all inspections including occupancy before animals are placed in the barn.
- (2) Final electrical inspection before occupancy.
- (3) SURVEY may be required indicating location of new structure.
- (4) Inspection on items where deposits are required.

## **IMPORTANT NOTES**

- IT IS YOUR RESPONSIBILITY TO CALL FOR INSPECTIONS AND CLOSE OUT YOUR PROJECT. IF YOU WISH TO VARY FROM ANY OF THE ABOVE, YOU MUST DISCUSS YOUR PLANS WITH YOUR CHIEF BUILDING OFFICIAL BEFORE INITIATION OF WORK.
- IT IS ILLEGAL TO OCCUPY OR USE A STRUCTURE WHEN A PERMIT FOR OCCUPANCY HAS NOT BEEN OBTAINED. TO AVOID DISEASE SPREAD, IT IS IMPERATIVE THAT FINAL INSPECTIONS OCCUR BEFORE ANIMALS ARE ALLOWED INTO THE BARN.
- THE NEW STANDARDS ARE COMPLEX. PROPERTY OWNERS ARE REQUIRED TO CONTACT THEIR LOCAL BUILDING OFFICIALS FOR CONFIRMATIONS AND INTERPRETATIONS. THESE GUIDELINES ARE INTENDED TO ASSIST PROPERTY OWNERS BUT CONSULTATION ABOUT THE REQUIREMENTS IS REQUIRED TO ENSURE COMPLIANCE.
- THESE GUIDELINES MAY BE UPDATED FROM TIME TO TIME.

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### **CONSULT THE NUTRIENT MANAGEMENT SCREENING GUIDELINE FOR OXFORD COUNTY FOR MORE DETAIL**

**TABLE 1:** REQUIREMENTS TO BE MET WHEN BUILDING OR EXPANDING A LIVESTOCK FACILITY IN OXFORD COUNTY.

REQUIREMENTS FOR A LIVESTOCK OPERATION	NEW			EXPANDING EXISTING						EXISTING	
	Nutrient Unit Size Category									<300 <sup>1</sup>	≥300 <sup>2</sup>
	≤5	>5 - <150	≥150	≤5	>5 - <50	≥50 - <150		≥150 - <300	≥300		
					<2NU/ac	>2NU/ac					
Building Permit	X	X	X	X	X	X	X	X	X		
MDS II	X	X	X	X	X	X	X	X	X	X	X
Other Twp. Zoning	X	X	X	X	X	X	X	X	X	X	X
Minimum 240 manure storage		X <sup>3</sup>	X <sup>3</sup>		X <sup>4</sup>	X <sup>4</sup>	X	X	X <sup>3</sup>	X	X <sup>3</sup>
NMP (Municipal)							X	X		X	
NMS/P (Provincial)		X <sup>5</sup>	X						X		X

**Footnotes:**

1. This category refers only to all existing farms that currently have a NMP registered with the County of Oxford.
2. This category requires a provincially approved NMS/P on July 1, 2005.
3. Provincial plans may allow for less than 240 days on the farm if NMP shows broker agreements with off-farm storage or land spreading opportunities exist.
4. The minimum 240 day manure storage requirement for this category of farm unit is currently under review by Oxford County's Agricultural Advisory Committee.
5. This NMS/P needs to be prepared, filed at home and followed (records required to demonstrate this). It does not, however, have to go through the provincial approval process. Your municipality, however, may request the plan be 3<sup>rd</sup> Party Reviewed by OMAF.

## Conversion Table for Nutrient Units and Livestock Units

Type of Animals	Number of Animals (Nutrient Units)				Number of Animals (Livestock Units)			
	Per 1 Nutrient Unit	Per 50 NU	Per 100 NU	Per 150 NU	Per 1 Livestock Unit	Per 50 LU	Per 100 LU	Per 150 LU
Beef Cows	1	50	100	150	1	50	100	150
Beef Feeders	3	150	300	450	2	100	200	300
Large Frame Cows (Holstein) <sup>(1)</sup>	0.7	35	70	105	1	50	100	150
Large Frame Heifer <sup>(1)</sup>	2	100	200	300	2	100	200	300
Medium Frame Cows (Guernsey) <sup>(2)</sup>	0.85	43	85	128	2	100	200	300
Medium Frame Heifer <sup>(2)</sup>	2.4	120	240	360	2	100	200	300
Horses - Medium Frame	1	50	100	150	1	50	100	150
Poultry - Laying Hens	150	7500	15000	22500	125	6250	12500	18750
Poultry - Broiler Chickens 12 week cycle	200	10000	20000	30000	200	10000	20000	30000
Poultry - Broiler Chickens 10 week cycle	250	12500	25000	37500	200	10000	20000	30000
Poultry - Broiler Chickens 8 week cycle	350	17500	35000	52500	200	10000	20000	30000
Poultry - Turkeys	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Sheep - Meat <sup>(3)</sup>	8	400	800	1200	4	200	400	600
Sheep - Dairy <sup>(3)</sup>	6	300	600	900	4	200	400	600
Swine - Finishing Pigs	6	300	600	900	4	200	400	600
Swine - Weaners	20	1000	2000	3000	20	1000	2000	3000
Swine - Sows	3.33	166.5	333	499.5	5	250	500	750

(1) For Livestock Units: Based on Milking Cows - tie stall or free stall. Includes calf to 150 kg (330 lbs).

(2) For Livestock Units: Based on Dairy Heifers - barn confinement or bard with yard. A dairy/cow-calf farm usually has milking cows, dry cows, heifers and calves. Multiply the number of milking/nursing cows by 1.5 to account for the followers when they are kept on the same farm.

(3) For Livestock Units: Based on Adult Sheep - no breakdown on type, i.e. meat or dairy.