



GUIDELINES FOR BUILDING PERMIT APPLICATIONS SMALL BUILDINGS INCLUDING SINGLE FAMILY HOMES AND ADDITIONS

THE CORPORATION OF THE TOWNSHIP OF NORWICH
210 Main Street East | P.O. Box 100 | Otterville, Ontario N0J 1R0
Phone (519) 879-6568 or (519) 863-2709 | Fax: (519) 879-6385

BRIAN REID C.B.C.O., CHIEF BUILDING OFFICIAL breid@twp.norwich.on.ca

ZONING:

1. A preliminary review is recommended to ensure there are no zoning issues. A sketch of the site plan allows us to review and confirm setback requirements. Non-compliance with Zoning By-law 07-2003-Z would require a minor variance or a zone change, which can take two to three (2 to 3) months or longer, if an O.M.B. hearing is required.
2. New houses located outside of a settlement must comply with Minimum Distance Separation Formula I (MDS I). A site plan is required showing the distance to all neighbouring properties with animal barns or manure storage facilities (normally within a 2000 ft. diameter). A list of the type and number of farm animals that either currently or previously occupied the barns is required. Discuss with the Chief Building Official.

AGENCY APPROVALS:

1. New homes not served by municipal sanitary services require a Sewage System Building Permit and approval from Oxford County Public Health and Emergency Services. A Performance Review Permit (review of the existing septic system) is required for any residential additions greater than 15% of liveable floor space or the addition of any bedrooms or plumbing fixtures. Upgrades to the existing system may be required. **No Building permit can be issued** until approval is obtained from a Public Health Inspector. Note: Soil percolation tests are required and cannot be done on frozen ground during winter months.
2. Sewage and water connection permit from Oxford County Public Works Water and Wastewater, if required.
3. Application for new laneway entrance on road allowance from the Public Works Department (Township, County, or Province) with the necessary approvals and fees paid, if required.
4. Approvals from Conservation Authorities, where flood plains, fill regulations or hazard lands are affected.
5. Approvals from Local Architectural Conservation Advisory Committee (L.A.C.A.C.), if required.
6. Notice of Project must be filed with the Ministry of Labour for any projects valued over \$50,000.00.

BUILDING PERMIT APPLICATION:

1. A building permit application must be completed together with full payment of all building and plumbing fees, development charges and deposits.
2. A scaled Site Plan indicating the following will be required:
 - a) Size, location, and dimensions of property.
 - b) Size and location of all proposed and existing buildings.
 - c) Location of existing or proposed private wells, septic tanks and tile beds.
3. Survey required locating new building after construction.
4. Lot grading plan by a Surveyor or Engineer required if located within a settlement.
5. **TWO** complete set of drawings complying with the Ontario Building Code (1992) indicating the following.
 - Roof and floor plans, elevations, sections showing materials used in construction, truss layouts and drawings.
 - Location of smoke and carbon monoxide detectors.
 - Mechanical drawings must show fireplaces, wood stoves, mechanical ventilation, hot water heaters, in-floor heating systems, and heating systems with duct layout.
 - Bedrooms in the basement require 5% daylighting. The minimum window size of 3.8 sq. ft. is required with no dimension less than 15 inches. A minimum clearance of 22 inches is required for any window wells.
 - Finishes in garages must meet flame-spread requirements.
 - Drawings submitted must be personally prepared by the property owner or completed by individuals qualified under the Building Code. The Building Code Identification Number (BCIN) must be clearly indicated on the drawings and “Schedule 1: Designer Information” (the declaration sheet within the building permit application) completed by the designer.
6. Taron Warranty Corporation Declaration (successor to the Ontario New Home Warranty Program) is required for new single-family homes.
7. Other permits such as **electrical** and moving, if required.
8. Plans cannot be altered without prior approval from the Township Chief Building Official.

INSPECTIONS: REASONABLE AND SAFE ACCESS IS REQUIRED TO ALL BUILDING SITES.

*****48-HOUR NOTICE IS REQUIRED*****

1. Commencement of construction of the building.
2. Before pouring footings.
3. Before backfilling of foundation wall.
4. Any underground plumbing, before covering.
5. Water and sewer lines inspected from building to property lines. **Note:** Oxford County Public Works requires separate inspections of all water, sewer, and storm lines and require 48-hour notice. (Phone 519-421-2203)
6. **In new subdivisions, an Ontario Land Surveyor must certify the foundation's height and location and approval obtained from the Chief Building Official before commencement of framing.**
7. On completion of framing. Truss diagrams and any specifications and layout of floor systems must be on site. **Stairs must be in place and the mechanical rough-in completed.**
8. The commencement and construction of masonry fireplaces, woodstoves and chimneys, factory built fireplaces and chimneys, and add-on furnaces using solid fuels.
9. Rough-in of plumbing and water supply lines. Air or water test on system is required. A smoke test on the final inspection may be required.
10. Insulation and vapour barrier, before covering. **Note: All rigid plastic insulations, including spray foam plastic, must be covered with an approved product prior to occupancy.**
11. All electrical wiring must be inspected. Separate permits must be filed with the Electrical Safety Authority. Website: www.esasafe.com Phone: 1-877-ESA-SAFE (372-7233) Fax: 1-800-667-4278
12. Final inspection of interior and exterior.
13. Occupancy permit required before occupying the building. *****IT IS ILLEGAL TO OCCUPY OR USE A STRUCTURE FOR WHICH AN OCCUPANCY PERMIT HAS NOT BEEN OBTAINED.**
14. **ANY MISSED INSPECTIONS CAN RESULT IN AN ORDER TO UNCOVER AND A THIRD PARTY REVIEW BY AN ENGINEER.**

CLOSE OUT:

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

1. Completion of all inspections including occupancy.
2. Final electrical inspection. Final certificate is required.
3. SURVEY indicating location of structure.
4. Final lot grading plan by Engineer or Surveyor. Approval of plan is required before release of any deposits.
5. Final inspection on items where deposits were required.
6. **IT IS THE OWNER'S RESPONSIBILITY TO CALL FOR ANY INSPECTIONS REQUIRED TO CLOSE OUT THE PROJECT. IF YOU WISH TO VARY FROM ANY OF THE ABOVE, YOU MUST DISCUSS YOUR PLANS WITH THE CHIEF BUILDING OFFICIAL BEFORE INITIATION OF WORK.**

**GUIDELINES FOR BUILDING PERMIT APPLICATIONS
INDUSTRIAL AND COMMERCIAL BUILDINGS**

APPLICATION:

Discuss with the Chief Building Official.

INSPECTIONS: REASONABLE AND SAFE ACCESS IS REQUIRED TO ALL BUILDING SITES.

*****48-HOUR NOTICE IS REQUIRED*****

1. Same as small buildings.
2. All required fire separations and closures, and all fire protection systems including standpipe, sprinkler, fire alarm, and emergency lighting systems must be inspected.

CLOSEOUT:

1. Discuss with the Chief Building Official.
2. *****IT IS ILLEGAL TO OCCUPY OR USE A STRUCTURE FOR WHICH AN OCCUPANCY PERMIT HAS NOT BEEN OBTAINED.**
3. **IT IS THE OWNER'S RESPONSIBILITY TO REVIEW WITH THE CHIEF BUILDING OFFICIAL ANY VARIANCES TO THE ABOVE BEFORE INITIATION OF WORK.**