

Municipality of Neebing 4766 Highway 61 Neebing, Ontario P7L 0B5

Ph: (807) 474-5331 Fx: (807) 474-5332 www.neebing.org

Municipal Building Permit Application

A non-refundable permit fee of \$100.00 will apply to all building permit applications submitted for processing.

Please be advised that administration and office staff cannot fill out forms for applicants. It is up to the individual to ensure that all required information is completed to avoid delays in processing of applications.

Thank you for your assistance.

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Building Permits - What are they?

A building permit is your formal permission to begin construction or demolition. It means that the municipality has approved plans for any new structure, addition, or renovation. Approved plans must comply with the Ontario Building Code, local zoning by-laws, and other applicable laws and regulations. Building permits regulate types of construction allowed in the community and ensure that building standards are met. The building permit process protects each homeowner's interests, as well as those of the community at large, and provides for the erection of safe structures. Permits help ensure that any structural change is safe, legal, and sound. It is unlawful to start construction or demolition before you get a permit. In many cases, your contractor will get permits on your behalf. However, remember it is the building owner who is ultimately responsible for complying with all building requirements.

You NEED a building permit if you plan to:

- Construct a new building A 'building' is defined in the Building Code Act as a 'structure occupying an area greater than 15m² which consists of a wall, roof, and floor *OR* any one or more of these.
- Build an addition on an existing building
- Demolish or remove all or a portion of a building
- Install, change, or remove interior walls (partitions) and load-bearing walls
- Make new openings for, or increase the size of, doors and windows
- Build a garage, carport, balcony, porch, sunroom, or deck
- Excavate and construct a foundation
- Install or modify heating, plumbing, air conditioning or fireplaces
- Change a building's use, i.e. seasonal to full time residential
- Place a 'sea can' type storage container on your property that is larger than 15m²

You do not need a building permit to:

- Replace existing, same-size doors and windows
- Build a roofless deck under two feet high (0.61m) that is not attached to a building
- Build a utility shed under 15m² (161.459 ft²) subject to distance from property lines
- Erect a small tarp-style portable car shelter with no foundation
- Install eavestrough provided that drainage is contained on your property
- Replace the shingles on a roof
- Re-insulating or adding insulation
- Repair or realign a chimney
- Repair of leaking foundations where there is no structural work involved.
- Install kitchen or bathroom cupboards without plumbing
- Paint or decorate

For all electrical permits and required inspections contact the Electrical Safety Authority at: 1-877-372-7233.

All septic field and leaching bed installations need to be permitted and inspected by the Thunder Bay District Health Unit. Contact them first at 625-5900 for application information.

What happens if you do not get a permit?

If you start construction but do not have the necessary permits, you may be ordered to stop work, be prosecuted, and even ordered to remove work already done. Contact the building department if you are not sure whether you need a permit for your project.

Building inspections when and why?

Building inspectors review projects during key stages of construction to ensure work complies with the building code and the approved plans. Inspectors may visit several times, depending on the project; they must be able to see the part of the work under inspection. Inspectors require a minimum of 48 hours notice to book an inspection.

How do I apply for a building permit?

The applicant must file an application in writing on prescribed forms. Every application must be signed by the applicant. The applicant must be the owner of a building or property or a person authorized in writing by the owner to apply for a permit on the owner's behalf. Every application must be accompanied by prescribed plans and specifications and the applicable permit fee payable to the Municipality of Neebing.

Where to apply for a permit?

You can make an application for any type of permit during regular office hours, Monday through Friday 9 am to 5 pm at the Municipality of Neebing, 4766 Highway 61, Neebing, ON P7L 0B5, Ph: (807) 474-5331 Fx: (807) 474-5332 email: neebing@neebing.org

How long does it take to obtain a building permit?

The time required for the processing of a building permit application varies in accordance with:

- The quality and completeness of submitted drawing plans and site plan
- The degree of compliance of the project with applicable regulations and zoning
- The size of the project and current workload of staff

What types of permit plans are required?

Permit plans must contain sufficient information to determine whether the proposed work conforms to all applicable regulations. The site plan outlines the dimensions of the property, driveways, septic, wells, and all existing and proposed buildings. Major projects may require a current plan of survey certified by a registered Ontario Land Surveyor. If you feel you have good working knowledge of current construction practices and the Ontario Building Code (OBC) regulations, an owner may design the plans (where the OBC outlines: these plans are required to be prepared by a qualified designer and/or Ontario architect and/or Ontario engineer). Applications may not be accepted/permits cannot be issued, when the plans are inadequate or incomplete. All plans must be in conformance to the minimum requirements of the OBC. A good set of plans is the best way to see your project completed on time and meeting the allotted (and possibly under) budget.

Who will review permit plans?

Permit plans will be reviewed by building inspection staff for compliance with the Zoning By-Law, Ontario Building Code and other related standards and by-laws.

Who will obtain the approvals from other agencies?

It is the responsibility of the applicant to secure required approvals and permits from other agencies (where applicable), <u>prior</u> <u>to the issuance of a building permit</u>. Septic and Driveway permits are two of the most important. Building inspection staff will advise the applicant of the required approvals from other government agencies upon application, e.g. Health Unit approval for permission to install septic systems, MTO permission to install a driveway entrance on a provincial highway, Lakehead Region Conservation Authority for permission to build on or near Use Limitation zones (shorelines, etc.).

What are the fees required when applying for a building permit?

The fee for the building permit will depend on the project. The permit fees are calculated by the Chief Building Official in accordance with the Permit Fees By-Law and are based upon the floor area of construction.

For further building information, please contact:

Chief Building Official (CBO)
Municipality of Neebing
4766 Highway 61 Neebing, ON P7L 0B5

cbo@neebing.org Cell: 807-630-9726 Office: 807-474-5331 Fax: 807-474-5332

NO BUILDING SHALL COMMENCE WITHOUT A BUILDING PERMIT. All building shall have the mandatory inspections completed or a "STOP WORK" order will be issued and will stay in effect until such time as the inspections have been completed. Inspections are carried out at the arrangement of the Chief Building Official (CBO). Inspections must be arranged by contacting the Chief Building Official (CBO) direct. The CBO has the authority to ask that all non-visually accessible components and materials be opened or exposed if the mandatory inspections have not taken place.

The Chief Building Official will issue the permit once all required information has been received and reviewed. The CBO will deal only with the land owner (permit applicant) for site inspections and not with general contractors once the permit has been issued. Communications with the CBO to co-ordinate inspections with the progress of the construction project is the responsibility of the permit applicant. Please review the standard stages of inspections included with this package.

All construction must follow the Ontario Building Code and must meet or exceed their criteria for construction and/or demolition. Failure to do so will delay the review and evaluation of plans.

Your building permit application must include the following (if applicable):

1. Working drawings

Two sets of working drawings in print and one in electronic format shall accompany this application and must include the following:

- Building Site Plan Diagram see example attached which includes:
 - Dimensions of the building lot (frontage & depth)
 - Location of all existing structures
 - Proposed location of new structures or additions (include distances from lot lines and other structures)
 - Location of well(s) and/or septic systems
 - Location of driveway entrance
 - Lot orientation (North to be indicated)
- Building Floor Plans for each level including:
 - Basement
 - First floor
 - Second floor
- Electrical, heating, ventilation, and plumbing isometric drawings and schematics for hydronic heat (if applicable)
- Engineered drawings for joist and truss layout
- Building cross section for foundations (ICF spec sheet, if applicable), walls, and roof see example attached
 - indicate the building materials being used in their construction
- Building elevation details

2. Filing of Plans

Plans must be filed and approved before a building permit will be granted. Plans may be drawn by the owner, BCIN Designer, or Ontario architect only.

3. Ownership

Proof of ownership of the subject property is required. PLEASE NOTE: It may take the Municipal Property Assessment Corporation (MPAC) up to three years to assess your new construction for taxation purposes. Ensure that you keep this in mind as you could receive a supplementary tax billing for three (3) years' worth of back taxes for any construction done. Arrangements can be made with the Municipal Treasurer to prepay taxes to ensure that a credit balance is in place. The assessment used will only be an estimate and the actual amount may be higher or lower according to MPAC's ruling.

4. Entrance permit

No building permit will be issued until an entrance permit is approved. Driveways entering municipal roads are permitted by the Municipality. Driveways entering Provincial Highways are permitted by the Ministry of Transportation.

5. Site inspections

Builders are responsible for notifying the municipal office at least one week in advance to arrange for inspections.

6. Building on Provincial Highways

The Ministry of Transportation of Ontario (MTO) has jurisdiction over all entrances leading onto provincial highways as well as having building set back requirements. MTO approval in writing is a *prerequisite for the issuance of a building permit*. For more information on driveway entrances on provincial highways visit their website: http://www.mto.gov.on.ca/english/engineering/management/corridor/entrance.shtml

7. Septic systems

Prior to the issuance of a building permit, you must contact the Thunder Bay District Health Unit (https://www.tbdhu.com/resource/applying-for-sewage-treatment-system-permit) and apply for a permit to install a septic system. Once you receive your permit, include the pink permit copy with your building permit application. Once the system is installed and inspected, you will receive a *Completion Certificate* from the Heath Unit. You must submit a copy to the Chief Building Official. This Completion Certificate is required prior to the issuance of an occupancy permit.

8. Telephone service

Where telephone service is to be installed or altered, TbayTel or Bell Canada should be advised in advance.

9. Potable water

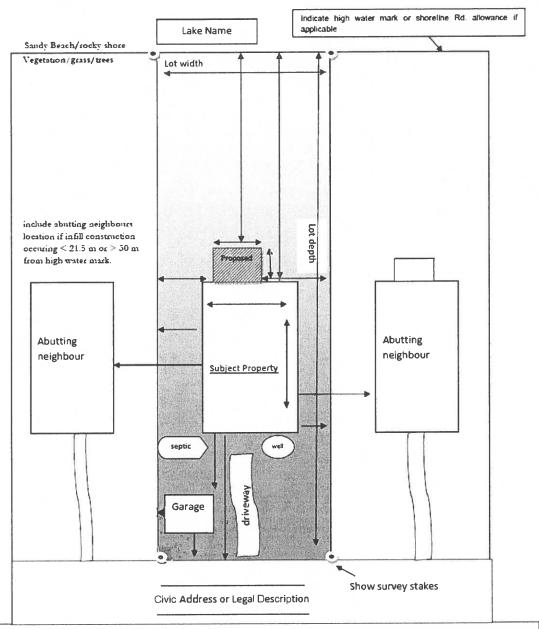
You must submit a certificate of potable water from the Ministry of Health prior to the issuance of an occupancy permit.

10. Electrical inspections

Electrical inspection permits must be issued by Electrical Safety Authority before electrical installations or alterations are undertaken. Contact the ESA at **1-877-372-7233** to discuss electrical projects.

11. Abandonment/cancellation of an application

A permit may be deemed to have been abandoned and cancelled six (6) months after the date of filing if work has not commenced or if the construction of the building is suspended or discontinued for a period of more than one year.

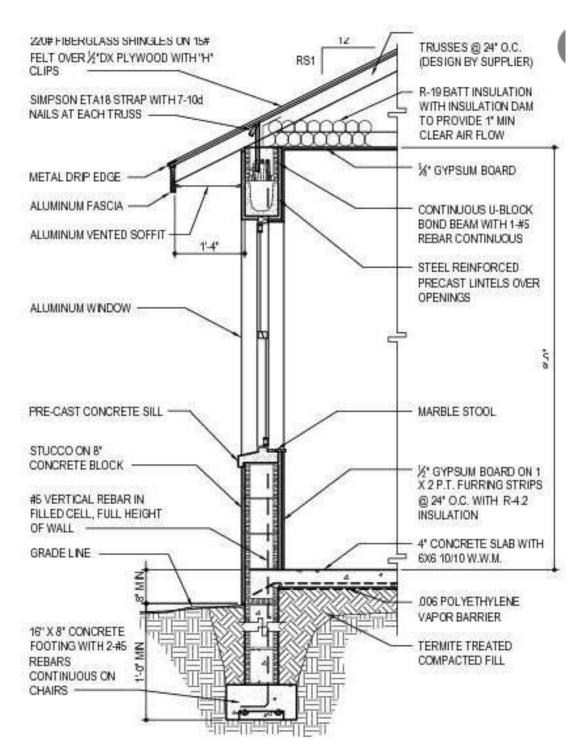


- ✓ Provide the property Legal description and include a survey if available. Indicate any iron markers or survey stakes on the diagram.
- ✓ Indicate all relevant distances and property dimensions
- ✓ Indicate the location and dimensions of proposed construction and label as "proposed". Include all relevant information . ie. Overhangs, cornices, sills, windows, chimneys, hot tubs, fences. etc.
- ✓ Provide the location of all structures, garages, sheds, well, septic, decks, docks, etc. on the subject property
- ✓ Provide abutting property information ie. location of main dwelling, wells, septic, decks, garages, shed etc.
- ✓ Indicate all adjacent roads, easements and right of ways, train tracks, rivers, paths, bushes, hedges, walkways and driveways

Measurements must be legible. Exact measurements are required.

Please use metric and bracket imperial measurements if desired.

Building Cross-Section for Foundations, Walls, and Roof - Example







Rear Yard

DETACHED GARAGE/SHED

APPLICANT	
ADDRESS	
DATE	

DRIVEWAY: Driveway location and design must be approved by the Municipality of Neebing.

TYPE A GABLE ROOF	TYPE B GABLE ROOF	TYPE C HIP ROOF
GARAGE DOOR IN GABLE END	GARAGE DOOR IN LOADBEARING WALL	
Building Information (Dime	nsions) Construction	n Information (Size, Material)
Width Length	1. Walls	2" X" @" Centres
Eaves*: Side Ends	2. a) Engineered Trusses	@" Centres
Wall Height Total Ht	or b) Rafte	rs 2" X" @" Centres

Foundation Information

Side Yard: Left _____ Right _____

Separation Distance To House_____

DIA. ANCHOR BOLTS @ O.C. "WIDE CURB "CONC. SLAB "REINFORCINGM "	1
☐ TYPE 1 ☐ TYPE 2	

Lintel Sizes		Ħ	ŧ				SIZE
Overhead Door	: (_	_)	-	2"	Χ	"
Man Door:	(2)	-	2"	Χ	"
Window:	(2)	-	2"	Χ	"

CAUTION:

Joists 2" X _____" @ _____" Centres

_____ " Plwd_ ____ " Chipboard

3. Roof Sheathing _____ " Plwd _____ " Chipboard

4. Roofing: Shingles _____ Roll ___ Metal __

5. Wall Sheathing6. Exterior Finish

A separate building permit will be required if a SOLID FUEL BURNING APPLIANCE (e.g. woodstove) is used in the proposed building. Refer to our "GUIDE TO RESIDENTIAL SOLID FUEL BURNING APPLIANCES."

☐ OTHER (Detail required)	FOLL BORNING AFFLIANCES.		
GARAGE/SHED PLAN: Recommended Scale - One Square = 2'0"	Plan Information Required		
NOT TO BE USED FOR SITE PLAN DRAWING	Floor Plan Showing Dimensions • Width And Length • Opening Locations		
	- Garage DoorW H		
	- Man DoorW H		
	- Windows (1)W H		
	(2)W H Interior Partitioning Additional Information (See Below)		
	OFFICE USE ONLY:		
	Building Area Zone		
	Reviewed By APPROVED		
	• Zoning		
	• Plans		
	Application No.		
	Issue Date		

A review of this project application information did not include a review of minimum separation dearances from overhead electrical distribution wires (conductors) and transformers or other matters for which specific information was not provided. The owner/ applicant is required to seek and obtain such other approvals as may be necessary. In all cases, the most restrictive condition applies. Where other restrictions cause any change to the location or construction of this project, such changes must be reviewed and approved by the Municipality prior to construction.

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Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act, 1992

For use by Principal Authority								
Application number:		Permit r	Permit number (if different):					
Date received:		Roll nur	nber:					
Application submitted to: The Cor	poration of th	e Municip	pality of Neebing	1				
A. Project information								
Building number, street name					Unit number		Lot/Con.	
Municipality	Postal Code		Plan number/oth	ner des	cription			
Project value est. \$			Area of work (m	2)				
B. Purpose of application								
☐ New construction ☐ Addition to existing b		☐ Altera	ation/repair		Demolition		Conditional Permit	
Proposed use of building Current use of building								
Description of proposed work								
C. Applicant Applicant is:	Owner or		Authorized a					
Last name	First name		Corporation or p	artners	snip			
Street address					Unit number		Lot/Con.	
Municipality	Postal Code		Province		E-mail			
Telephone number ()	Fax ()				Cell number ()			
D. Owner (if different from applicant)								
Last name	First name		Corporation or p	artners	ship			
Street address					Unit number		Lot/Con.	
Municipality	Postal Code		Province		E-mail			
Telephone number ()	Fax ()				Cell number			

E. Builder (optional)						
Last name	First name	Corporation or partnersh	hip (if applica	ble)		
Chroat address		<u> </u>	I limit moonala a		1.04/0.00	
Street address			Unit numbe		Lot/con.	
Municipality	Postal Code	Province	E-mail			
Telephone number	Fax		Cell number	-		
F. Tarian Marranty Comparation (Ontaria	Novellone Morront	Due auen)	()			
 F. Tarion Warranty Corporation (Ontario i. Is proposed construction for a new hom Plan Act? If no, go to section G. 			:	□ Ye	es 🗆	No
ii. Is registration required under the <i>Ontari</i>	o New Home Warranties	Plan Act?	i	□ Ye	es 🗆	No
iii. If yes to (ii) provide registration number	(s):					
G. Required Schedules						
i) Attach Schedule 1 for each individual who rev	iews and takes responsil	oility for design activities.				
ii) Attach Schedule 2 where application is to cons	struct on-site, install or re	pair a sewage system.				
H. Completeness and compliance with a	applicable law					
 This application meets all the requirements of Building Code (the application is made in the applicable fields have been completed on the schedules are submitted). 	correct form and by the capplication and required	owner or authorized agent schedules, and all require	t, all ed	□ Ye	es 🗆	No
Payment has been made of all fees that are re regulation made under clause 7(1)(c) of the <i>B</i> is made.				□ Ye	es 🗆	No
ii) This application is accompanied by the plans resolution or regulation made under clause 7(-law,	□ Ye	es 🗆	No
iii) This application is accompanied by the inform law, resolution or regulation made under claus the chief building official to determine whether contravene any applicable law.	se 7(1)(b) of the <i>Building</i>	Code Act, 1992 which en	nable	∃ Ye	es 🗆	No
iv) The proposed building, construction or demoli	tion will not contravene a	any applicable law.	I	□ Ye	es 🗆	No
I. Declaration of applicant						
I				dec	clare that:	
(print name)						
 The information contained in this application documentation is true to the best of my If the owner is a corporation or partners! 	knowledge.			nd othe	er attached	
Date	Signature of A	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, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information Use one form for each individual who reviews and takes responsibility for design activities with respect to the project. A. Project Information Building number, street name Unit no. Lot/Con. Postal Code Plan number/ other description Municipality B. Individual who reviews and takes responsibility for design activities Name Firm Street address Unit no. Lot/Con. Municipality Postal code Province E-mail Cell number Telephone number Fax number C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C1 **Building Structural** House HVAC - House Small Buildings Plumbing - House **Building Services** Large Buildings Detection, Lighting and Power Plumbing – All Buildings □ Complex Buildings Fire Protection ☐ On-site Sewage Systems Description of designer's work D. Declaration of Designer declare that (choose one as appropriate): (print name) ☐ I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4.of Division C. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: Firm BCIN: I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5.of Division C, of the Building Code. Individual BCIN: Basis for exemption from registration: The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: I certify that:

NOTE:

Date

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c).of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.

Signature of Designer

The information contained in this schedule is true to the best of my knowledge.
 I have submitted this application with the knowledge and consent of the firm.

2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practice, a limited license to practice, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario

Schedule 2: Sewage System Installer Information

A. Project Information	A. Project Information						
Building number, street name	Building number, street name			Unit number	Lot/Con.		
Municipality		Postal Code	Plan number/ other desc	ription			
B. Sewage system instal	ler						
Is the installer of the sewage sy emptying sewage systems, in a					servicing, cleaning or		
☐ Yes (Continue to Section C) ☐ No (Continue to Section E) ☐ Installer unknown at time of application (Continue to Section E)							
C. Registered installer in	formatio	n (where answ	ver to B is "Yes")				
Name				BCIN			
Street address				Unit number	Lot/con.		
Municipality		Postal code	Province	E-mail			
Telephone number		Fax ()		Cell number			
D. Qualified supervisor in	nformatio	on (where ans	wer to section B is "Yes	s")			
Name of qualified supervisor(s)			Building Code Identification				
0. qua0 caperco.(0)			amamig code racmaneans				
E. Declaration of Applica	nt:						
1					declare that:		
(prin	t name)				deciale that.		
			sewage system. If the insta en the installer is known;	ıller is unknown at tim	e of application, I shall		
OR □ I am the holder of the known.	permit to o	construct the sew	/age system, and am submi	tting a new Schedule	2, now that the installer is		
I certify that:							
1. The information contai	ned in this	schedule is true	to the best of my knowledg	je.			
2. If the owner is a corpo	2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.						
Date Signature of Applicant							

Submit to:

Thunder Bay District Health Unit

*****FOR OFFICE USE ONLY*****

MUNICIPALITY OF NEEBING - BUILDING PERMIT FEE WORKSHEET

Applicant	PERMIT No.
Project Location	PERIVIT NO.

	Building Component Description	*Area	Cost	Permit Fee
⊆	*Residential Dwellings Main Floor Area		\$.75 / ft ²	
Residential Construction	Second Floor Area		\$.40 / ft ²	
stru				
Con	Attached Garages		\$.30 / ft ²	
ntial	*Accessory Buildings Main Floor Area		\$.30 / ft ²	
sider	Detached Garage		\$.30 / ft ²	
Res	*Alterations and Additions Floor Area	ft² X	\$.55 / ft ²	=
	(Minimum Perm	it Fee Of \$75.00)	Subtotal	
	Building Component Description	*Area	Cost	Permit Fee
Commercial, Farm, Industrial & Institutional Construction	*Commercial, Industrial and Institutional Building Construction - inc	ludes 7 inspection	ıs	
ial, F rial 8 tiona uctic	Floor Area	ft² X	\$.85 / ft ²	=
nmercial, Far Industrial & Institutional Construction	*Farm Construction - includes 4 inspections			
Ins Co	Floor Area	ft² X	\$.30 / ft ²	=
8	(Minimum Permit	Fee Of \$150.00)	Subtotal	
S	Building Component Description	# of Units	Cost	Permit Fee
Fee	Application Fee for All Permits (Non Refundable Deposit)	Х	\$100.00	= \$100.00
rmit	Levy for Construction w/o Issuance of Permit - 50% of permit or \$100 wl	hichever is greate	r	=
r Pe	Inspections not included in permit fees	Х	\$100.00	=
Other Permit Fees	Fee to extend any expired permit (must be applied for prior to expiry)	x	\$100.00	=
	Change of Design/Use Permits	Х	\$100.00	=
	HVAC, Fireplace, Wood Burning Appliance Permits – includes 1		¢100.00	
	inspection	X	\$100.00	=
nits	Moving / Demolition Permits – includes 1 inspection	Х	\$100.00	=
Other Permits	Occupancy Permit – New Dwellings Only - Refundable on Issuance of	x	\$250.00	
Jer F	Occupancy Permit (non-refundable after 1 year)	^	¥230.00	
Ð.	Patio/Deck Permits – includes 1 inspection	X	\$100.00	=
	Temporary Building Permits – includes 1 inspection	X	\$100.00	
	Plumbing Permits – includes 2 inspections	X	\$100.00	=
	Swimming Pool Permits – includes 1 inspection	Х	\$100.00	=
pe si	Commercial Towers & Commercial Communication Towers – includes 4	T _x	\$1,000.00	=
esignate tructures Permits	inspections		. ,	
Designated Structures Permits	Non-commercial Wind Towers – includes 4 inspections	X	\$500.00	=
o s	Retaining Walls – includes 3 inspections	X	\$250.00	=
		Total Building F	Permit Fee	\$

*NOTE The building permit fee calculated herein may be adjusted upon completion of a plans review if these estimates prove inaccurate. Areas are calculated based on outside dimensions.