

THE CORPORATION OF THE TOWNSHIP OF GILLIES  
**ADVICE TO BUILDING PERMIT APPLICANTS**

Any structure or building having an area greater than 10 metres square (108 sq. feet) shall require a building permit prior to any construction, renovation or demolition commencing. Regardless of size, any new structure that it to be attached to an existing building, and any deck that is 0.6 metres (2 feet) above grade, also require a permit. All construction must follow the *Ontario Building Code* and must meet or exceed its criteria for construction and demolition. It is the responsibility of the building permit holder to meet these requirements and those listed below.

**NO CONSTRUCTION SHALL COMMENCE UNTIL A BUILDING PERMIT HAS BEEN ISSUED BY THE CHIEF BUILDING OFFICIAL.**

**1. APPLICATION**

- a) All building permit applications are to be submitted on the provincial Application for Construction and Demolition Form, available at the Municipal Office, on the website at [www.gilliestownship.ca](http://www.gilliestownship.ca) or the Building Code website at [www.obc.mah.on.ca](http://www.obc.mah.on.ca).

Schedule 1: Designer Information is to be completed and signed by the person who is undertaking the design activities (for example engineer or architect). If the owner has designed the work for his or her own purpose, the appropriate box is to be checked off, with “for own-purposes” listed as the exemption and the owner is to sign as the Designer.

Schedule 2: Sewage System Installer Information is to be completed if a new sewage system is to be installed, or if there is a change proposed to a current system.

- b) Every application must be signed by the owner, or an agent authorized in writing by that owner, and where there is more than one owner of a property to which the permit will apply, written authorization from each owner shall accompany the application. An Authorization of Owner Form is available at the Municipal Office or on the municipal website at [www.gilliestownship.ca](http://www.gilliestownship.ca).
- c) When Division C, Section 1.2 of the Code applies (all buildings over 600m<sup>2</sup> in gross area or three (3) storeys in building height; or buildings for assembly or care or detention occupancy), or for any building or structure containing specialized equipment, or any arch designed construction or component that is an engineered system, shall be accompanied by a completed Commitment to General Review by Architect and Engineers Form, which provides written acknowledgement and undertaking that an architect or professional engineer, or both, have been retained to carry out the general review of the construction or demolition of the building;

- d) Please allow at least 5 working days for the permit to be processed once a complete application is received, which includes:
  - i) Provincial application;
  - ii) Owner authorization for agent (if applicable);
  - iii) Building Permit Applicant Acknowledgement Form;
  - iv) All required plans and specifications (see section 2 of this document and Schedule “B” of the Building By-law);
  - v) Any other applicable information as requested by the Chief Building Official (i.e. land survey, sewage system permit/letter, MTO permit, Conservation Authority Permit, Commitment to General Review by Architect and Engineers Form, Nutrient Management Plan etc.); and
  - vi) Prescribed Fee (cheque or money order payable to Township of Gillies, or cash, sorry no debit or credit card).
  
- e) An application for a permit to construct an addition in which the proposed construction will increase the existing floor space of a detached single dwelling by 15% or greater, and there is an existing sewage system on site, shall include documentation from the Thunder Bay District Health unit which demonstrates that the Thunder Bay District Health Unit does not oppose the construction of the addition with respect to the existing sewage system.

## **2. PERMIT DRAWINGS**

- a) All building permit applications are to be filed with the required plans and specifications. See Schedule “B” of the Building By-law - List of Plans or Working Drawings to Accompany Application for Permits.
- b) Plans produced by a person other than the owner of a property upon which the construction is proposed shall be by registered or qualified professional engineer or architect, and as required under the Act and Code (refer to section 1 (c) of this document).
- c) After drawings are approved, any material changes must first be approved by the Chief Building Official.

## **3. LOT SIZE, SETBACKS, YARD AND BUILDING SIZE REQUIREMENTS**

- a) Proposed buildings and structures must comply with the provisions of the Zoning By-law. Please review the appropriate yard size, setback and building size for the appropriate zoning of your property. The Zoning By-law is available at the Municipal Office, or on the municipal website at [www.gilliestownship.ca](http://www.gilliestownship.ca).
- b) For new livestock facilities or the expansion of existing livestock facilities, applications shall comply with the Minimum Distance Separation Formulae of the Province of Ontario’s Ministry of Agriculture, Food and Rural Affairs.

The minimum distance separation is applied between a livestock facility and a non-farm land use in order to minimize the impact of odours emanating from the livestock facility. New non-farm development in proximity to existing livestock facilities must also comply with the minimum distance separation formulae.

#### **4. INSPECTIONS**

- a) It is the responsibility of the building permit applicant to ensure that the Chief Building Official is given notice at each stage of construction. Refer to Schedule “C” of the Building By-law - Stages Of Construction To Which Notice Shall Be Given, that is attached to the issued building permit for a list of required inspections.
- b) At least two business days notice is required prior to each inspection. No work shall be covered until the Chief Building Official has performed the inspection or two full working days excluding the day of notification have passed.
- c) If any required inspections are not conducted, and cannot be inspected at the time of final inspection, it will be noted in the inspection report and an occupancy or final permit may not be granted. If the applicant is strongly insistent on receiving a final or occupancy permit, then he or she at his or her own expense shall be willing to either,
  - i) uncover all portions of construction that are required to be inspected; or
  - ii) have an engineer certify that the building or part of building meets Code requirements.

#### **5. OCCUPANCY**

Prior to occupying a building or part of a building to which a building permit applies, an occupancy permit issued by the Chief Building Official is required. The building must be weather tight, adequately insulated and heated, and all safety requirements (fire, railings, etc.) installed before an occupancy permit is issued. Occupancy prior to receiving written authorization from the Chief Building Official is a contravention to the *Building Code Act*.

#### **6. ABANDONMENT / CANCELLATION OF A BUILDING PERMIT**

A building permit may be revoked by the Chief Building Official if construction has not seriously commenced within six months of the issuance of the permit, or if the construction or demolition of the building is, in the opinion of the chief building official, substantially suspended or discontinued for a period of more than one year. Partial refunds of the building permit fee are not available if a permit is revoked.

## 7. PERMIT RENEWALS

- a) Permits are valid for a period of one year from the date of issue.
- b) Upon expiry of a permit, an applicant shall either:
  - i) give notice to the Chief Building Official of an inspection for occupancy; or
  - ii) pay the prescribed renewal fee and complete a Declaration of Non-Occupancy Form.
- c) Permits shall only be renewed twice, with a one year additional extension available upon request of the applicant in writing to the Chief Building Official to justify an additional year renewal due to unforeseen circumstance or hardship.
- d) Permits not completed to the occupancy stage within three (3) years, or four (4) with the authorization of the Chief Building Official, shall be considered abandoned, the permit shall be revoked and the applicant shall either:
  - i) submit a new permit application together with the prescribed fee as set out in Schedule “A”, including full and complete documentation in order for a new permit to be issued; or
  - ii) restore the site fully to its previous state before construction had begun.

## 8. OTHER PERMITS THAT MAY BE REQUIRED

Permit Type	Organization/Agency	Contact
<b>Floodplain/Watercourse:</b> a permit is required if proposed construction/demolition is within 15 meters of a water way; or within 30 meters of the Whitefish River	Lakehead Region Conservation Authority	(807)644-5857 <a href="mailto:info@lakeheadca.com">info@lakeheadca.com</a> <a href="http://www.lakeheadca.com">www.lakeheadca.com</a>
<b>Sewage Systems</b>	Thunder Bay District Health Unit	Septic Field Division (807) 625-7990 <a href="http://www.tbdhu.com">www.tbdhu.com</a>
<b>Municipal Entrance Permit:</b> a permit is required for all newly constructed entrances off a municipal roadway	Township of Gillies	(807) 475-3185 <a href="mailto:gillies@tbaytel.net">gillies@tbaytel.net</a> <a href="http://www.gilliestownship.ca">www.gilliestownship.ca</a>

Permit Type	Organization/Agency	Contact
<b>Provincial Entrance Permits:</b> a permit is required for all newly constructed entrances off a provincial highway	Ministry of Transportation	<a href="http://www.ontario.ca/en/information_bundle/mineral/STEL02_038035.html">http://www.ontario.ca/en/information_bundle/mineral/STEL02_038035.html</a>  (807) 473-2000
<b>Provincial Building and Land Use Permit:</b> a permit is required if the proposed building or structure is within 45 meters of any limit of a provincial highway or within 180 meters of the centre point of an intersection.	Ministry of Transportation	<a href="http://www.mto.gov.on.ca/english/engineering/management/corridor/building.shtml">http://www.mto.gov.on.ca/english/engineering/management/corridor/building.shtml</a>  (807) 473-2000
<b>Woodburning Units:</b> inspection that may be required by an insurance company	Licensed Inspectors	Check local telephone or internet directories.
<b>Nutrient Management Strategy</b> – this applies to all farms that generate more than five nutrient units and are proposing to build, expand or renovate any building relating to livestock housing or manure storage.	Ministry of Agriculture, Food and Rural Affairs	<a href="http://www.omafra.gov.on.ca/english/engineer/facts/07-063.htm">http://www.omafra.gov.on.ca/english/engineer/facts/07-063.htm</a>  1-866-242-4460

## 9. OTHER HELPFUL RESOURCES

Electrical Safety Authority (electrical permits)	<a href="http://www.esasafe.com">www.esasafe.com</a> 1-877-372-7233
Hydro One (connections and disconnections)	<a href="http://www.hydroone.com">www.hydroone.com</a> 1-888-664-9376
TBaytel (service and line connections)	<a href="http://www.tbaytel.net">www.tbaytel.net</a> (807) 623-4400
Minimum Distance Separation Formulae	<a href="http://www.omafra.gov.on.ca/english/landuse/mds.htm">http://www.omafra.gov.on.ca/english/landuse/mds.htm</a>
<i>Ontario Building Code Act and Code</i>	<a href="http://www.e-laws.gov.on.ca">www.e-laws.gov.on.ca</a>
Chief Building Official - Cheryl Maki	Phone: (807) 708-2512 Monday to Saturday 9 AM to 5 PM Email: <a href="mailto:cmaki@xplornet.com">cmaki@xplornet.com</a> Fax: (807) 623-6653
The Municipal Office has copies of the Ontario Building Code Compendium and other resources for deck building, preserved wood foundations, and Minimum Distance Separation Formulae Guidebook and software, which may be referenced and used at the Office.	