

How to apply for a Building Permit.

Do I need a Building Permit?

Typical Projects That REQUIRE a Permit:

- Constructing a new building
- Any addition to an existing building
- A detached building (garage, storage sheds, gazebos, etc.) over 108 sq.ft/10 sq.m.
- Decks over 2 ft./600 mm from ground level
- Finishing previously unfinished spaces in a home such as basement developments, attics, etc.
- Plumbing, electrical or air-conditioning systems
- Foundation Repairs
- Swimming pools or any device capable of holding over 2 ft./600 mm of water
- Installing a wood stove / fireplace
- Wheelchair Ramps
- Temporary structures larger than 900 sq. ft.
- Demolish or remove all or a portion of a building

Projects That Normally DO NOT Need a Permit:

- Open decks under 2 ft./600 mm from ground level
- Replacing stucco, siding, or shingles with the same material
- Replacing doors and windows with the same size
- Fences (single & two-family dwellings only)
- Patching, painting, and decorating
- Installing cabinets and shelves

Although a building permit may not be required, it is still necessary for these projects to comply with the Building Code and applicable zoning requirements.

What must I do to apply for a building permit?

The following information is required for the Planning Department to process your application:

- 1) Completed building permit application;
- 2) Three copies of the building plans;
- 3) Once Professional Building Inspectors (PBI) have reviewed the plans, payment of the stipulated fee is required.

**If applicant wishes to get an estimate of the permit fees, they may contact PBI prior to submission of their application.*

What happens once I apply?

Step 1. Once a complete application is received, the planning department provides your application and plans to PBI for review.

Step 2. PBI notifies staff once they've reviewed the plans and provide the building permit fee. Staff will then notify you of what the fee is. Once paid, your permit is approved.

Step 3. PBI is your building inspector and will follow up with you to ensure you are following building codes.

What happens if I cancel my application after PBI has started reviewing the plans?

If you cancel your application after PBI has already started reviewing the plans, they will be charging the RM 1/3 of the total permit fee which the RM will need to recuperate from you.