



Users Guide to Service 1 Building, Plumbing, Demolition & Related Permits

For general information or a self-analysis of permit requirements pertaining to your proposal, the following pages are provided to guide explain the application and permit process.

Please note that staff assistance should be obtained for information contained in sections 2, 3. and 4 on the following pages.

As well, a summary sheet is included so that the information specific to your proposal can be recorded as each item in this list is reviewed. The summary sheet, once completed, is a valuable resource form to keep you on track and knowledgeable about the requirements applicable to your proposal.

Should you require assistance at any point along the way, the Building Department staff is available to provide information and suggestions.

1 General Information

a. *What is a permit?*

A permit is a document which grants legal permission to start construction of a building or plumbing project or to demolish a building.

b. *What is the purpose of permits?*

Permits ensure that construction and demolition within the City comply with standards set out in the Ontario Building Code, the City Zoning Bylaw and other applicable legislation.

c. *What type of work requires a permit?*

- | | |
|-----------------|----------------------------|
| - additions | - new buildings |
| - alterations | - plumbing systems |
| - carports | - pools |
| - change of use | - prefabricated structures |
| - decks | - renovations |
| - demolitions | - retaining walls |
| - fireplaces | - sheds |
| - foundations | - signs |
| - garages | - temporary buildings |
| - HVAC systems | - tents |
| - mobile homes | - wood stoves |

Information handouts are available for many types of projects at City Hall.

d. *How do I apply for a permit?*

Permit application forms are available in the Building Department at City Hall. The permit application requires information about your proposed construction project. You will be asked to document 'who' will perform the work, and 'what', 'where', 'when' and 'how' the work will be completed. Scaled drawings, plans or other documentation of the proposed work will have to be submitted for review. Therefore, your application for a permit should include the following:

- a) completed application form
- b) site plan
- c) construction drawings
- d) other documentation (for instance, verification of other approvals which may be required for your application)
- e) prescribed permit fee
- f) other applicable fees (i.e. development charges, etc.)

Further information is provided on the following pages.

2 Requirements Pertaining to All Buildings

a. *Zoning*

Similar to other municipalities, the City of Brantford has its own Zoning Bylaw that contains regulations listing permitted uses, location, size, and height of buildings, as well as other matters such as parking, open space requirements, and so forth. Some of these regulations, such as how close to the property line buildings can be constructed or the maximum size of a building, may conflict with your proposal.

Building Department staff will advise you of the current zoning regulations for the property if you provide sufficient information about the site and your proposal (such as an updated survey or a site plan).

There is a fee for written confirmation regarding the zoning of a property.

b. *Building Code Classification & Construction Drawings*

For the purposes of evaluating a proposal for conformity with the Ontario Building Code, it is necessary to classify the building proposal type as residential, commercial, industrial, or institutional. A listing of building types and the corresponding building classification is established in the Building Code for reference purposes.

Building Department staff will assist you in determining your proposed building classification or provide you with relevant Ontario Building Code information on this topic.

c. *Permit Fees*

A listing of the fees for permits as well as other services such as letters confirming zoning,

and outstanding work orders is available. Staff members will assist you in calculating the fees applicable to your specific proposal or request.

3 Requirements Pertaining to Building Location

a. *Site Plan Control*

In accordance with the provisions of Section 40 of the Planning Act, all of the lands within the Corporate boundaries of the City of Brantford have been designated as a Site Plan Control area.

The bylaw designates the City of Brantford as a Site Plan Control area, but does, however, contain provisions excluding certain classes of development from this process. Types of development which may be undertaken without such approval are listed in the bylaw provided they are not located in specified areas also listed in the bylaw.

Staff assistance should be obtained in making a determination as to whether or not Site Plan Control approval is required.

b. *Lot Grading Plan*

If your proposal is in an area where a lot grading plan is in effect, the site plan submitted with your permit application must contain sufficient grading information to show that it meets with the approved grading plan. Grading plans are typically required in subdivisions and as a condition of Site Plan Control approval.

c. *Demolition Control Area*

Residential property is not to be demolished or otherwise removed in whole or in part within the boundaries of the Community Improvement Policy Area unless Council approval is received. The C.I.P.A. is an area which includes the downtown core as well as a significant area adjacent to the core area. A map and a listing of the streets is available at City Hall. Staff members will assist you in determining if your property is within the area.

d. *Demolition Requirements*

All demolition outside the Demolition Control area and all demolition which receives relief from the demolition control bylaw must provide notification and/or receive approval from other government agencies prior to the issuance of a demolition permit. These notifications and/or approvals involve the following, where applicable:

- Brantford Heritage Committee
- Public Utilities Commission
- Plumbing Department
- Union Gas Company
- Bell Canada
- Rogers Cable T.V.
- Brantford Fire Department

The Building Department will discuss your proposal and advise you of which notifications and approvals must be completed and provide you with a form containing the names and addresses of where these may be obtained.

Building Department staff will also request that you complete a short questionnaire regarding Building Construction and Environmental concerns. Depending on the extent of demolition involved, it may be necessary to retain a professional engineer to undertake the general review of the project. If the property was used for an industrial use or if there are concerns respecting previous use of hazardous materials or substances on the property, comments and concerns of the Ministry of Environment would have to be addressed prior to permit issuance.

e. *Heritage Buildings*

Your proposal could be affected by the heritage regulations in two ways: it may be located in the Brant Avenue Heritage Conservation District which is located on both sides of Brant Avenue between St. Paul Avenue and Dalhousie Street; it may involve a building which has been specifically designated as a heritage property.

The Building Department can help you determine if your property is affected by a heritage zoning and has maps of the zones available.

f. *Grand River Conservation Authority (G.R.C.A.)*

Permission from the G.R.C.A. is required to construct and alter a structure located in a floodplain, pond, or swamp. Properties to the north of Brant Avenue and Colborne Street are not within the floodplain, but properties to the south of these streets may or may not be part of the affected area. Reference to our street index and map should be used to make this determination.

g. *Areas Regulated by the Brant County Health Unit*

Approval from the Health Unit is required if your proposal involves the installation of a restaurant.

h. *Ministry of Transportation Approval*

A permit is required from MTC under the following conditions:

- i. To place, erect, or alter any building or other structure, upon or within 45 meters of any limit of the 403 Highway or upon or within 395 meters of the centre point of a 403 Highway access intersection.
- ii. Use any land, any part of which lies within 800 meters of any limit of a controlled access highway, for the purposes of a shopping centre, stadium, fairground, race track, drive-in theatre or any other purpose that causes persons to congregate in large numbers.

a. *Ontario New Home Warranties Plan Act*

If you are planning on building a new home and are planning on constructing it on your own, there is no warranty coverage under this Act. For a home to be covered, according to this Act, the home must be built by a builder, which is defined in the act as "a person who undertakes the performance of all the work and supply of all the materials necessary to construct a completed home".

If you are employing the services of a builder to construct your home, the builder's NHWP registration number must be provided on the building permit application; if you are acting as the general contractor, it will be necessary to complete a declaration (available in our office) respecting your role as the builder, under this act.

b. *Design Requirements*

A listing of buildings that must be designed by an architect or professional engineer, as required in the Ontario Building Code, is in the Building Department.

c. *Development Charges*

Development Charges are related to growth. These are funds collected by the City and used to recover the costs incurred in growth-related services. The charges apply to both residential and non-residential developments. Staff members will assist you in calculating the development fees applicable to your specific proposal, or if you wish we have a handout available which lists the basic unit charges for the various types of development.

5 Requirements Pertaining to Plumbing Systems

a. *Licensing*

A permit is required to install any new plumbing or alter existing plumbing. In order to safeguard life, health and property; every Person, Firm or Corporation engaged in or working at the business of plumbing or sewer or drain laying must be licensed as required in the City's Plumbing Bylaw. An exception to this regulation allows an owner to undertake, install, or alter plumbing in his principal single family residence without a license.

Private sewage systems should be designed by a person competent in this field and must be installed by a person licensed in accordance with the provisions of the Ontario Building Code.

b. *Testing*

All plumbing must be tested and inspected before being concealed by floor or wall finishes. Testing at this stage consists of a water test completed in accordance with code requirements.

A final inspection and test is also required upon completion. Testing at this stage consists of a smoke test completed in accordance with code requirements.

Note that any plumbing for new connection made to the municipal sewer system must be verified by a dye test. A Consulting Engineer must complete this dye test, and verification must be submitted by the Engineer to the City verifying that appropriate testing of the sanitary fixtures was undertaken and revealed that the sanitary services are properly connected to the main municipal sanitary sewer collection system.