

## **'A GUIDE TO BUILDING'**



# **Municipality of Meaford**

**Building Department**  
21 Trowbridge Street West  
Meaford, On., N4L 1A1

Phone: (519) 538-1060  
Fax: (519) 538-1556

## AIM AND APPLICATION OF THE GUIDE

This guide is intended to help you better understand the requirements for building as set by applicable law, which could either be a Municipal By-law, a Provincial Statute, or a combination of both. This guide also explains our fees and charges.

It also outlines what is expected of you during the course of construction.

This is a **GUIDE ONLY** and is not intended to be a substitute for any applicable law. If you have any doubts or questions, please contact

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## WHEN DO I NEED A BUILDING PERMIT?

Building permits are required for any new construction, alteration or repair. Following is a few **examples** of when a permit is **required**:

- 1) Any new structures greater than 10 m<sup>2</sup> (107 ft<sup>2</sup>). Those structures less than 10 m<sup>2</sup> still **MUST COMPLY with zoning & other applicable laws**
- 2) Adding a carport, garage, deck, porch, room(s) or another story to an existing building
- 3) Adding structural features such as a balcony, dormer, enclosing a porch, window enlargement, wind turbine or solar panel(s) addition
- 4) Excavating to construct a new or full basement under an existing house
- 5) Any structure containing plumbing (even those less than 10 m<sup>2</sup>)
- 6) Doing renovations or repairs or undertaking structural changes
- 7) Signs having structural components
- 8) Change of Use of occupancy of a building
- 9) Heating plant replacements
- 10) Installation of solid fuel-burning appliances
- 11) Replacing an existing deck, porch, carport etc
- 12) Chimney construction
- 13) New or replacement plumbing
- 14) Retaining wall(s) exceeding 1 m in height – Note: Grading By-law still applies

- 15) Temporary Tent
- 16) Tarp Structures
- 17) Manure Storages
- 18) Barns
- 19) Grain Bins & Silos
- 20) Garden and Implement Sheds
- 21) Swimming Pool and their Enclosures
- 22) Spas
- 23) Moving a building within or into the Municipality
- 24) Site Servicing
- 25) Sewage system installation or alteration

***Note: There may be other instances where a building permit would be required. If you are unsure whether a permit is required, you are strongly encouraged to review your proposed project with the Building Department Staff prior to proceeding.***

A Demolition Permit is required if you are tearing down a building or part of a building.

All “structures” including dwellings, accessory buildings, decks and porches must be located on the lot and conform to the zoning by-law and applicable laws for that parcel of land, regardless of whether a building permit is required.

### HOW DO I APPLY?

During the preliminary planning stage of your project, you must determine the zoning by-law rules that apply to your property. Zoning by-laws regulate the use, size, location and types of “structures” permitted on all property within the Municipality. [Click here](#) to link to the Planning Services page & access to Zoning By-law 60-2009.

You will be required to complete and sign an application form. These forms are available in the Building Department located in the municipal offices located at 21 Trowbridge Street West, Meaford ON or [click here](#) to be linked to the Building Permit Application package.

You may also be required to submit other pertinent information depending on the type of construction project you propose.

A down payment (or full permit value) is required at time of application. This down payment is non refundable if the permit is withdrawn by the applicant.

## INFORMATION REQUIRED WHEN APPLYING FOR A BUILDING PERMIT

- ✘ **Completed Application for a Permit to Construct or Demolish**  
MUST be filled out in its entirety. [Click here](#) to link to the authorized form
- ✘ **Completed Schedule 1: Designer Information**  
MUST be filled out by the designer who takes responsibility for the design work. [Click here](#) to link to the Ministry's authorized form
- ✘ **Completed Schedule 2: Sewage System Installer Information**  
MUST be filled out by the installer of the on-site sewage system. [Click here](#) to link to the Ministry's authorized form.
- ✘ **Site Plan**  
A detailed site plan must be submitted with all applications, drawn to scale and fully dimensioned – showing dimensions to the property lines, septic tank, septic bed, well, other structures on the property, overhead power lines, easements, entrances, water line location etc.
- ✘ **Two Complete Sets of Construction Drawings**  
Two complete sets of construction drawings, showing floor plans, elevations, sections, details, roof plan, etc, prior to the processing of any application
- ✘ **Grading Plan**  
Prepared by a Professional Engineer or Ontario Land Surveyor. [Click here](#) to link to the Grading and Filling by-law. [Click here](#) to link to the amendment to the Grading and Filling by-law. [Click here](#) to link to the Grading and Filling Application Form
- ✘ **Engineered Drawings**  
All engineering must be supplied to the Building Department
- ✘ **Entrance Permit**  
Any property wishing access onto a maintained road requires an entrance permit from that roads maintenance authority (e.g. Municipality, County, MTO). Contact the authority having jurisdiction. [Click here](#) to link to the Municipality of Meaford's Entrance Permit Application Form. [Click here](#) to link to the County of Grey Entrance Permit Application Form. [Click here](#) to link to the MTO Entrance Permit Application Form
- ✘ **Addressing**  
A detailed site plan must be supplied along with the completed application showing the driveway location and width of the driveway, setbacks to property lines, neighbouring driveway locations and their addressing.
- ✘ **Payment**  
Minimum required down payment or full permit fee shall be paid upon application. [Click here](#) to link to the fee chart as per by-law.
- ✘ **Compliance with “Applicable Laws” (Not limited to):**

<b>Grey Sauble Conservation Authority</b>	<b>519-376-3076</b>
<b>Niagara Escarpment Commission</b>	<b>519-599-3340</b>
<b>County of Grey Transportation Services</b>	<b>519-376-7337</b>

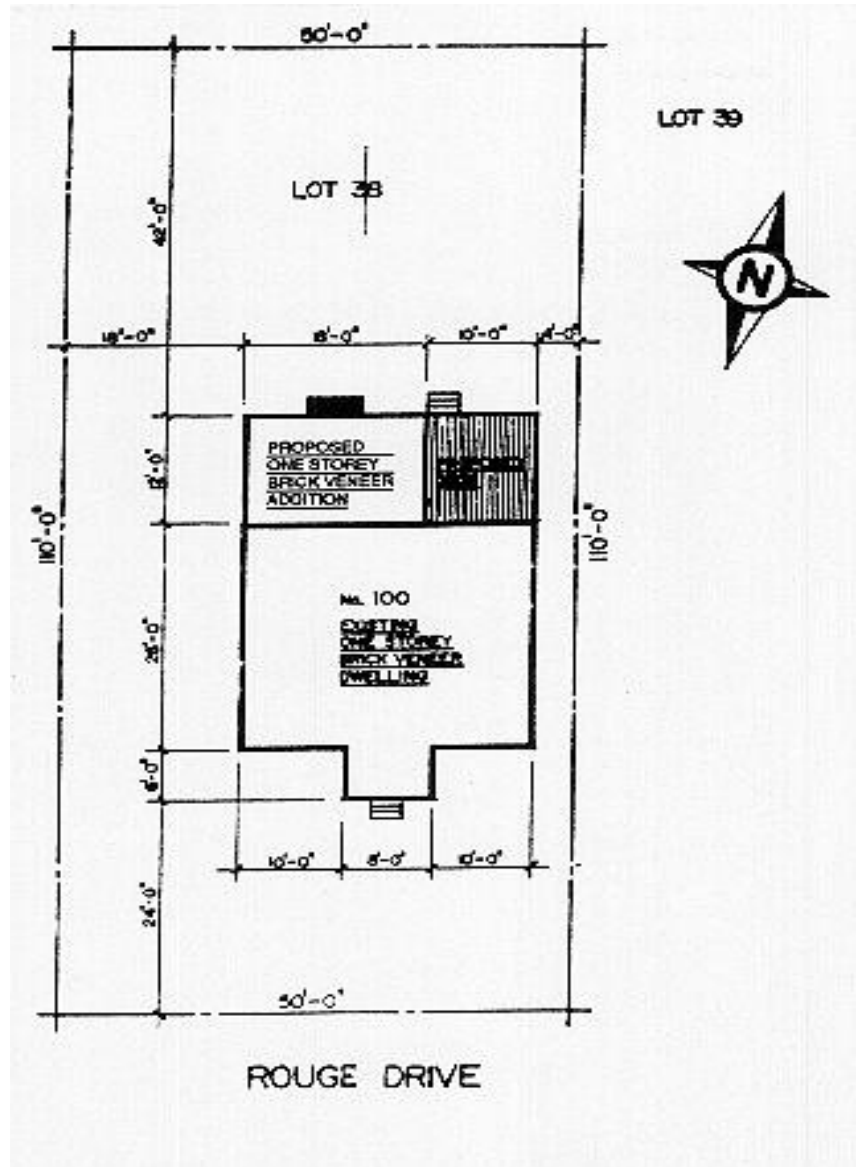
## CONSTRUCTION DRAWINGS

### THE SITE PLAN (Plot plan or Survey)

A site plan is required for any new buildings, additions, or accessory structures.

A site plan should be drawn and contain the information shown below (all that is applicable).

- ✦ title of plan
- ✦ scale
- ✦ north arrow
- ✦ lot lines and dimensions
- ✦ street name(s)
- ✦ setbacks to lot lines
- ✦ setbacks to other structures
- ✦ parking location and dimensions
- ✦ entrance location & size
- ✦ septic tank and bed location
- ✦ well location
- ✦ easements, hydro lines
- ✦ overhang encroachment(s)
- ✦ accessory structures & decks
- ✦ existing and proposed construction & dimensions



Note:

In rural area, M.D.S. (minimum distance separation) calculation may apply. Location and size of neighboring dwellings & barns, types and number of livestock housed, tillable acres and type of manure and manure storage criteria is required. Please supply this information at time of application.

## BUILDING PLANS OR DRAWINGS

Drawings are required for all new buildings, additions, accessory buildings and structural alterations. The Building Department requires two sets of drawings, and once approved, one set will be returned to the applicant. This approved set (Site Copy) **must** be kept on the construction site at all times for use by all trades and inspection referencing.

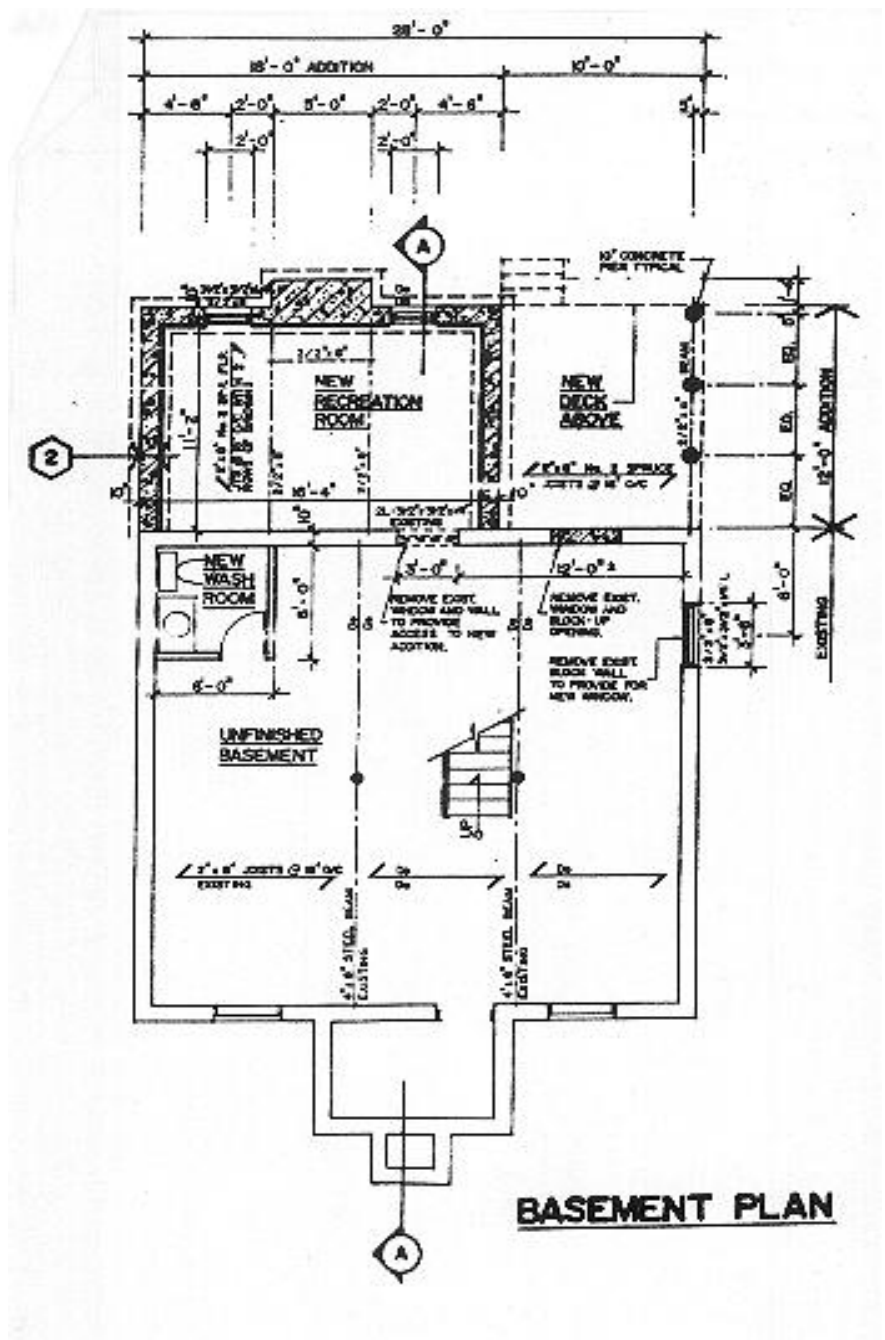
Measurements may either be in imperial or metric.

Plans vary depending on the type of construction but typically include:

### THE FOUNDATION OR BASEMENT PLAN

The following information needs to be included on the basement or foundation plan.

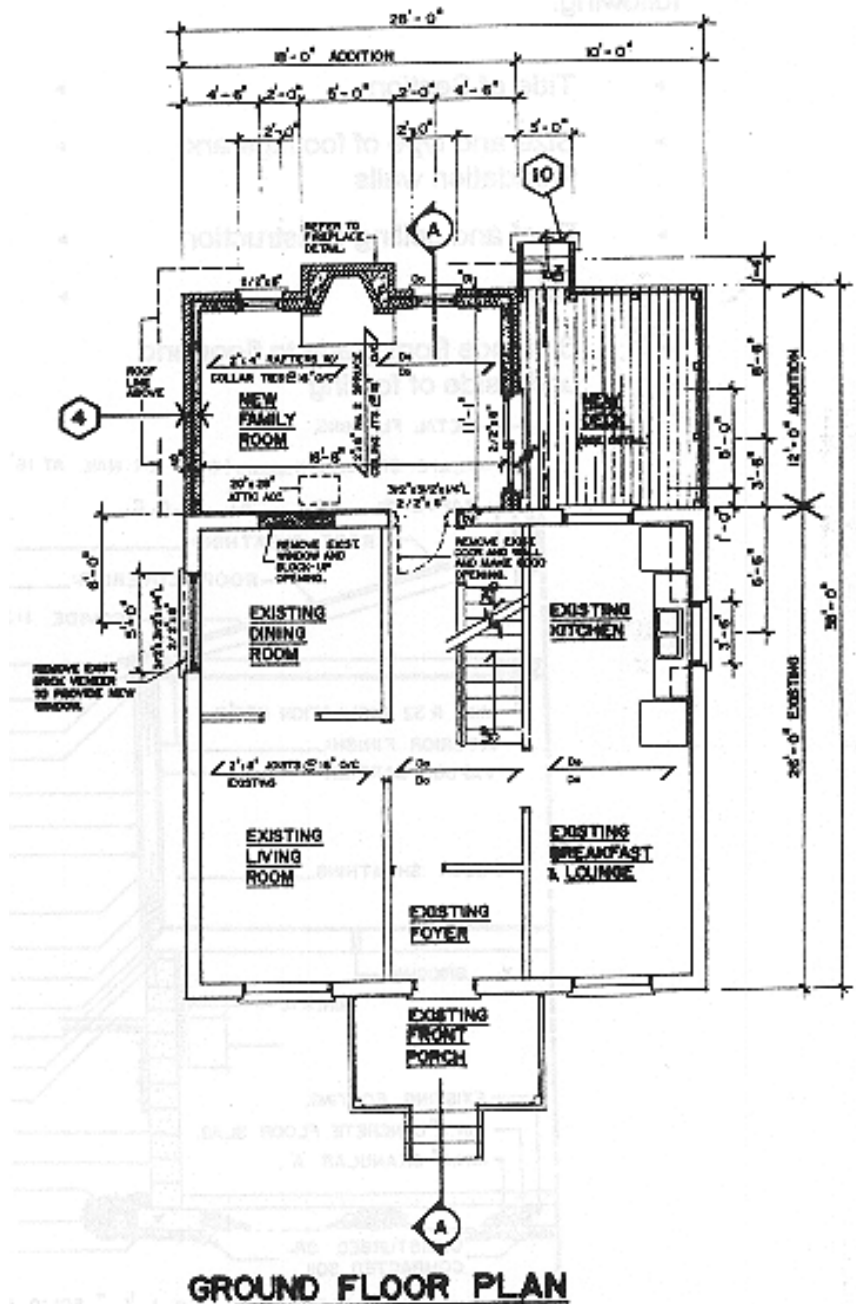
- ✦ fully dimensioned
- ✦ size and location of beams
- ✦ bearing walls or support columns
- ✦ footing size (strip, column and pier)
- ✦ foundation thickness
- ✦ foundation type (concrete block, poured, wood, etc.)
- ✦ size and type of floor joists, spans and centers.
- ✦ stair location & framing
- ✦ floor drain & sump pump
- ✦ plumbing location or future vent
- ✦ floor covering
- ✦ smoke detector & carbon monoxide detector
- ✦ room titles
- ✦ sectional arrow(s)
- ✦ width, location and lintel sizes of all openings



## FLOOR PLANS

A floor plan is a top view of the structure as seen if it is cut horizontally a few feet above the floor. One floor plan is required for every floor of the house. Each floor plan shows the interior layout of the level in question as well as providing the structural framing information for the floor above. In the case of the top floor plan, the roof framing is shown instead. Each plan should include the following information.

- ✦ title of plan
- ✦ scale
- ✦ use of rooms & space
- ✦ extent of new construction including new work within an existing building
- ✦ size, type and location of exterior and interior walls and partitions
- ✦ width, location and lintel size of all openings
- ✦ location, dimension and direction of stairs
- ✦ size, type, spacing and location of structural members
- ✦ sectional arrow(s)
- ✦ floor covering
- ✦ crawl space access
- ✦ attic access
- ✦ references to detailed drawings
- ✦ material specifications or notes

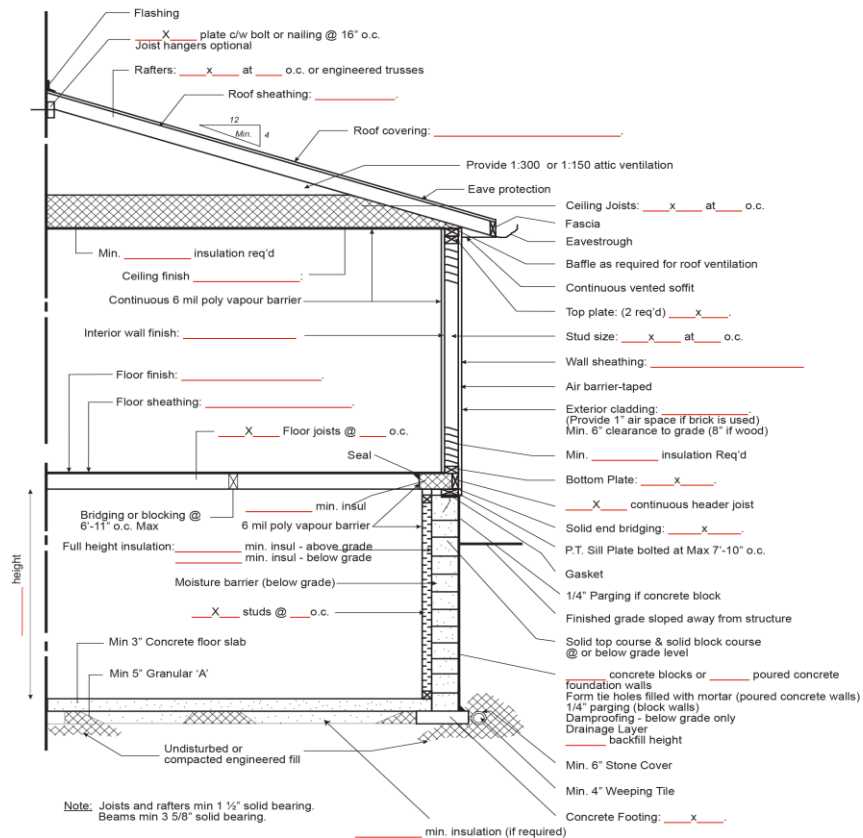


## SECTIONS

A section presents a view of the house along an imaginary cut through one particular location of the building. It illustrates the typical relationship between the various components which are hidden in walls, floors and ceilings. Additional sections may be required at other locations to provide further clarifications. The extent of the sections should correspond with the sectional arrows shown on the plans. It should indicate the following.

- ✦ title of section
- ✦ size and type of footings and foundation walls
- ✦ roof and ceiling construction
- ✦ grade
- ✦ backfill height
- ✦ overall building height
- ✦ overhang dimension
- ✦ distance from grade to underside of footing
- ✦ scale
- ✦ exterior and interior wall construction
- ✦ floor construction
- ✦ attic and crawl space ventilation
- ✦ foundation wall height
- ✦ roof and crawl space ventilation
- ✦ foundation drainage

Wall Detail

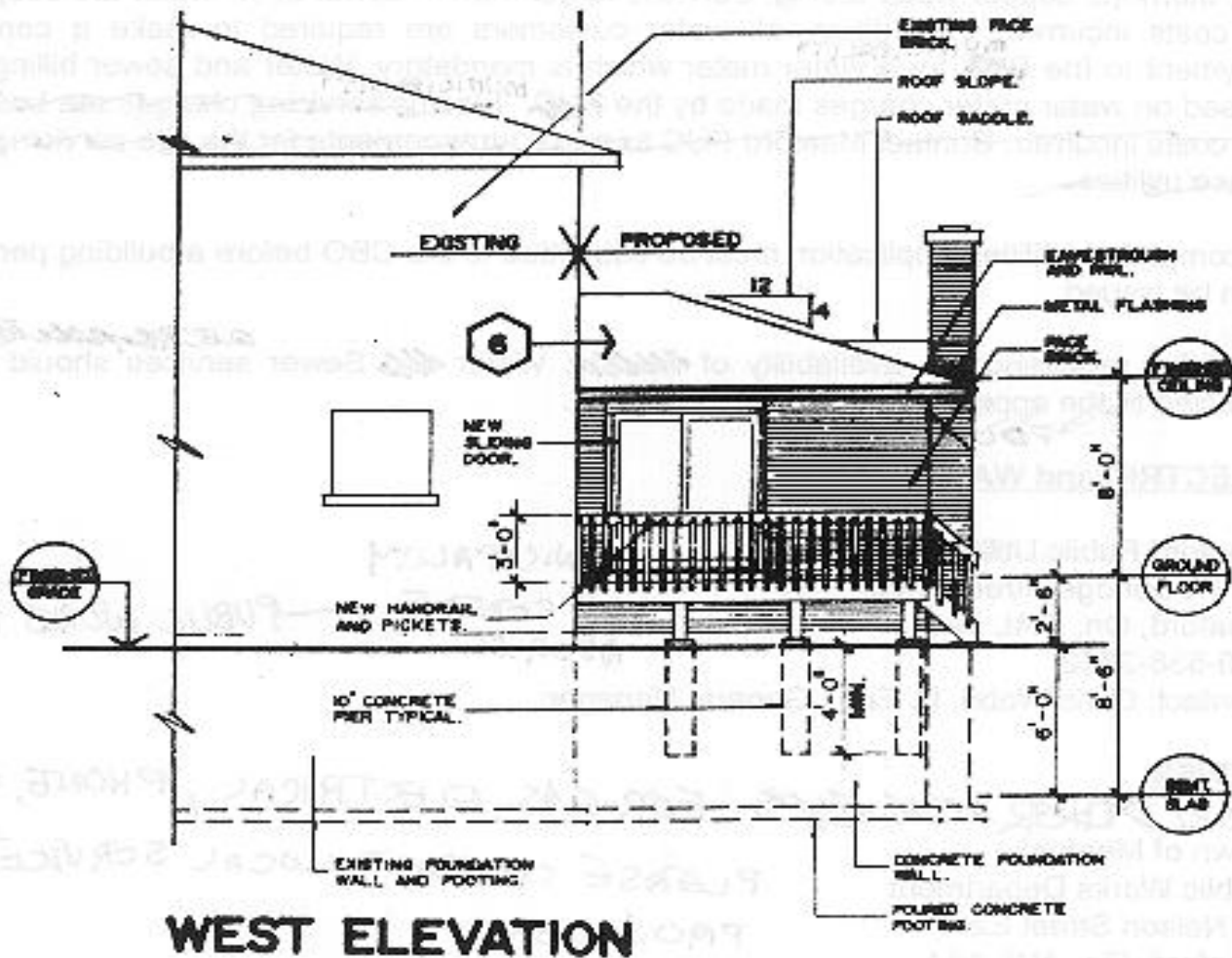




## ELEVATIONS

Elevations show the exterior of each side of the building. Each elevation is identified by the direction it is facing. It should contain the following.

- ✦ title of elevation
- ✦ extent of new and existing construction
- ✦ grade level
- ✦ roof shape, slope and finish
- ✦ exterior lighting (required at all exits)
- ✦ deck(s), porch(s) & guarding
- ✦ dimension from grade to u/s of ceiling
- ✦ foundation & footing construction
- ✦ scale
- ✦ vertical dimensions of walls, windows and doors
- ✦ overhang dimensions
- ✦ rain water leader & eavestrough
- ✦ exterior cladding & flashing
- ✦ chimney height & distance to roof
- ✦ stairs & railing



## UTILITIES AND SERVICES

### UTILITIES – Water and Sewer

Municipal Utilities are generally provided within the major urban area as well as water only, in the hamlet of Leith. An application for Utility Services is available from the Municipal Administration Centre. The top section of the Application for Utility Services form must be filled in completely and returned to the Chief Building Official. After being received by the Chief Building Official, the application form is completed indicating the status and availability of existing water and sewer services as well as the applicable charges for each utility and item. [Click here](#) to link to the Application for Utility Services.

The builder<sup>1</sup> is responsible for the installation of new underground utility services on private property. As well, additional connection charges are applicable for the connection laterals of utilities to the municipal systems (if not already provided). There are minimum fixed fees for each new sewer and water installation and inspection of the lateral on municipal property up to a size suitable for most residential requirements – 4” diameter PVC sewer duct and ¾” diameter water service pipe. Services larger than 4” sewer or ¾” water are subject to costs incurred. In addition, all water customers are required to make a capital payment to the municipality for a water meter and back flow preventer, which are mandatory. Water and sewer billing is based on water meter readings.

A completed Application for Utility Services form must be submitted to the Chief Building Official and services paid for prior to a building permit being issued.

Inquiries regarding the availability of water and sewer services should be directed to:

Municipality of Meaford  
21 Trowbridge Street West  
Meaford, ON. N4L 1A1  
Phone 519-538-1060, Fax: 519-538-5240

For gas, electrical, telephone, cable TV etc., please contact the local service provider

<sup>1</sup> Builder means owner, agent or contractor

### PRIVATE ON-SITE SEWAGE SYSTEM

On-site sewage system permits apply to areas of the Municipality of Meaford which are not serviced by a municipal sewer.

Permits are required for the installation, repair or enlargement of any private sewage system (i.e. septic tank and tile bed). An on-site sewage system permit is required prior to any work being done.

An on-site sewage system evaluation is required when your construction project includes a new addition, increased fixture units (hydraulic loading), a renovation increasing the number of bedrooms, septic area encroachment (including decks) or a change of use. A copy of the approval must be obtained before a building permit can be issued for the new construction.

Please note a 5 day notification as per 1.3.5.3.(2) Div C of the Ontario Building Code maybe required for inspections.

[Click Here](#) to link to the On-Site Sewage System Application Package.

[Click Here](#) to link to the Sewage System Evaluation Application Form

## **ADDITIONAL PERMITS**

### **PLUMBING PERMITS**

Plumbing permits are required for the installation of any plumbing fixtures or plumbing and drainage systems (new, replaced or altered). Permits are issued by the Building Department. All plumbing is subject to inspection. A water or air test must be verified by the Building Department at the time of inspection. [Click here](#) to link to the Plumbing Permit Application form or contact the Building Department at 519-538-1060 for additional information.

### **DEMOLITION PERMITS**

Demolition permits are required prior to the removal of most structure from the property. [Click here](#) to link to the Demolition Permit Application form or contact the Building Department at 519-538-1060 for additional information.

### **GRADING AND FILLING OF A PROPERTY PERMIT**

An engineered drainage & grading plan (or plan prepared by an Ontario Land Surveyor) is required prior to the issuance of a Building Permit or the re-grading of a property in all Residential, Development, Commercial, Industrial, Institutional, Harbour, Open Space and Environmental Protection Zones. Securities will be collected at time of permit issuance. Prior to these securities being released back to the applicant, the Engineer or Ontario Land Surveyor must certify that the drainage and grading has been completed in accordance with the drainage and grading plan for which the permit was issued (Not adversely affecting adjacent properties and demonstrating compliance with the overall drainage and grading plans of the subdivision – as applicable). [Click here](#) to link to the Grading and Filling Application Form.

### **ENTRANCE PERMIT**

Proof of an approved entrance is required prior to the issuance of a building permit. This is either obtained from the Municipality of Meaford's Transportation Services, Grey County Transportation Services or the Ministry of Transportation (which ever applies). [Click here](#) to link to the Municipality's Entrance Application. [Click here](#) to link to the County Entrance Application. [Click here](#) to link to the MTO Entrance Application.

## **TARION REGISTRATION**

All new homes are required to be registered under the Ontario New Home Warranties Plan Act, either by a registered builder or home owner.

## **FEES AND CHARGES**

All applicable fees and charges must be paid before receiving a building permit. Payment can be made in cash, debit or by cheque made payable to the Municipality of Meaford. All fees are specified by by-law.

### **DEVELOPMENT CHARGES**

Development charges are collected on behalf of the Municipality and the County at time of Building Permit issuance. [Click here](#) to view the Municipality of Meaford's Development Charges Pamphlet. [Click here](#) to view the Municipality of Meaford's Development Charges By-Law or check with the Municipality for the current year's charges. [Click here](#) or check with the County for the current year's charges.

### **SEWER CHARGES**

If sanitary sewers are available on the street but not to the property line, the builder may have the Municipality install the service laterals from the main line to the property line. If installed by the Municipality, the cost is specified by by-law and would be collected at time of issuance of a building permit. The builder may hire his/her own contractor (with municipal authorization) and pay the contractor directly. The cost of the sewer lateral is the responsibility of the property owner.

There is an inspection fee and is charged at time of issuance of a Building Permit. This fee is applicable whether the municipality or a contractor installed the service from the mainline to the property line.

All fees are specified by by-law. [Click here](#) to link to the Environmental Services Fee by-law.

The builder/owner is responsible for all work and materials from the property line to the building.

Contact: Environmental Services at 519-538-1060 if you have any questions or concerns.

### **WATER CHARGES**

There maybe a charge at issuance of a Building Permit for a new  $\frac{3}{4}$ " line. The municipality installs the water line and the charge is for the road cut (if necessary) and piping from the water main to the property line. The waterline is sometimes installed if the road is being excavated for any other reason and therefore, may actually be installed for a period of time (sometimes years) before the property is developed. The charge is still applicable at issuance of a Building Permit.

There is an inspection fee and is charged at time of issuance of a Building Permit. All fees are specified by by-law. [Click here](#) to link to the Environmental Services Fee by-law.

The builder/owner is responsible for all work and materials from the property line to the building.

Contact: Environmental Services at 519-538-1060 if you have any questions or concerns.

## **DEVELOPERS' FEE – COST RECOVERY CHARGE**

In some cases the developer paid for the installation of the new water main. If the builder wishes to connect to that water main, a charge is recovered from the builder connecting to the main. This is collected at the issuance of a Building Permit.

## **WATER METER & BACK FLOW PREVENTER**

Charges are made for a new water meter and backflow preventer (if applicable) at the time of issuance of a building permit. The fee is specified by by-law. [Click here](#) to link to the Environmental Services Fee by-law.

## **SUBDIVISION DEVELOPMENTS**

Servicing for water and sewers is provided at the developer's expense. Water and sewer installation charges do not apply, however, the inspection fee will be charged at time of Building Permit issuance.

## **DEPOSITS**

### **PAVED ROAD DEPOSIT**

If a property is located on a municipal hard surfaced road, a deposit will be collected at the issuance of a Building Permit. This deposit covers the costs of repairs to the road should it be necessary. If no damage has been done to the road during the construction period, the deposit will be refunded to the applicant after a passed Final Inspection.

### **PRE-OCCUPANCY DEPOSIT**

A deposit is collected for all new dwellings at the time of Building Permit issuance. This deposit will be refunded to the applicant after the Final is granted as long as the building is not occupied prior to Occupancy being granted by the Municipality of Meaford's Building Department.

### **GRADING DEPOSIT**

A grading deposit will be collected on all Residential, Development, Commercial, Industrial, Institutional, Harbour, Open Space and Environmental Protection zoned lots for any construction that exceeds 60 square meters. This deposit will be refunded to the applicant after a passed Final Inspection and the Municipality of Meaford's Building Department has received the final grading certificate.

## **ENTRANCE PERMIT DEPOSIT**

An entrance permit fee may be applicable for those properties on municipally owned roads. The deposit portion of this fee is refundable after the entrance has been installed to the Municipality of Meaford's Transportation Services satisfaction.

## **LOT GRADING AND PRE-OCCUPANCY DEPOSIT**

Many subdivisions require a lot grading and pre-occupancy deposit fee paid prior to the issuance of a building permit. The deposit will be refunded after the Building Department receives the final Engineer's grading certificate, stating compliance with the overall grading plan of the subdivision and a final has been granted by the Building Department. Where this fee is collected, no other Pre-Occupancy or Grading fees are collected.

## **IS THERE ANY ADDITIONAL MATTERS I SHOULD CONSIDER?**

Additional matters you should consider prior to construction or renovation include:

Environmental Services	water and sewer locates as well as to co-ordinate connections
Bell Canada	for telephone connections and the location of buried cable
Union Gas	natural gas connections and pipe location
Rogers Cable	pre-wiring of additions or new home for Cable TV, internet, etc.
Insurance	contact your own agent for coverage during construction
Hydro	electrical permits and inspections are required for any electrical wiring done during construction. Contact the Electrical Safety Authority for inspections and Hydro One for servicing.
Applicable Laws	compliance with applicable laws must be proven prior to a building permit being issued. Some examples of "Applicable Law" are Zoning, Minimum Distance Separation Calculation, Nutrient Management Plan, Niagara Escapement Commission, Grey Sauble Conservation Authority, Ministry of Transportation, Grey County Transportation Services, Ministry of Natural Resources, Heritage Act, REA, Planning Act, etc.
Addressing	all new construction requires an approved address. This is either assigned by the Municipality or the County. A fee is applicable for this service as specified by by-law.

## PERMIT APPLICATION REVIEW PROCESS

Once a completed application has been submitted to the Building Department, the application is reviewed by Building Department staff that will assess the application for compliance with the Ontario Building Code, Zoning By-laws and “Applicable Laws” that apply to that specific lot.

If in the process of reviewing the application, it is found that additional information is required or that there are errors, corrections or clarification needed, the applicant will be advised. It is recommended that the applicant respond to the requests promptly so as to avoid unnecessary delays in obtaining the Building Permit.

Once a full review of the application has been completed and the necessary approvals obtained, the Building Permit will be issued and can be picked up.

The Building Permit must be posted in plain view on the construction site. You must keep the approved set (Site Copy) on site at all times.

Please read the permit documents thoroughly before starting construction. The construction must comply with the plans and documents issued with your permit. Any changes to the approved construction drawings must be reported to and approved by the Chief Building Official. Contact the Building Department staff immediately should you decide to modify the construction plans; depending on the degree of change, a permit revision maybe required.

Once a Building Permit has been issued, it is the Applicants responsibility to ensure.....

- ✦ Any welding shall be done by a certified welder – proof of certification will be required. If you have any questions, please call the Canadian Welding Bureau.
- ✦ All setbacks, as approved for construction, are adhered to.
- ✦ All Engineering, including footings, wall, floor and ceiling systems, engineered beams and lintels, roof trusses etc are submitted to the Building Department prior to the required inspection.
- ✦ Inspections are scheduled and performed
- ✦ Deficiencies corrected if required
- ✦ Re-Inspections are scheduled and performed if required
- ✦ Ontario Building Code & all Applicable Laws are being respected

If you have any questions regarding the Building Permit procedure, please call or visit us at:

21 Trowbridge Street West  
Meaford, Ontario  
N4L 1A1  
519-538-1060

## WHAT ARE MY OBLIGATIONS DURING CONSTRUCTION?

- 1 **POST** your building permit so that it is visible from the street.
- 2 **KEEP** the Site Copy of your building plans on the construction site.
- 3 **NOTIFY** the Building Department at least 48 hours (5 days for on-site sewage systems) in advance of any required inspection. It is the applicant's responsibility to ensure that all contractors call and arrange for the mandatory inspections.

Notify the Chief Building Official of any proposed changes to your building plans. These will require prior approval before implementation.

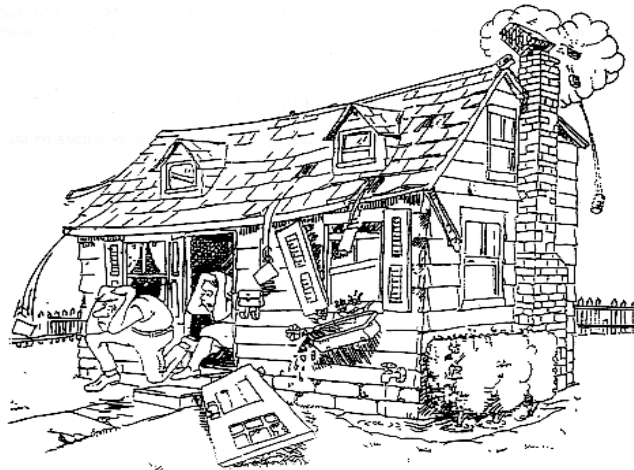
## WHY DO I NEED INSPECTIONS?

Inspections are a service that you pay for through the Building Permit fee. Inspections will protect your investment and contribute to a better standard of development for the community.

You must call for inspections when they are required. Mandatory or required inspections are listed on the permit. It is a violation to proceed without calling for and obtaining an inspection when one is required. Failure to call for a required inspection may result in completed works having to be removed in order to approve work that is hidden, which can cost you both time and money. A minimum of two business days following the day of notification is required for scheduling an inspection.

## WHAT HAPPENS IF I BUILD WITHOUT A PERMIT?

Building without a permit is against the law and is subject to fines or penalties as set out in the Building Code Act.



“So we don't need Building Inspections?”