



## Building Guide – Building a House

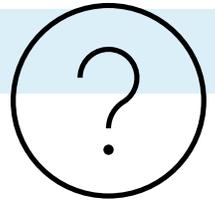
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# General Information:



## Where do I start?

### 1. Planning:

During the preliminary planning stage of your project, it is imperative that you determine what Zone applies to your property, if you are unsure, you can reach out to our Planning or Building department to find out.

All building and development proposals must comply with the Town's [Zoning Regulations](#).

Zoning requirements regulate the use, size, location, and types of building permitted on a parcel of land.

For more information please contact: [zoning@springwater.ca](mailto:zoning@springwater.ca)

### 2. Applicable Law:

Your project must comply with all applicable law which may include the following:

#### Conservation Authority Approval

The conservation authority regulates land use based on potential hazards, flooding, natural features, watercourse, and shoreline areas. [Nottawasaga Valley Conservation Authority](#) (NVCA) regulates land use in parts of Springwater Township. To see if your property falls within a regulated area, you can look up the property on [NVCA's Interactive Property Map](#) tool. If the house or sewage system is within a regulated area a permit or a clearance letter from the NVCA will be required before a building permit may be issued by the Township. Please contact the Nottawasaga Valley Conservation Authority for more information or how to apply for a permit.

## Ministry of Transportation Approval

Under the Public Transportation and Highway Improvement Act, a Ministry of Transportation of Ontario (MTO) Permit may be required if you are planning to construct on or adjacent to a provincial highway. Permit types include Building and Land Use, Entrance, Sign and Encroachment. [Click this link for more information on how to apply.](#)

## County of Simcoe Approval

A County of Simcoe Permit may be required if you are planning to construct on or adjacent to a County road. No person shall locate, install, or rebuild any Building or Structure within 15 metres from the Limit of the Highway, unless a specific setback distance has been set out.

If you are building within this required setback, contact the County of Simcoe ([here](#)) for more information.

## 3. Engineering:

Stamped engineer drawings are required for engineered components e.g., roof trusses, or other items not covered under Part 9 of the Ontario Building Code and must be submitted with your permit application. The information provided in these drawings will be used during plans review to verify such things as footing size, bearing wall locations, lintel sizes, beam spans, point loads and rain/snow/wind loads, etc.

## 4. Electrical work:

Contact the Electrical Safety Authority (ESA) to obtain electrical permits and to arrange for inspections of your electrical system. The Township of Springwater is not the authority for this part of your construction.

## 5. Tarion:

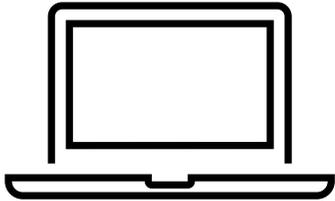
The Ontario Building Code Act states that a building permit cannot be issued if a home needs to be registered with Tarion Warranty Corporation. We strongly recommend you investigate this requirement prior to submitting your permit application.

## 6. Septic considerations:

A separate permit application must be submitted with design calculations for a private septic system. If you are not familiar with how to complete the design, it is best to contact a septic consultant, designer, or contractor. An approved septic permit will be required prior to the issuance of the house permit.

**Note:** If your project includes a septic system, two septic test holes must be dug and ready for inspection when you drop off the permit application.

## Online Submissions:



All permit applications are to be submitted online via our [Web Portal](#). Before you begin, please ensure that all required documents are complete and signed (as applicable). Scan each document separately and give it a recognizable file name and save it to your computer.

For further assistance please see our **Digital Permit Submission Guide**.

## Fees:

Building permit fees are determined by an established cost per square foot, and/or by established flat fees as detailed in the Township of Springwater [Fees and Charges By-law](#).

Additional permit fees may include:

- Road entrance permit fee
- Pin number (9-1-1 identification number – sign, post, and bolts)
- Water connection fee (if applicable)
- Sewer connection fee (if applicable)
- Water meter (if applicable)
- Development Chargers (Education Public & Separate, County, & Township)

- Deposits
  - Re-inspection deposit
  - Lot grade deposit

## Permit Issuance:



Once the permit has been completely reviewed by all internal and external agencies the applicant will be contacted via email and informed of any action required for the permit to be issued.

**Permit fees are payable upon issuance.**

## Scheduling Inspections:

After the permit has been issued it is the responsibility of the applicant to schedule inspections throughout the completion of the work. The required inspection(s) will be outlined on the Permit Card provided at the time of issuance.



Please note although every attempt has been made to provide accurate information throughout this guide, it is subject to change without notice and is provided **as a guide only**. It is not intended to be used instead of the current Municipal By-laws or the current Ontario Building Code

# Permit Submission Checklist:

## 1. Completed Building Permit Application:



- Application for a permit to Construct or Demolish & Schedule 1
- Septic Permit Application (if applicable)
- Municipal Entrance permit application (if applicable)

## 2. Required Supporting Documents:

- Copy of deed or proof of ownership (if property recently transferred)
- Letter of Authorization (if other than the property owner)
- Architectural plans including but not limited to the following:
  - a) Foundation Plan
  - b) Floor plan(s)
  - c) Cross section(s)
  - d) All elevations
  - e) Roof plan: showing conventional framed roof details (ridge beam if applicable) or roof Truss Layout and Stamped Engineered Truss profiles.
- Structural drawings: to scale including footing/foundation or slab details, wall stud sizes, roof rafter/roof joist sizes (ridge beam if applicable, and ceiling joist sizes if applicable).
- Engineering required: Engineered trusses, timber framing, slabs more than 55 m<sup>2</sup> (592 ft<sup>2</sup>), point loads on lintels/beams. Lintels bearing trusses in excess of 9.8 m (32'2"). Any construction outside the prescriptive requirements of Part 9. (not required if using conventional construction – provided the layout is illustrated on the submitted architectural plans)
- Engineered floor joist drawing for overall and individual beams runs (not required if using conventional construction – provided the layout is illustrated on submitted architectural plans)

## Permit Submission Checklist Continued:

- Site Plan; showing the location and dimensions of the proposed structure on the site plan and the setbacks to the lot lines. The site plan must also show all existing buildings with dimensions. If the lot is serviced by an on-site sewage system, the location of the septic system must be identified on the plan. A [Septic Use Permit](#) may be requested online
- Lot Grading; (required unless exempt from current **Lot Grading Policy**)
  - A lot grading plan is similar to a site plan; however, in addition to siting information, it also includes applicable elevations and lot drainage plans, sump pump location and tree preservation plans (e.g. noting an area of the property that must conserve existing trees). If the property is in a registered plan of subdivision, this plan must be prepared by the developers engineer for that subdivision. For all other properties please review the Springwater [Lot Grading Template](#).
- Energy Efficiency Design Summary
- Developer approval (if in a registered plan of subdivision)
- Heat loss calculation & Residential Mechanical Ventilation Design Summary form
- Mechanical design (Duct / radiator layout, HRV, Exhaust fans)
- Two septic test holes must be ready for inspection if installing a septic system.
- Any other required documentation as set out in the current Municipal Building By-law

### 3. Applicable Law:

- Applicable law approval. Additional details were provided at the beginning of this guide for the following:

[Conservation Authority Approval](#)

[Ministry of Transportation Approval](#)

[County Of Simcoe Approval](#)