



## Building Guide – Frequently Asked Questions

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## WHAT IS A BUILDING PERMIT



A building permit is formal permission from the Municipality to begin construction, renovation, or demolition of a building project in compliance with the Ontario Building Code Act and Municipal By-laws.

## WHO NEEDS A BUILDING PERMIT



Residents who plan to construct, renovate, or demolish any building or structure in Springwater require a permit. The property owner is responsible for obtaining the permit. However, the property owner may authorize a contractor or other person to apply on their behalf. When someone other than the property owner is applying for the permit a [Letter of Authorization](#) must be submitted with the application.

## WHAT PROJECTS NEED A BUILDING PERMIT



Some projects may include but are not limited to, if you are unsure, please contact the Building Department.

- ❖ New buildings over 15m<sup>2</sup> (161 ft<sup>2</sup>)
- ❖ New buildings under 15m<sup>2</sup> (161 ft<sup>2</sup>) that contain plumbing
- ❖ Building additions
- ❖ Change of Use
- ❖ Renovations (including finishing basements)
- ❖ Building demolitions
- ❖ Installation of prefabricated structures
- ❖ Installations of mobile homes and park model trailers
- ❖ Plumbing systems

## BUILDING GUIDE – FREQUENTLY ASKED QUESTION

- ❖ Heating, ventilation, air conditions (HVAC) systems
- ❖ Miscellaneous residential structures e.g. fireplaces, chimneys, private hot tubs, pool enclosures including inflatable pools, decks, carports, lean-tos etc.
- ❖ Temporary buildings – including tents over 60m<sup>2</sup> (645 ft<sup>2</sup>)
- ❖ Structures designated under 1.3.1.1 Division A – Part 1 of the Building Code e.g.
  - Pedestrian bridges (appurtenant to a building)
  - Retaining walls (exceeding 1.0m or 3ft-4in) in height
  - Solar collectors equal to or larger than 5m<sup>2</sup> (54 ft<sup>2</sup>) mounted on a building
  - Signs
  - Exterior storage tanks that are not regulated by Technical Standards and Safety Authority

**Note: Regardless of the need to obtain a building permit, all structures must comply with Zoning requirements. To check your Zoning please contact [zoning@springwater.ca](mailto:zoning@springwater.ca).**

## WHEN SHOULD I APPLY FOR MY PERMIT

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We recommend that you submit your application about six to ten weeks before your anticipated start date. This will allow time for unexpected delays.

## WHERE / HOW DO I APPLY ?

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Permit applications are submitted through our [Web Portal](#) online. Complete the logon information if you already have a portal account. If you do not, you will need to register to create an account. For further assistance with the process please view our **Digital Permit Submission Guide**.

## WHAT DOCUMENTS MAY I REQUIRE

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Building Guides are available for many common building projects, but generally, you must submit the following documents:

- ❖ Building permit application form

## BUILDING GUIDE – FREQUENTLY ASKED QUESTION

- ❖ Building plans (including floor plans, cross sections plans)
- ❖ Site plan (showing location of proposed and existing structures; dimensions between structures, setback dimensions from structures to property lines)
- ❖ Scale drawings are required for some projects; service line locations may also be required.

**Note: Drawing requirements will vary based on the type of project, please see our additional [Building Guides](#) for more information dependent on your type of project.**

## DO I REQUIRE ANY OTHER APPROVALS

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Applicable approvals may include but are limited to the following:

- ❖ Township of Springwater Finance
- ❖ Township of Springwater Planning and Development (e.g. Planning Certificate, Minor Variance, Special Agreement, Site Plan Control)
- ❖ Simcoe County District Health Unit
- ❖ Township of Springwater Transportation (e.g. Entrance Permits, Cut and Fill Permits, Road Occupancy Permit)
- ❖ Ministry of Transportation
- ❖ County of Simcoe
- ❖ Nottawasaga Conservation Authority
- ❖ Ministry of Agriculture
- ❖ Ministry of Environment, Energy and Climate Change
- ❖ Ministry of Natural Resources and Forestry
- ❖ Provincial Land Use Permits
- ❖ Special Occasion Permits

## BUILDING GUIDE – FREQUENTLY ASKED QUESTION

- ❖ Sign Permits
- ❖ Electrical Permits

**Note:** Additional time may be required if any of the above approvals are required for your permit.

## WHAT HAPPENS IF I MAKE CHANGES TO MY PLANS ?

Any changes to the approved plans must be reviewed before implementing the change. Re-review of any plans will take time, and additional service fees will apply.

## WHERE CAN I FIND MORE INFORMATION PERTAINING TO MY PROJECT ?

We have several other Guides to help you with your specific project. They can be found at the following link: [Township of Springwater Building Guides](#)

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 Building Code.

**IMPORTANT CONTACT INFORMATION**

- **Township of Springwater**
  - 705-728-4784
  - [Staff Directory](#)
- **Agricultural Information Contact Centre (OMAFRA)**
  - 1-877-424-1300
  - [OMAFRA Website](#)
- **Bell Canada**
  - 1-866-310-2355
  - [Bell Website](#)
- **Call Before you dig – to obtain locates:**
  - **Ontario one-call** (Bell Canada, Enbridge and SCBN):
    - 1-800-400-2255
    - [Ontario one-call Website](#)
  - **Ontario Clean Water Agency** (Water and Sewer):
    - 705-729-2525
    - [Ontario Clean Water Agency Website](#)
  - **Hydro One:**
    - 1-800-434-1235
    - [Hydro One Website](#)
  - **Rogers** (Cable):
    - 1-855-738-7893
    - [Rogers Cable Website](#)
- **Canada Post**
  - 1-866-607-6301
  - [Canada Post Website](#)
- **County of Simcoe**
  - 705-726-9300
  - [County of Simcoe Website](#)
- **Enbridge Home Services**
  - 1-877-362-7434
  - [Enbridge Website](#)
- **Electrical Safety Authority**
  - 1-877-372-7233
  - [Electrical Safety Authority Website](#)
- **Ministry of Environment and Climate Change**
  - 1-800-890-8511
  - [Ministry of Environment Website](#)
- **Ministry of Natural Resources and Forestry**
  - 1-800-667-1940
  - [MNRF Website](#)
- **Ministry of Transportation**
  - 1-866-636-0663
  - [MTO Website](#)
- **Municipal Property Assessment Corporation**
  - 1-866-296-6722
  - [MPAC Website](#)
- **Nottawasaga Valley Conservation Authority**
  - 705-424-1479
  - [NVCA Website](#)
- **Ontario Land Registry Office**
  - 705-725-7232
  - [Land Registry Website](#)
- **Ontario Well Registry**
  - 1-888-396-9355
  - [Well Records Website](#)
- **Simcoe County District Health Unit**
  - 705-721-7520
  - [SCDHU Website](#)
- **WAMCO Waterworks**
  - 705-734-3535
  - [WAMCO Website](#)