

## **INFORMATION RESPECTING BUILDING PERMIT APPLICATIONS**

Building permits are required in advance of commencing the construction of any building or structure within the Township of the North Shore. Permits are required for the following:

- Any new construction or reconstruction.
- Any additions to buildings, including rooms, porches, decks, verandas, balconies, enclosed garages, etc...
- Any structural changes to building (i.e. that involve studs, joists, trusses, beams, piers, etc...).
- Renovations or repairs carried out to existing buildings including masonry, brick work, stone work, roofing, shingling, sheeting, siding, flooring, interior conversions, partitioning, framing, waterproofing, installing doors and windows, and major carpentry work.
- The erection of temporary buildings, boarding and fences.
- The provision of firewalls and fireproofing.
- The construction of garages, carports, utility sheds, out buildings and accessory buildings.
- The moving or demolition of buildings.
- The erection of signs.
- Any work carried out under the Ontario Home Renewal Program (O.H.R.P.) or Residential Rehabilitation Assistance Program (R.R.A.P.).
- Plumbing.

This list is not intended to be complete and is only intended to serve as a guideline. Inquiries should be made to the Building Inspector if there is a question about whether a building or plumbing permit is required. Applications for a permit should be made two weeks in advance before any project is started.

Applicants should be prepared to submit any of the following information in support of their application for a building permit.

1. Name, address and telephone number of the owner, owner's agent (if any) and the contractor or builder.
2. Type of building construction involved and building materials to be used such as steel, concrete, wood, masonry, masonry veneer, precast, siding, etc...
3. Any firewalls and fire separation locations to be used.
4. The proposed use of any rooms or spaces, which will be created, renovated, enlarged.
5. The design principles used in complex buildings such as commercial, industrial, institutional and multi-storey.
6. Estimated cost of construction.
7. Proposed starting date.
8. Proof of ownership of the property.

9. Detailed drawings and plans which should include the following: A plot plan of the land and surrounding lands showing the location (if any) of buildings on the subject property and adjoining properties with the north point designated, floor plan detail, heating system detail, plumbing, electrical and air conditioning details, drainage detail, sprinkler drawings, window and door locations, larger scale details of foundation or proposed set backs from front, side and rear lot lines be accurately shown as well as topographical features of the lot and the location of well and septic system.

**NOTE:** Three copies of the necessary plans are required to be submitted with the application.

10. Specifications and a materials list may be required to supplement information on the supplies plans.
11. Applications for signs should be made separately and shall indicate:
  - The dimensions of the signs
  - Whether illuminated or not illuminated
  - Whether one or two sided
  - The type of sign
  - A diagram showing the proposed location of the sign on the property or building
  - Details as to the size and location of other signs on the property.
12. Additional information may be requested by the Building Inspector to determine if an application meets the relevant Bylaws of the municipality.

Application forms for building permits may be obtained online at [www.townshipofthenorthshore.ca](http://www.townshipofthenorthshore.ca) or at the Municipal Office in Algoma Mills, between the hours of 9:00am to 4:30pm, Monday to Friday and assistance with the forms will be supplied by the Building Inspector by appointment.

**PHONE NUMBER: 849-2213 or  
461-1821**