

Permit Application Guide

Municipalité de Nipissing Ouest
Municipality of West Nipissing

BUILDING SERVICES
SERVICES DE CONSTRUCTION

Joie de vivre



www.westnipissing.ca

The Permit Application process is an important step in planning to build, renovate, or make additions to your property. The goal of the application is to help property owners, builders, and contractors obtain an appropriate Building Permit prior to starting the work.

Once approved by the Municipality, the Building Permit confirms that your plans were reviewed by designated professionals and are compliant with safety standards.

Why do I need a Building Permit?

In Ontario, there are laws and regulations in place for the construction of buildings. The Corporation of the Municipality of West Nipissing is responsible for respecting and enforcing the Ontario Building Code Act while overseeing the construction regulations, maintenance, and safety of buildings and other structures. The Municipality ensures that anyone building a structure meets structural, fire, land use, and safety requirements for the general protection of you and your neighbours.

Where do I go to obtain a Building Permit?

Building Services

Municipality of West Nipissing
101-225 Holditch Street, Sturgeon Falls, Ontario P2B 1T1
705-753-2250
building@westnipissing.ca

Who is in charge of getting the Building Permit?

The builder, contractor, and/or property owner is responsible for:

- Obtaining the permit
- Having the permit posted on the job site
- Keeping the approved plans on the job site

Do Building Permits expire?

The Building permits have a **1 year** expiration date from the date of issue. You will have to apply for an extension if the work is not completed within the year.

What if I don't have a Permit?

No construction, alteration, or conversion shall occur until a building permit is applied for and issued. Starting construction without a permit is illegal and is a Provincial Offence under the Ontario Building Code Act.

When do I need a Building Permit?

You need a Permit to

- Construct any new building such as new single family dwelling, garage, or shed
- Install or repair a foundation
- Install a pre-manufactured fabric structure or shelter, such as a tent or greenhouse, that is more than 60 m² (646 ft²) in aggregate ground area
- Repair or add to a building, including porches and decks
- Do interior renovations that include structural, plumbing, and mechanical systems
- Enclose a porch or add a roof over a deck
- Add a chimney, woodstove, or fireplace
- Install an above ground pool or in ground pool
- Replace foundation drain tiles
- Re-brick or install siding (lumber, vinyl, hardboard, metal)
- Finish a basement
- Move a building onto a property
- Create a basement apartment
- Insulate existing building or change insulation and vapour barrier

A **demolition permit** is required before you take down all or part of a building. The process is much the same as for a Building Permit; however, your application may be affected by special circumstances. For example, if a building has historical or architectural significance, it may be designated as a heritage building under the Ontario Heritage Act, in which case, the demolition would require approval from Municipal Council.

Other types of structures or renovations not noted above may require a building permit. Please contact Building Services Department to confirm.

You do not need a Permit to

- Do non-structural work such as eaves troughs, kitchen cupboards, landscaping, sidewalks, driveways (however, Entrance Permit may be required), or fences (however, Fence By-law requirements apply)
- Build a wooden deck with no roof, where the finished deck level is 24" (600 mm) or less, above finished grade, regardless of size when not attached to building (however, Zoning Regulations apply)
- Replace windows and doors, provided openings are not enlarged
- Change or add cooling systems, air cleaners, plenum heaters, and in-line humidifiers
- Replace a furnace
- Build a proposed free-standing structure that is under 108 ft² (however, Zoning Regulations apply)
- A shed is exempt from the requirement to obtain a building permit if it is not more than 15 m² (161.5 ft²) in gross area
- Replace plumbing fixtures
- Replace roof shingles

How much does a Permit cost?

Building Classification		Permit Fee
NEW CONSTRUCTION		
	GROUP A Assembly Occupancies	Schools, libraries, theatres, churches, restaurants, etc. \$11.00 per \$1,000 of construction value plus \$80.00 administration fee
	GROUP B Institutional Occupancies	Hospitals, nursing homes, care homes, etc. \$11.00 per \$1,000 of construction value plus \$80.00 administration fee
	GROUP C Residential Occupancies	Single family dwellings, semi-detached dwellings, duplexes, apartments, hotels, motels, cottages, camps, etc. \$1.20 per square foot of gross floor area, excluding crawl spaces, plus \$80.00 administration fee
	GROUP D Business and Personal Services Occupancies	Offices, banks, medical clinics, etc. \$11.00 per \$1,000 of construction value plus \$80.00 administration fee
	GROUP E Mercantile Occupancies	Retail stores, supermarkets, department stores, etc. \$11.00 per \$1,000 of construction value plus \$80.00 administration fee
	GROUP F Industrial Occupancies	Warehouses, factories, etc. \$11.00 per \$1,000 of construction value plus \$80.00 administration fee
	ACCESSORY BUILDINGS	Garages, carports, sheds, etc. \$0.65 per square foot of gross floor area, plus \$80.00 administration fee
	FLAT FEE PERMITS	Decks, pools, greenhouses, weeping tiles, re-cladding, sign permits \$185.00
	FARM BUILDING	New Construction / Additions / Renovations or Alterations \$0.65 per square foot of gross floor area, plus \$80.00 administration fee
ADDITIONS		
	GROUPS A, B, D, E or F	\$11.00 per \$1,000 of construction value, plus \$80.00 administration fee
	GROUP C (all)	\$1.20 per square foot of gross floor area, excluding crawl spaces, plus \$80.00 administration fee
RENOVATIONS OR ALTERATIONS		
	GROUPS A, B, C (all), D, E or F	\$11.00 per \$1,000 of construction value, plus \$80.00 administration fee
	DEMOLITION PERMIT	\$110.00
	CHANGE OF USE PERMIT	\$11.00 per \$1,000 of construction value plus \$80.00 administration fee
	PERMIT EXTENSION FEE	\$80.00
ILLEGAL CONSTRUCTION		
	FEE FOR ILLEGAL CONSTRUCTION	Double the permit fee to a maximum of \$2,500.00

How long will it take?

The legislated time period will commence after the required documentation has been submitted and payment has been processed.

Item	Class of Building	Time Period
1.	(a) Except for a retirement home, a house where no dwelling unit is located above another dwelling unit.	10 days
	(b) A detached structure that serves a building described in Clause (a) and does not exceed 55 m ² in building area.	
	(c) A tent to which Section 3.14. of Division B applies.	
	(d) A sign to which Section 3.15. of Division B applies.	
2.	(a) Buildings described in Clause 1.1.2.4.(1)(a), (b) or (c) of Division A, other than buildings described in Column 1 of any of Items 1 and 4 of this Table.	15 days
	(b) Farm buildings that do not exceed 600 m ² in building area.	
3.	(a) Buildings described in Clause 1.1.2.2.(1)(a) or (b) of Division A, other than buildings described in Column 1 of any of Items 1 and 4 of this Table.	20 days
	(b) Farm buildings exceeding 600 m ² in building area.	
	(c) Retirement homes.	
4.	(a) Post-disaster buildings.	30 days
	(b) Buildings to which Subsection 3.2.6. of Division B or any provision in Articles 3.2.8.3. to 3.2.8.11. of Division B applies.	

Source: Ontario Building Code, Division C – Part 1, Table 1.3.1.3., Period Within Which Permit Shall be Issued or Refused.

What Plans and Specifications are required when applying for a house Permit?

Structural

- 2 sets of scaled construction drawings
- Elevation Plans (front, rear, right, left)
- Floor Plan(s)
- Basement Plan
- Site Plan
- Cross Sections (section view)
- Foundation

Mechanical

- Plumbing Plan
- Heating Ventilation and Air Conditioning Plans
(duct layout, heat loss calculations, and mechanical design summary)
- Radiant Heat Design

Site/Lot Elevation Plan

- Size and location of all existing and proposed buildings, garages, pools, sheds, etc. on property.
- All property lines and dimensions as well as the distance between all structures and the property lines, drainage patterns, and driveway.

Deed or Tax Bill

This document is used to verify ownership and provides a legal description of the property.

Letter of Authorization

A letter of authorization from the property owner is required should the applicant not be the owner.

Driveway Entrance Permit

Public Works entrance permit approval. (Refer to By-law 2017/39 as amended by 2023/86)

What other things do I need?

Although approvals vary from one building application to the next, they may include the following agencies:

Municipality of West Nipissing Approval Authorities

Committee of Adjustment	Municipal Planner	705-753-6926
Agricultural Committee		
Planning Advisory Committee		
Fire Services	Fire Chief	705-753-6920
Roads and Drains	Public Works	705-753-0952
Water and Wastewater	Water and Wastewater	705-753-2250

External Approval Authorities

North Bay Parry Sound District Health Unit	705-474-1400
Ministry of Transportation (North Bay)	705-472-7900
The North Bay Mattawa Conservation Authority	705-474-5420
Ministry of Natural Resources and Forestry	1-800-387-7011
Department of Fisheries and Oceans (Parry Sound)	705-746-2196
Ministry of the Environment, Conservation, and Parks	1-800-565-4923

What can I do if my application is turned down?

If Building Code issues cannot be resolved, you may write to the two following agencies detailing the reasons for your appeal. The Building Materials Evaluation Commission hears appeals for problems related to construction techniques or materials. The Building Code Commission hears appeals dealing with problems related to technical requirements of the Ontario Building Code.

Both Commissions can be reached at

Building Services Transformation Branch of the Ministry of Municipal Affairs and Housing
777 Bay Street, 12th Floor, Toronto, Ontario M7A 2J3
codeinfo@ontario.ca or ontario.ca/page/ministry-municipal-affairs-housing

If Planning Act issues cannot be resolved, you may need to apply for the following Planning approvals:

- Re-Zoning (Planning Advisory Committee)
- Minor Variance Application (Committee of Adjustment)
- Lot Severance/Consent Application (Committee of Adjustment)

Do I get my money back if my application is refused?

Please refer to Schedule B in the Building By-law 2017/49 for reimbursement information.