

# Building a house, a guide



## Township of Springwater

2231 Nursery Road, Minesing, Ontario L9X 1A8

Phone: 705-728-4784 Fax: 705-728-2759

Website: [www.springwater.ca](http://www.springwater.ca)

### Township of Springwater contacts for this project may include:

Department	Extension	E-mail
Building Services	2017	<a href="mailto:building@springwater.ca">building@springwater.ca</a>
Finance Department	2018	<a href="mailto:finance@springwater.ca">finance@springwater.ca</a>
Planning & Development	2019	<a href="mailto:planning@springwater.ca">planning@springwater.ca</a>
Public Works	2012	<a href="mailto:publicworks@springwater.ca">publicworks@springwater.ca</a>

BU-G012-3/19

## Notes:

1. The information provided in this guide is for homeowners and contractors planning to build a house in the Township of Springwater.
2. For general information and answers to **F**requently **A**sksed general **Q**uestions about building permits and the building permit process, please review our [Building FAQs, a guide.](#)
3. Although every attempt has been made to provide accurate information at the time of printing, the information is subject to change without notice and is intended for use **as a guide only**. It is not to be used instead of current municipal by-laws or the Ontario [Building Code](#).

E-mail: [building@springwater.ca](mailto:building@springwater.ca)

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## Part 1: General Information to help get you started:

### 1. Planning:

It is a good idea to start your process by checking with Planning and Development staff in person at the Township Administrative Centre or by phone to verify any planning/zoning requirements prior to permit submission. This includes, but is not limited to such things as zoning, lot coverage, structure size and, setback information etc., as it relates to your lot.

### 2. Engineering:

Stamped engineer approval is required for engineered components e.g. roof trusses, or other items not covered under Part 9 of the 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.

### 3. Electrical work:

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

### 4. Inspections:

During the course of construction, you will be responsible for arranging inspections of the work as it is completed for your new home. See Part 5 for further details.

**5. Occupancy inspection - general:**

Successful completion of an Occupancy Inspection will permit you to occupy your house. A list of the minimum requirements that must be met to permit occupancy of your new home will be given to you when your permit is ready to be issued. This list is a **guide only and should not be considered comprehensive**, it will help you determine whether you have completed the necessary requirements before calling for an Occupancy Inspection.

During the Occupancy Inspection, the inspector will ensure that all necessary requirements and any other prescribed elements in the Building Code, have been met. If all is well, an Occupancy Permit may be issued. Anyone found to be occupying the residence prior to the issuance of an Occupancy Permit, will be subject to fines and to having “Legislative Orders” placed on the property. **A final inspection is required after all work (interior and exterior) has been completed.**

**6. Tarion:**

The Building Code Act states that a building permit cannot be issued if a home needs to be registered with Tarion Warranty Corporation. Contact information for Tarion can be found on page 16 of this guide. We strongly recommend you investigate this requirement prior to submitting your permit application.

The cost of registering with Tarion may not be as high as you have heard. Rates start as low as \$385.00 for a house with a construction value up to \$100,000 and up to \$1,800.00 for a house with a construction value of greater than \$1,500,000.

**7. Septic considerations:**

Septic calculations are required with each septic permit application. If you don't know how to complete the calculations, it is best to contact a septic consultant, designer, or contractor. They can assist you with the calculations and may complete them on your behalf. If you wish to install the system yourself, we recommend you successfully complete the Ministry of Municipal Affairs and Housing (MMAH) exam on septic systems before attempting this task. See our Septic Installation, a guide for further information. It is available on our website at [www.springwater.ca](http://www.springwater.ca).

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

**Please note that sample drawings for a new house are not provided with this guide.**

## Part 2: Permit Submission

**Note: If any of the required documentation is missing when the application is submitted, the permit application will be deemed incomplete and may not be accepted.**

1. For this project you will need to provide – **at minimum** – the following forms and support documents.

**a) Application Forms:**

- Building permit application form (called: Application for a Permit to Construct or Demolish (6 pages)).
- Septic permit application form (called: Application for a Permit to Construct or Demolish – Septic (11 pages)) (if required).
- Entrance permit application and approval (if on Municipal roadway).
- Ministry of Transportation (MTO) Application for Building and Land Use Permit/Entrance Permit (for projects located in provincial highway corridors).
- County of Simcoe Application for Entrance Permit (for projects on County roadways).

**b) Support Documents:**

- Copy of deed (or proof of ownership if property recently transferred)
- Letter of authorization (if property owner is not personally applying for the permit)
- Planning certificate: Building Services submits your application to Planning and Development to obtain the planning certificate. This happens before Building Services begin plans review of your project. Please note that the

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time it takes for planning review, or review by any other department, is not part of the prescribed timelines for building permits under the Building Code. Be aware that planning (or other department) review time may affect the overall time it takes to complete review of your project.

- Architectural plans (two complete sets) including but not limited to the following:
  - Foundation Plan
  - Floor Plan (for each floor, including basement)
  - Cross Section
  - All elevations
  - Roof Plan
- Engineered roof truss drawing showing layout **and** individual beam truss runs calculation with engineer's seal (not required if using conventional construction – **provided** the layout is illustrated on the submitted architectural plans)
- Engineered floor joist drawing for overall **and** individual beam runs (not required if using conventional construction – **provided** the layout is illustrated on submitted architectural plans)
- Site plan (**three copies, four copies if a septic system is part of the application**)
- Energy Efficiency Design Summary
- Engineered lot grading plan (**two copies**)
- Developer approval (**IF** in a registered plan of subdivision)
- Heat loss/ventilation calculation
- Duct layout design (if applicable)
- Nottawasaga Valley Conservation Authority (NVCA) approval (if applicable)
- Two septic test holes must be ready for inspection (if applicable)
- Tree preservation (if applicable)
- Any Applicable Law approvals that apply to your project.



## Part 3: Fees:

### 1. How much will the permit cost?

Building Permit fees make up only a portion of the required fees to be paid at permit issuance and generally include the following:

#### **a) Building Permit and Related Fees:**

Building permit fees are determined by an established cost per square foot, and/or by established flat fees as detailed in Schedule C: Building Permit and Related Fees as part of the current Building By-law. Plumbing and septic fees are also assigned from this by-law. The fee schedule is on the last few pages of the Building By-law document. The document is available through our website and can be requested by phone or in person at the Township of Springwater Administration Centre. **Currently all permit and permit related fees are due and payable when the building permit is issued.**

#### **b) Service/connection fees:**

Service Connection Fees may include the following:

- Road entrance permit
- 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)

Check with building services staff to find out if service fees apply to your project.

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### **c) Education development charges:**

Building Services is also required to collect development charges for the public **and** separate education school boards.

### **d) Development charges for the county and the township:**

For information regarding these fees, please contact the Finance Department.

### **e) Deposits:**

The following deposits are required when constructing a new home:

- Re-inspection deposit:

When an inspection does not pass, or the items to be inspected are not ready at the time of inspection, the item(s) must be re-inspected. There is a cost for each re-inspection. A re-inspection deposit is taken as security towards this cost. After the final inspection has been successfully completed, a request for refund of the remaining deposit may be submitted **provided the request is received within one year of the date the permit was issued.** .

- Lot grade deposit:

These securities are taken to ensure the completion of lot grading (and the installation of sod and or seed. Deposits may vary according to the size and complexity of the lot grading. The fee is refundable after the following conditions are met:

- Engineer's lot grading certification (by the same consultant as the original lot grading plan).
- Sod complete or seed in and growing - verified consultant (inspections to be held from April to November only, subject to weather conditions).
- Verification by the township engineer (as applicable)

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- Treatment Unit Septic Deposit:

This deposit is required where treatment unit septic systems are included as a requirement of the sub-division agreement governing the sub-division where the dwelling is to be constructed.

When required work is complete and /or documentation is provided, deposits may be refunded. Forms for all (applicable) deposits will be issued with your building permit.

## **Part 4: Issuing the Permit**

1. When the permit is issued, you will be given several documents and asked to sign confirming that all forms have been reviewed with you and that you agree to the terms when we issue your permit. These documents include:
  - Building permit card with a list of required inspections (must be posted where visible until construction is complete)
  - Copy of your plans (signed and stamped by township staff, any changes or additions will be noted in red)
  - Deposit in Lieu of Final Grading and Sod and Seed form
  - Re-inspection Deposit Fee form (Issue date will be noted)
  - Water Meter Issuance form (if applicable)
  - Typical Requirements for Occupancy – House
  - 9-1-1 Civic Address Sign Regulations for installation of sign (as applicable)
  - 9-1-1 Sign, post and bolts (if not previously purchased)
  - Deposit in Lieu of Treatment Unit Septic Conformance (if applicable) (signature required)
  - Receipt for all permit fees and development charges paid
  - Plans Review Report – if applicable (signature required)

## **Part 5: Inspections**

Property owners are responsible for ensuring that all inspections on their Permit/Inspection List are requested. Call or email (as noted on front cover of this guide) by 3:00 pm on any business day to get next business day inspection. Calls/e-mails received after 3:00 pm will be booked for two business days later.

Inspections for a house generally include, but are not limited to the following:

- Footings
- Foundation
- Rebar, ICF or slab, etc. (as applicable)
- Service laterals (as applicable)
- Below ground (B/G) plumbing (as applicable)
- Framing
- Plumbing rough-in
- Mechanical
- Insulation
- Solid wood burning appliance for base, fire box, chimney and final (as applicable)
- Occupancy
- Lot grading (with applicable engineer approval)
- Final

If your project includes a private septic system, the following septic inspections will also be noted: (For further information on Septic Systems, see our What do I do if I want to install a septic system? guide).

- Septic test holes - **prior to septic application review**
- Septic base (if applicable)
- Septic grades
- Septic final

## **Part 6: Sample Documentation**

1. Letter of authorization: A letter of authorization is written by the property owner to give another individual, usually a contractor or builder, formal permission to act on the property owner's behalf in order to apply for the permit and to complete the construction for their project.

The property owner may write his or her own letter but must be sure to specify what they are authorizing the individual to do. We have created a generic form for this purpose that you can use as well.

1.1 Sample of letter written by property owner

1.2 Sample of form "Letter of Authorization"

2. Sample drawings of plans, site plan, grade plan, floor plan, truss drawings, mechanical design, etc. for a house are complex and include many documents and specifications. **Because of the many differences from project to project, we have not included sample drawings.**

## Part 7: Do you have questions?

Please note them here.

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### Part 8: Other useful contacts

Call before you dig!

Phone number	Agency
705-729-2525	Ontario Clean Water Agency (OCWA) – water/sewer locates
800-434-1235	Hydro One
800-400-2255	Ontario One Call: Bell Canada, Enbridge and SCBN locates
855-738-7893	Rogers (cable)

Canada Post

Phone number	Location
800-267-1777	Barrie (Collier Street)
705-322-1033	Elmvale (18 Stone Street)
705-835-0734	Hillsdale (4572 Penetanguishene Road)
705-322-7331	Phelpston (1547 Flos Road Four West)

Other contacts

Phone number	Location
877-372-7233	Electrical Safety Authority (ESA)
705-726-6558	Enbridge Gas
705-725-7232	Land Registry Office (114 Worsley Street, Barrie)
866-296-6722	Municipal Property Assessment Corporation (MPAC)
705-725-7500	Ministry of Natural Resources
800-268-4686	Ministry of Transportation Ontario (MTO)
705-424-1479	Nottawasaga Valley Conservation Authority (NVCA)
877-982-7466	TARION (Ontario New Home Warranty program)
877-682-8772	Technical Standards and Safety Authority (TSSA)
888-396-9355	Well Registry (Ontario)

Township of Springwater: [705-728-4784](tel:705-728-4784)

Extension	Service/Department
2017	Building Services (building permits, inspections...)
2015	Corporate Services (Heritage buildings, signs)
2019	Planning and Development (including zoning)
2012	Public Works (roads)
2018	Finance (taxes, water bills)



## **SAMPLE 1: LETTER OF AUTHORIZATION**

**Property owner(s) name(s)**  
**123 Somewhere Street, Anywhere Ontario X1X 1X1**

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March 11, XXXX

Township of Springwater  
Building Services Department  
2231 Nursery Road  
Minesing, Ontario  
L0L 1Y2

Re: Letter of authorization

We, [name(s) of property owner(s)], have authorized [name of person, builder or company] to obtain and execute a building permit on our behalf for the construction of a new house and septic system at [project address].

Should you have any questions, please do not hesitate to contact us at 705-XXX-XXXX.

Thank you.

Sincerely,

***Property Owner signature(s)***

[Property owner name(s)]  
Property owner(s)

## SAMPLE 2: FORM LETTER OF AUTHORIZATION

To: The Township of Springwater

Date: March 11, XXXX

Project Address: 123 Anywhere Street, Somewhere, Ontario X1X 1X1

Project Description: Construct a two storey deck at the rear of our home, add patio doors to second floor bedroom.

### Owner(s) Information

Name (Owner 1): Owner name  
Name (Owner 2): Owner name  
Owner address: Owner address  
City/Town, Prov.: City/Town, Province  
Postal Code: X1X 1X1  
Phone number: 705-XXX-XXXX

### Authorized Agent Information

Agent Name: Name of individual  
Agent address: Agent address  
City/Town, Prov.: City/Town, Province  
Postal Code: X1X 1X1  
Phone number: 705-XXX-XXXX  
E-mail address: email@server.com

I/We the undersigned, as registered property owner(s) of the above noted property, authorize the agent named above to submit, amend and execute a building permit on our behalf for the project described in this letter.

I/We understand that we are ultimately responsible for ensuring that the project is completed in accordance with Applicable Law, Municipal By-law and the Building Code, as amended.

Furthermore, for the purposes of the Freedom of Information Act, I/we authorize and consent to the disclosure of any information that is collected under the Building Code Act and the Building Code, as amended, to required agencies for the purposes of processing this application.

Signature of owner  
Owner signature

Date signed  
Date

Signature of owner  
Owner signature

Date signed  
Date

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