

**BUILDING PERMITS  
STEP-BY-STEP**

# **MINOR CONSTRUCTION PROJECTS**

# DETERMINE IF A PERMIT IS REQUIRED

NOT ALL RENOVATIONS OR CONSTRUCTION REQUIRE A PERMIT. MINOR REPAIRS, INTERIOR PAINTING, OR FIXTURE REPLACEMENTS TYPICALLY DON'T NEED ONE. HOWEVER, NEW BUILDS, SIGNIFICANT ALTERATIONS, STRUCTURAL CHANGES, OR ADDITIONS DO. IF YOUR PROJECT INVOLVES A SEPTIC SYSTEM, IT MUST BE APPROVED BY THE NIAGARA REGION BASED ON YOUR CONSTRUCTION PLANS. ALWAYS CHECK WITH YOUR LOCAL BUILDING DIVISION IF YOU'RE UNSURE.



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# UNDERSTAND THE NECESSITY OF A BUILDING PERMIT

A BUILDING PERMIT IS A LEGAL REQUIREMENT FOR MOST CONSTRUCTION PROJECTS IN ONTARIO. IT ENSURES THAT YOUR PLANS MEET LOCAL BUILDING CODES AND REGULATIONS, PROTECTING BOTH YOU AND THE COMMUNITY. FAILING TO OBTAIN A PERMIT CAN RESULT IN FINES, DELAYS, OR EVEN THE NEED TO DISMANTLE UNAUTHORIZED WORK.



# UNDERSTAND ZONING BY-LAWS

ZONING BY-LAWS DICTATE WHAT CAN BE BUILT ON YOUR PROPERTY, INCLUDING HEIGHT RESTRICTIONS, SETBACKS, AND LAND USE. REVIEW GRIMSBY'S ZONING BY-LAW TO ENSURE YOUR PROJECT COMPLIES, OR CONSULT WITH YOUR LOCAL MUNICIPAL PLANNER TO AVOID COSTLY REVISIONS.

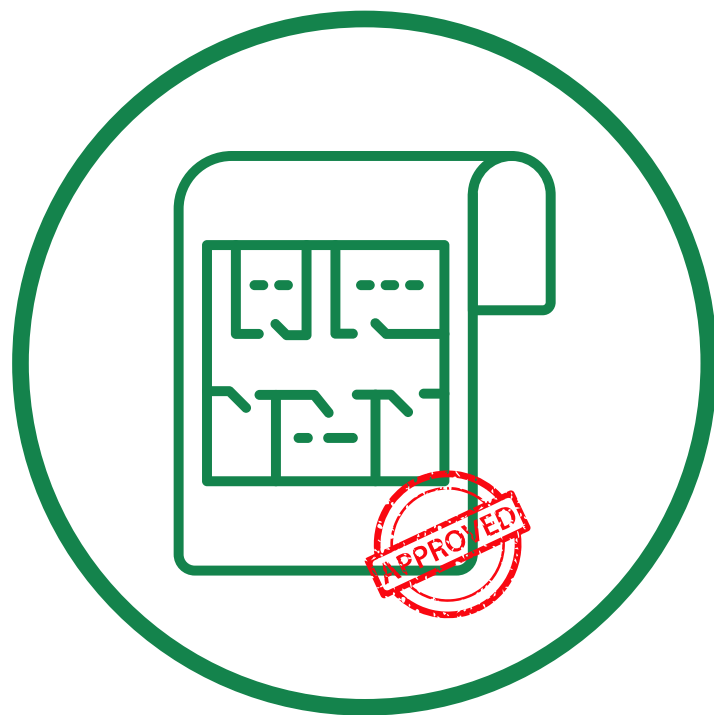


CONFIRM WHETHER YOUR PROPERTY IS SUBJECT TO  
CONSERVATION AUTHORITY OR HERITAGE APPROVAL.  
CONTACT: 905-309-2019



# GRADING PLANS

FOR SOME LARGE ADDITIONS OR NEW BUILDINGS, A GRADING PLAN STAMPED BY AN ENGINEER MAY BE REQUIRED. THE PLAN SHOULD INCLUDE EXISTING AND PROPOSED CONDITIONS, DISTANCES BETWEEN BUILDINGS AND PROPERTY LINES, DRIVEWAYS, SURROUNDING STREETS, LANDSCAPED AREAS, MUNICIPAL ADDRESS, SERVICE LOCATIONS, EASEMENTS, AND DRAINAGE CHARACTERISTICS SUCH AS SWALES AND ELEVATIONS.



FOR MORE INFORMATION  
CONTACT: 905-309-2014

# FIND OUT IF YOU NEED ADDITIONAL APPROVALS

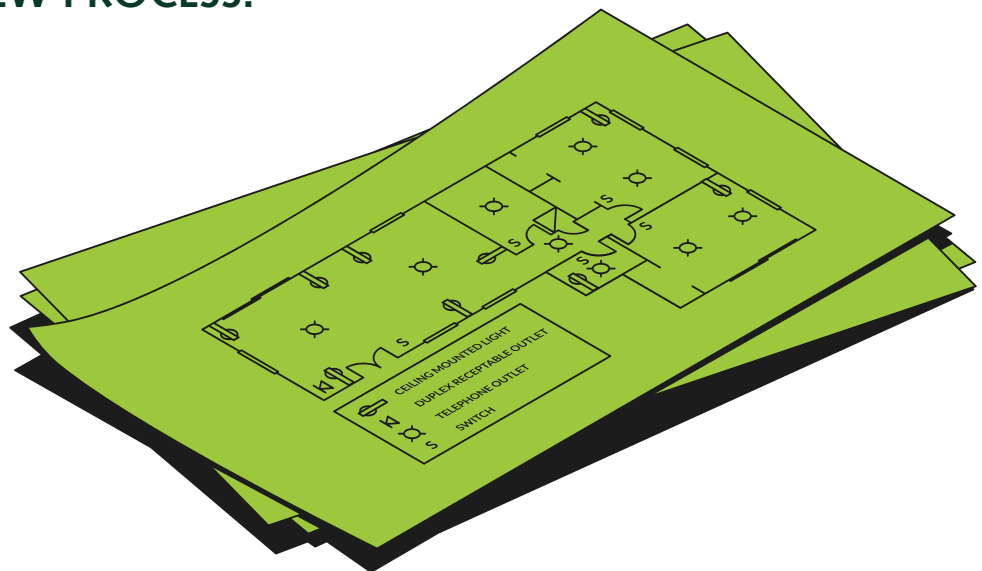
DEPENDING ON THE TYPE OF PROJECT YOU'RE WORKING ON AND WHERE YOUR PROPERTY IS LOCATED, YOU MAY NEED OTHER APPROVALS BEFORE YOUR BUILDING PERMIT CAN BE APPLIED FOR. COMMON EXAMPLES OF ADDITIONAL APPROVALS, INCLUDE



- CONSERVATION AUTHORITY APPROVAL
- HERITAGE APPROVAL FOR PROPERTY LISTED OR DESIGNATED AS A HERITAGE PROPERTY
- ONTARIO MINISTRY OF TRANSPORTATION APPROVAL

# PREPARE DETAILED PLANS

BEFORE APPLYING FOR A PERMIT, ENSURE YOU HAVE THOROUGH PLANS FOR YOUR PROJECT. THESE SHOULD INCLUDE ARCHITECTURAL DRAWINGS, SITE PLANS, AND ANY STRUCTURAL, MECHANICAL, AND ELECTRICAL LAYOUTS. ACCURATE AND DETAILED PLANS WILL HELP STREAMLINE THE REVIEW PROCESS.



# PAY THE PERMIT FEES

BUILDING PERMIT FEES VARY BASED ON YOUR PROJECT'S SIZE AND SCOPE. THESE FEES COVER PLAN REVIEW AND INSPECTIONS. CHECK WITH GRIMSBY'S BUILDING DIVISION FOR THE FEE STRUCTURE AND BE PREPARED TO MAKE THE PAYMENT WHEN YOU SUBMIT YOUR APPLICATION.



BUILDING DIVISION CONTACT:  
905.309.2022

# WAIT FOR THE REVIEW PROCESS

AFTER SUBMISSION, YOUR APPLICATION WILL BE REVIEWED BY A BUILDING OFFICIAL, ZONING PLANNER, AND DEVELOPMENT ENGINEER (IF APPLICABLE) TO ENSURE IT MEETS ALL CODES AND REGULATIONS. THIS PROCESS CAN TAKE A FEW WEEKS, DEPENDING ON YOUR PROJECT'S COMPLEXITY AND THE BUILDING DIVISION'S WORKLOAD.



# SCHEDULE INSPECTIONS

ONCE YOUR PERMIT IS APPROVED AND CONSTRUCTION BEGINS, YOU'LL NEED TO SCHEDULE INSPECTIONS AT VARIOUS STAGES OF THE PROJECT. INSPECTIONS ENSURE THAT THE WORK COMPLIES WITH THE APPROVED PLANS AND BUILDING CODES. COMMON INSPECTION POINTS INCLUDE FOUNDATION, FRAMING, INSULATION, FIREPLACE/FLUE, HVAC, PLUMBING, AND FINAL COMPLETION.



CONSULT YOUR BUILDER IF YOU HAVE  
QUESTIONS.

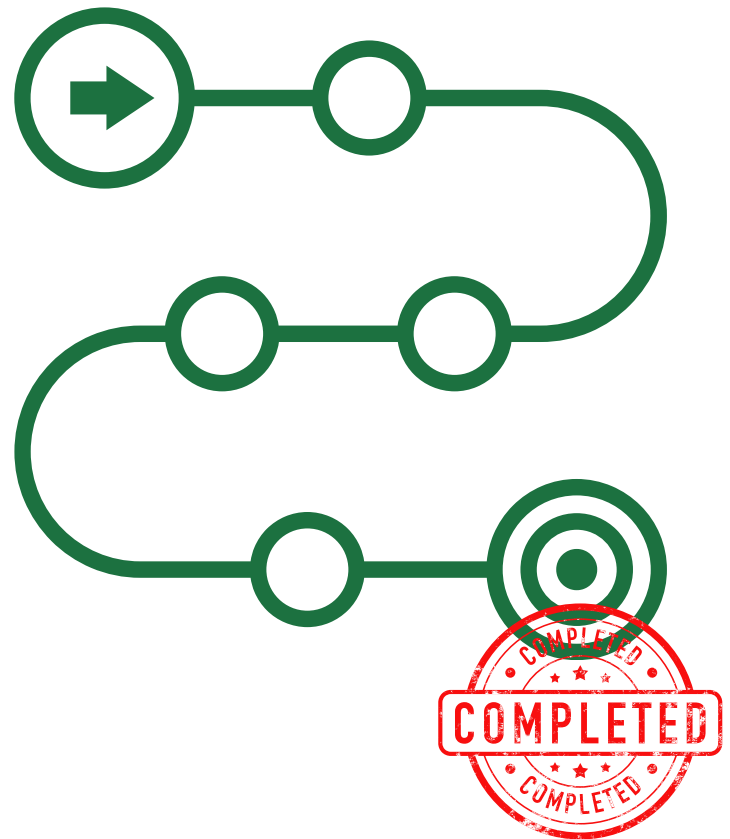
# OBTAIN THE FINAL OCCUPANCY PERMIT

AFTER COMPLETING YOUR PROJECT, YOU'LL NEED AN INSPECTION TO RECEIVE AN OCCUPANCY PERMIT. THIS PERMIT CONFIRMS THAT YOUR NEW BUILDING IS SAFE AND MEETS ALL BUILDING STANDARDS. YOU CAN ONLY LEGALLY OCCUPY YOUR NEW BUILDING ONCE YOU HAVE THIS PERMIT.



# COMPLETE

NAVIGATING THE BUILDING PERMIT PROCESS IN ONTARIO CAN BE COMPLEX, BUT WITH PROPER PLANNING, IT CAN BE SMOOTH AND EFFICIENT. IN GRIMSBY, WE PROVIDE ASSISTANCE THROUGHOUT THE ENTIRE PROCESS, FROM PLANNING TO FINAL INSPECTION, ENSURING THE SUCCESS OF YOUR CONSTRUCTION PROJECT.



IF YOU NEED HELP WITH YOUR BUILDING PERMIT APPLICATION, OUR EXPERT TEAM IS READY TO ASSIST YOU.