

BUILDING PERMITS
STEP-BY-STEP

MAJOR 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.

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.



FIND OUT WHAT AGENCIES CONDITIONS OR APPROVALS APPLY TO YOUR PROJECT

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 OTHER APPLICABLE APPROVAL AGENCIES, OR AUTHORITIES HAVING JURISDICTION INCLUDE:

- CONSERVATION AUTHORITIES
- GRIMSBY FIRE DEPARTMENT
- GRIMSBY PUBLIC WORKS
- GRIMSBY PLANNING: HERITAGE, ZONING, DEVELOPMENT APPROVALS, ARCHEOLOGICAL STUDIES
- ONTARIO MINISTRY OF TRANSPORTATION
- MINISTRY OF ENVIRONMENT
- HYDROONE
- CN RAIL
- ADDITIONAL FEES:
 - DEVELOPMENT CHARGES (GRIMSBY FINANCE)
 - PARKLAND DEDICATION (GRIMSBY PLANNING)
 - COMMUNITY BENEFITS CHARGES (GRIMSBY PLANNING)
 - SECURITIES AND DEPOSITS (GRIMSBY PUBLIC WORKS)



IT IS RECOMMENDED TO USE THE FREE PRE-APPLICATION MEETING PROCESS
MANAGED THROUGH OUR PLANNING DIVISION WHERE ALL RELEVANT AGENCIES
WILL BE NOTIFIED ABOUT THE PROJECT AND WILL PROVIDE COMMENT OR
EXEMPTION TO HELP ENSURE THAT YOUR PERMIT APPLICATION GOES AS SMOOTH
AS POSSIBLE.

EMAIL: PLANNING@GRIMSBY.CA PHONE: 905-945-9634 EXT. 2128

PREPARE DETAILED PLANS

ONCE YOU HAVE SATISFIED THE RELEVANT APPLICABLE LAW AGENCIES REQUIREMENTS AND 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.

SOME ADDITIONAL DESIGN DOCUMENTS FOR MAJOR CONSTRUCTION PROJECTS FOR BUILDING PERMIT REVIEW, INCLUDE:

- STORM WATER MANAGEMENT PLAN
- FIRE ACCESS ROUTE PLAN DESIGNED TO ACCOMMODATE GRIMSBY FIRE TRUCK SIZES
- SERVICING FLOW CALCULATIONS: WATER, FIRE, SANITARY, STORM
- GEOTECHNICAL STUDY INCLUDING HYDROGEOLOGICAL STUDY
- PRIVATE SITE SERVICING:
 - WATER SERVICES, STORM SEWERS, SANITARY SEWERS, CATCH BASINS AND MANHOLES
 - FIRE SERVICE MAINS: ALL DETAILS AND SPECIFICATIONS IN ACCORDANCE WITH NFPA-24
 - DETAILS, CROSS-SECTIONS, AND GENERAL NOTES
 - PRIVATE WATER SUPPLY PIPES SHALL BE DESIGNED AND INSTALLED ACCORDING TO MOE PIBS 6881E, "DESIGN GUIDELINES FOR DRINKING-WATER SYSTEMS" AS PER 7.1.5.5.(1), OBC.
 - PRIVATE SEWERS SHALL BE DESIGNED AND INSTALLED ACCORDING TO MOE PIBS 6879, "DESIGN GUIDELINES FOR SEWAGE WORKS" AS PER 7.1.5.5.(2), OBC

SUBMIT YOUR APPLICATION

SUBMIT YOUR COMPLETED APPLICATION TO GRIMSBY'S BUILDING DEPARTMENT, OR HAVE YOUR BUILDER OR DESIGNER HANDLE THIS FOR YOU. ENSURE ALL FORMS ARE ACCURATELY COMPLETED TO AVOID DELAYS.



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.



DEVELOPMENT CHARGES, PARK LAND DEDICATION AND CBC FEES WILL BE COLLECTED AT THE END OF THE APPLICATION PROCESS.

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.

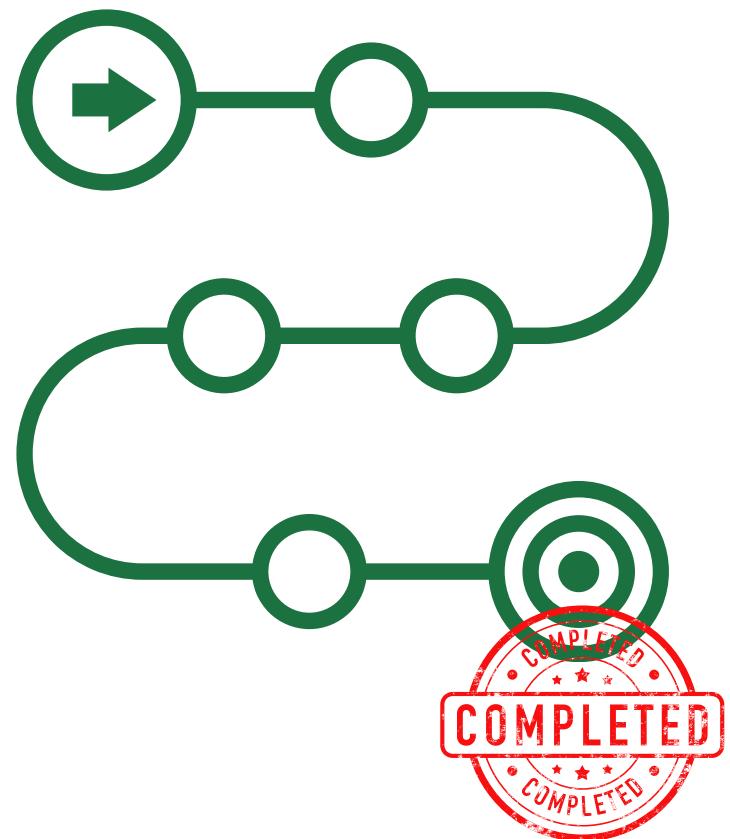
OBTAI**N** THE FINAL OCCUPANCY PERMIT

AFTER COMPLETING YOUR PROJECT, YOU'LL NEED A FINAL 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.