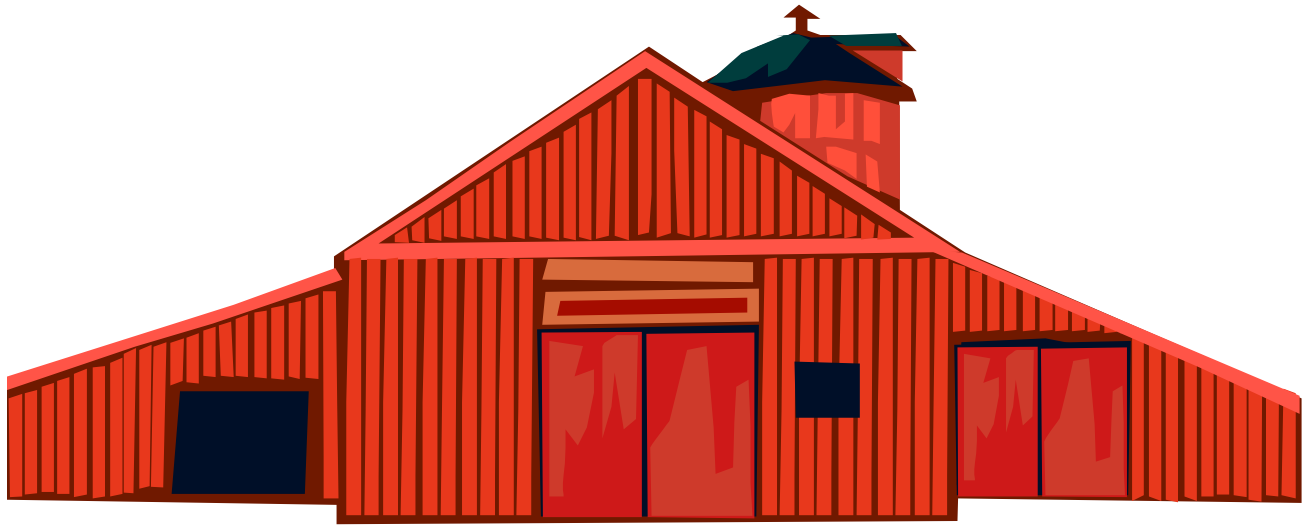

GUIDE TO BUILDING PERMITS FOR AGRICULTURAL BUILDINGS



Township of Centre Wellington
Planning & Development - Building Division

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Township of Centre Wellington

Planning & Development - Building Division

Guide to Building Permits

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Office Hours:	Monday to Friday (except holidays) 8:30 a.m. to 4:30 p.m.
Planning & Development:	519-846-9691
Infrastructure Department:	519-846-9691
Corporate Services:	519-846-9691
▪ Finance	
▪ Taxation	
▪ Clerks/Legislative Services	
Public Works:	519-846-9801
Community Services:	519-843-2800
Fire & Emergency Services:	519-843-1950
Call Before You Dig:	1-800-400-2255 (Ontario One Call) 519-843-2900 (CW Hydro) 1-888-664-9376 (Hydro One)
Electrical Safety Authority:	1-887-421-2228
Grand River Conservation Authority:	519-621-2761 1-866-900-4722
Ministry of Transportation:	519-873-4200
Ontario Building Code (to order a copy):	1-888-361-0003
Ontario Property Assessment Corporation:	1-866-296-6722



Township of Centre Wellington

Planning & Development - Building Division

Guide to Building Permits

Whether you are planning on building a simple storage building or a large addition on your barn there is a lot of questions about Building Permits. If you are planning agricultural construction, this guide will provide you with the information required to apply for a building permit.

Building permits are necessary to ensure that zoning requirements, fire and structural safety standards and other building standards are met, primarily for safety reasons. Obtaining a permit is beneficial because you will receive assistance from Building Services staff as well as ensure that you or the person you have hired produces a product that meets the minimum standards as set out in the Ontario Building Code, National farm Building Code and other relevant Codes and By-laws.

Under the Building Code Act, a building permit is required for the construction, alteration or renovation of any structure over 10 m² (108 ft²) in area. Some typical projects that require a permit include; livestock buildings, produce buildings, equipment storage buildings, silos, manure storage tanks, riding arenas, coverall type structures, and any type of accessory structure that is greater than 10 m² (108 ft²) in area. The Building Department does not issue electrical permits or carry out electrical inspections. Please contact the Electrical Safety Authority for information at 1-877-372-7233.

Submit Your Application

The following items are required in order to submit your proposal for review:

- A fully completed permit application form
- A survey or site plan drawn to a recognized scale of your property showing all existing structures and indicating the location of your proposed addition or building and the dimensions from property lines
- Building plans drawn to a recognized scale including floor plans, cross sections and elevations of every side
- A roof framing plan or truss layout (including truss drawings)
- Commitment to General review by Engineers (if building is greater than 600 m²)
- Nutrient Management Questionnaire/Nutrient Management Strategy
- Minimum Distance Separation (MDS II) Calculations, if required
- Septic system information
- If the property is under the jurisdiction of a Conservation Authority, then proof of approval from these authorities is required

*****INCOMPLETE OR INSUFFICIENT APPLICATIONS OR PLANS WILL NOT BE ACCEPTED*****



Township of Centre Wellington

Planning & Development - Building Division

Guide to Building Permits

The Approval Process

Your application will be reviewed in order of submission. During the review process a Plans Examiner may identify deficiencies on the drawings or determine that additional information is required in which case the designer and/or applicant will be notified. Please ensure that this requested information is submitted promptly as no further processing will occur until the information is received. Any delays on your part will affect our permit processing time. When the review is complete the building permit will be issued and we will call to notify the applicant.

*****IN ORDER FOR US TO PROVIDE QUICKER PROCESSING OF PERMITS, WE ENCOURAGE YOU TO AVOID UNNECESSARY PHONE CALLS OR UNSCHEDULED MEETINGS*****

Permit Issued

Construction may commence upon issuance of the building permit. Please review the conditions which have been noted on your permit and drawings. The permit and attachments must be available on site and the permit card must be posted and visible. Construction must be in compliance with the approved plans and documents issued with your permit. Any deviation from the approved drawings must be reported to the Building Division and revised drawings may be required. Several mandatory inspections are required to ensure that all the work is completed according to the approved plans, including changes noted by the Plans Examiner. Your permit will include a list of mandatory inspections specific to your project.

Inspections

Inspections do not happen automatically. It is the owner's responsibility to ensure that you or your contractor contacts the Building Department to book an inspection. Failure to have inspections performed may result in having to uncover and expose work for inspection.

To book your inspection, please call 519-846-9691 ext. 907. A 24 hour notice is required. An inspector will perform an inspection and a field report will be filled out. If infractions are noted, these items must be corrected and a re-inspection must be booked to ensure that the infractions have been remedied. Once all mandatory inspections have been passed, the permit will be considered complete.





Township of Centre Wellington

Planning & Development - Building Division

Guide to Building Permits

Frequently Asked Questions

1. How much does a permit cost? What does the fee include?

Permit fees vary depending on the type of construction proposed. Some fees are a flat rate while others are based on the floor area of construction. This fee includes plans review and required inspections and is not subject to GST or PST. If you need assistance in calculating the permit fee please call 519-846-9691.

2. Will my taxes go up?

Taxes are based on the assessed value of the property. For more information, please contact the Ontario Property Assessment Corporation at 1-866-296-6722.

3. Do you notify my neighbours about the building permit?

Your neighbours are not notified about your building permit if your proposed work meets all current zoning regulations.

4. Who is responsible for getting a building permit and calling to have the required inspections done?

While many contractors include these items as part of the job the ultimate responsibility rests with the homeowner. If a permit is required for the work being undertaken no work is to commence and no inspections will be carried out until the permit is issued.

5. How long does it take to get a permit?

The approximate time to process your building permit application is 15 business days.

6. How much time do I have to finish the work before the permit expires?

Once your permit is issued construction must start within 6 months and be continuous and on-going.

7. What happens if construction is carried out without a permit?

Construction without a permit is illegal and subject to legal action under the Ontario Building Code Act.