



# TOWN OF RENFREW

## Development & Works Department

### Building Permit Application Guide

The Ontario Building Code Act requires homeowners to obtain a building permit prior to construction to ensure construction meets the Building code standards and other municipal requirements including zoning. By applying for a building permit, you ensure that your project meets minimum structural, fire, and health and safety standards.

A building permit is required for the following: construction of a new structure over 10 square meters (108 sq. ft.) in area; addition/renovation to any structure; installation or alteration of a plumbing system and installation/alteration of a heating/ventilation system. Swimming Pool/Enclosure (fencing) permits are required under the Swimming Pool By-law.

In addition to a building permit, your project may also be required to comply with other approvals such as the Electrical Safety Authority, New Home Warranty Program, Heritage, Site Plan Control, Health Unit for Septic System, Conservation Authority, Planning, Lot Grading and Drainage.

#### **Permit Submission**

Building permit application forms are available at the Municipal Office and on the Municipal Web Site [www.renfrew.ca](http://www.renfrew.ca). Your application must be submitted with two (2) sets of plans and specifications. See list of required drawings attached.

***Incomplete applications or drawings will not be accepted. All plans must be drawn to scale and accurate for detail.***

#### **Inspections**

An inspection schedule is provided on the back of the Building Permit. An inspection is required prior to any part of the construction being covered.

#### **All Permits Require Final Inspections Prior to the Expiry Date**

Permission to occupy an unfinished building may be granted provided the Chief Building Official has determined that it is in conformance with Section Division 2 Part 1 of the Ontario Building Code.

Please note that a signed building application authorizes the building inspectors of the Town of Renfrew to enter a subject property and any buildings thereon for the purposes of inspection (ref. Section 12.1 of the Ontario Building Code Act).