

## **PROCESSING OF AN APPLICATION FOR A BUILDING PERMIT**

### **1. Submit Application**

Submit application to the Building Department complete with all required documents and/or drawings.

### **2. Review Process**

The Chief Building Official reviews the application to determine if the project is in compliance with the Building Code, the zoning and other municipal by-laws and provincial regulations.

### **3. Issuance of Permit**

If in compliance with the code, zoning and other applicable regulations is determined, the application is approved and a building permit is issued by the Chief Building Official.

The time period for the issuance of a permit shall be as per the Building Code requirements and shall begin on the day on which the application is considered to be complete by the Chief Building Official.

i.e.	Residential	-	5 to 10 days
	Residential (multiple units)	-	up to 20 days
	Commercial	-	up to 20 days
	Industrial	-	up to 20 days
	Institutional	-	up to 20 days

### **4. Payment of Fees / Posting of Permit**

Upon notification, you need to obtain your Building Permit from the Building Department and you must pay all required permit fees as per Schedule "A" to Building By-law no. 18-2008, prior to starting the construction.

You must also post the Building Permit in a window or other prominent place at the construction site, keep a copy of the Building Plans at the site and bring any proposed changes to the attention of the Chief Building Official immediately. Changes may require a review and approval in the same manner as the original application.

### **5. Scheduling of Inspections**

Each major phase of construction must be inspected by the Building Inspector to make certain the work conforms to the Building Code, the Building Permit and the Approved Plans.

The person responsible for the construction project must request each inspection and 24 to 48 hours advanced notice is required.

See *Inspections during Construction* for more information on inspections.