

**The Corporation of the Township of Tyendinaga**

859 Melrose Road  
R.R. #1  
Shannonville, ON  
K0K 3A0

Telephone: 613-396-1944  
Fax: 613-396-2080

**Township of Stirling-Rawdon**  
2529 Stirling-Marmora Rd, Box 40  
Stirling, ON  
K0K 3E0

Telephone: 613-395-3380  
Fax: 613-395-0864

**Municipality of Tweed**  
Postal Bag 729  
255 Metcalf Street  
Tweed, ON  
K0K 3J0

Telephone: 613-478-2535  
Fax: 613-478-6457

**The Corporation of the Town of Deseronto**

331 Main Street  
P.O. Box 310  
Deseronto, ON  
K0K 1X0

Telephone: 613-396-2440  
Fax: 613-396-3141

**Madoc Township**  
P.O. Box 503  
15651 Highway 62  
Madoc, ON  
K0K 2K0

Telephone: 613-473-2677  
Fax: 613-473-5580

**Municipality of Marmora and Lake**

12 Bursthall Street, Box 459  
Marmora, ON  
K0K 2M0

Telephone: 613-472-2629  
Fax: 613-472-5330

Home Owners are responsible to get the appropriate permits and approvals from the following (when required) before applying for a building permit as per the Ontario Building Code:

**Quinte Conservation Authority**

613.968.3434

**Lower Trent Valley Conservation Authority**

613.394.4829

**Crowe Valley Conservation Authority**

613.472.3137

**Ministry of Environment**

1.800.565.4923

**Ministry of Transportation**

1.800.554.0487

**Ministry of Agriculture, Food & Rural Affairs –**

**MDS Contacts** 613.475.1630

**DEFINITIONS**

Building Code Act – Definitions. In this Act, “**building**” means,

- (a) A structure occupying an area greater than ten square meters consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
- (b) A structure occupying an area of ten square meters or less that contains plumbing, including the plumbing appurtenant thereto,
- (c) Plumbing not located in a structure, or
- (d) Structures designated in the building code; (“bâtiment”)

“**construct**” means to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere and “construction” has a corresponding meaning; (“construire”, “construction”, “travaux de construction”)



Joining Townships by Growing Communities - Since 2005

**BISB Service Schedule**

<b>Richard Cook CBO</b>	<b>Skylor Genereaux DCBO</b>	
<b>Tweed 613-478-2535</b>	Monday 2-4 Wednesday 9-11	For Inspections Call
<b>Tyendinaga 613-396-1944</b>	Tuesday 9-11 Thursday 2-4	
<b>Stirling-Rawdon 613-395-3380</b>	Monday 9-11 Friday 1-3	1-866-414-0088 or 613-395-5166
<b>Deseronto 613-396-2440</b>	Tuesday 2-4 Thursday 9-11	Will be inspected within 48 hours of working schedule
<b>Madoc Twp 613-473-2677</b>	Wednesday 1-4	
<b>Marmora &amp; Lake 613-472-2629</b>	Tuesday 9-11 Friday 9-11	

**For Inspections call**

**613-395-5166**

or

**1-866-414-0088**

## LIST OF CONSTRUCTION PROJECTS THAT REQUIRE A PERMIT

### Permits required for:

1. All new construction.
2. To remove any partitions.
3. To move or relocate any plumbing fixtures.
4. To construct or replace any roof structure.
5. To construct any addition to existing dwelling.
6. To install any door or window where none exists.
7. To install any door or window which is larger than the existing one.
8. To construct any footings.
9. To construct any basement under an existing structure.
10. To construct any deck.
11. To construct any addition to an existing storage shed so that total area exceeds 100 square feet.
12. To construct any secondary residence.
13. To construct any concrete floor which covers or encases plumbing.
14. To install any wood burning, solid fuel burning appliance, chimney
15. To add a porch (screened or glass) to any dwelling.
16. To add roof to any existing deck.
17. To install insulation and vapour barrier.
18. To construct a carport.
19. To change use of a building.
20. To demolish a building, or any part of a building.
21. To replace a shingle roof with steel.
22. To install, repair, replace septic system or part thereof.

### Permit not required:

1. To re-shingle any roof (shingles to shingles).
2. To replace siding.
3. To replace doors or windows of the same size.
4. To install or repair soffit or fascia.
5. To construct any storage building less than 100 sq. ft. (Note: must meet set back requirements of Zoning By-law).

### WHERE DO I OBTAIN A PERMIT?

- Please contact your local Municipal Office.

### WHAT INFORMATION DO I NEED TO SUPPLY IN ORDER TO GET A PERMIT?

1. A fully completed Municipality APPLICATION form
2. Two (2) sets of PLANS for the proposed construction, renovation etc.
3. A copy of the roof truss drawings (stamped by a P.Eng. (When applicable))
4. A copy of the heat loss calculations (when applicable)
5. A site plan showing the location of the building on the lot i.e. distances from side, rear and front yards
6. Proof of Ownership of Property i.e. copy of registered deed (when Municipal Office has not yet received official notice of change in ownership)
7. A fully completed septic application (when applicable).
8. A copy of an "Entrance Permit" signed by the Road Superintendent and the Property owner when applicable
9. Completion of a Ministry of Agriculture "Minimum Distance Separation" Form

### HOW LONG DOES IT TAKE TO PROCESS A PERMIT?

- Minimum of 5 days for decks & garages
- Minimum of 10 days for house permits
- Minimum of 30 days for commercial/septic permits

### WHO ISSUES THE PERMIT?

1. Permits can be obtained through your local office.
2. **Inspections can be obtained by calling 395-5166 or 1-866-414-0088. Do NOT call before ready.**
3. All information listed under "What Information Do I Need to Supply" to the left must be received and approved before a permit will be issued. (Note: The "USE" of the proposed building construction must also conform to the Municipality's Zoning By-law before a permit can be issued. The Municipality's Building Permit Application Form requires specific details on the proposed use to be provided.)
4. **Construction started prior to the issuance of a Building Permit is in violation of the Municipality's Building By-law and the property owner will be subject to an administration fee of double fee and possible fines and penalties as set out in the Set Fines By-law. In addition a "Stop Work Order" will be issued against the subject construction until a permit is obtained.**

### PLUMBING PERMIT

- A Plumbing Permit is required prior to installing or altering any plumbing system.

### SEPTIC PERMIT

- Septic Permits are obtained through the Municipal Offices.

### NOTE

The above information is a SUMMARY only. Any Questions or Clarifications will be referenced to Municipal By-laws and the Ontario Building Code Act.