

**Vivian Bloom
Mayor**



**Municipal Office
Tel: 613-338-2811
Fax: 613-338-3292**

**CBO/BLEO Ext. 255
Building/Planning Clerk Ext. 222**

P.O. Box 130, Maynooth, Ontario, K0L 2S0

January 20, 2015

REQUIREMENTS TO BE FOLLOWED WHEN BUILDING:

1. Obtain a septic permit application form. The provincial standard building permit application form is acceptable. The fee is \$500.00 for a new system and \$250.00 for alteration or repair to an existing system.
2. Contact Cathy Bujas at 613-338-2811 extension 222 regarding an Entrance Permit and an emergency response (E-911) number. The fee for an Entrance Permit is \$500.00 with a \$100.00 rebate after a written request for a refund and final inspection is received. The fee for the E-911 blade and post is \$50.00 + \$6.50 HST = \$56.50
3. You will be advised regarding the size and length of culvert, if required. Obtain and complete a Building Permit Application and return the completed application to the Building Department. The provincial standard building permit application form is acceptable.
4. If property is on Ministry of Transportation Ontario owned highway a permit may be required from MTO, 613-332-3220.
5. HVAC and plumbing drawings are required prior to receiving final inspection.

Please give 48 hours notice for scheduled inspections

A PERMIT APPLICATION MUST BE ACCOMPANIED BY:

1. A comprehensive site plan showing the proposed building in relation to the lot lines, water bodies, existing structures and hydro lines. Show applicable dimensions. Include a drainage plan showing flow of water onto and from the property.
2. Floor plans.
3. Floor, wall and roof framing plans. If a structural joist is to be used, provide framing plans showing required bracing.
4. Elevations of all building faces showing grade, include measurements of grade to first floor.
5. Sections of exterior walls and uppermost ceilings.
6. Foundation plans, footings, column pads, floor drains.
7. Foundation wall section showing footings, wall, damp-proofing, etc.
8. Provide heating, ventilation and air conditioning specifications.
9. Complete Energy Efficiency Design Summary.
10. Prescribed fees.