



SIoux LOOKOUT

Hub of the North

The Corporation of the
Municipality of Sioux Lookout
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Department of Development Services

THE BUILDING PERMIT PROCESS

The Building Code Act, which is enforced by the Municipality of Sioux Lookout, requires that no construction, as defined in the Act and summarized on the attached list, shall take place until a building permit has been applied for, and obtained. The Ontario Building Code, the Zoning By-Law and other by-laws and statutes regulate the various aspects of construction.

APPLICATIONS

An application form should be obtained from the Building Division of the Development Services Department and duly completed. Staff will provide any required information with regard to the application upon request, including zoning, the Building Code and other applicable requirements. Two sets of construction plans as applicable and a plot plan or site plan should be submitted with the application. Construction plans should contain sufficient detail to indicate the proposed construction and to determine compliance with the Ontario Building Code. Other required approvals or verification from any other authority having jurisdiction should be attached as necessary; e.g.

Septic Disposal Permit from the Northwestern Health Unit; Building and Land Use Permit from the Ministry of Transportation of Ontario; Entrance Permit from the Building Division of the Development Services Department; Other authorizations, if applicable, from Ministry of the Environment, Ontario

Building Division staff will advise which other approvals etc., as above, are required, prior to the acceptance of the application. The application and plans will be checked for compliance with the Zoning By-Law, the Ontario Building Code and any other applicable requirements, and Building Division staff will advise of any necessary modifications which are required in order for the application to conform to the Zoning By-Law, the Ontario Building Code, or of any other required action prior to acceptance. Other permits for demolition or change of use may also be required.

After any required modifications the application and supporting documents will be accepted and processed and the applicant would be subsequently advised when the permit is ready.

Building Permit Process

The required inspections are noted on the Building Permit. Other instructions may be noted on the back page of the Building Permit.

Please place the permit at a conspicuous place at the construction site. When the Chief Building Official completes a satisfactory inspection he/she will sign off the appropriate inspection on the permit.

Please keep the approved drawings on site at all times so that they are readily available to the inspecting authority. Not having either of the approved plans or the building permit on-site is contrary to the *Ontario Building Code* and the *Building Code Act* and a fine of \$100.00 cash will be levied for missing any of the two required documents.

REQUIRED BUILDING PERMITS

The following list sets out some of the projects for which a building permit is required:

- New Buildings or Structures.
- Accessory Buildings and Structures.
- Additions to existing Buildings and Structures (e.g. additional floor area, sunrooms, porches, carports, attached garages, dormers, second storeys).
- Renovations (e.g. new rooms, bathrooms, material alterations and repairs).
- Structural Alterations (e.g. removing load bearing walls, beams or columns, repairing or reconstructing basement walls, foundations, floor joist, roof rafters).
- Prefabricated Structures (e.g. garages, tool sheds, sunrooms, patio roofs).
- Solid Fuel Burning Appliances (installation of outdoor wood stoves, indoor wood stoves, fireplaces and metal or masonry chimneys).
- Fire Separations (e.g. new or alterations to fire rated ceilings, walls, floors).
- Exit Facilities (e.g. new or alterations to exit doors).
- Fire Protection Systems (e.g. fire alarms, sprinklers, standpipe and hose systems).
- Swimming Pools (in-ground and above-ground).
- Designated Structures (communication towers, retaining walls, storage tanks, signs).
- Wood Decks more than 200 square feet in area, or more than 2 feet above grade, or where the grade has a slope of more than 1 in 2 within 4 feet of any face of the deck.