

MUNICIPALITY OF SIOUX LOOKOUT

YOUR GUIDE TO BUILDING PERMITS,
INSPECTIONS & ROLES

DEVELOPMENT SERVICES DEPARTMENT

UNDERSTANDING THE BUILDING PROCESS

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WHEN IS A BUILDING PERMIT REQUIRED?

You must obtain a building permit before starting most types of construction, including:

- New buildings
- Additions
- Decks, garages, sheds (depending on size)
- Plumbing work
- Structural alterations
- Finishing basements

REQUIRED INSPECTIONS

When your permit is issued, it comes with a Permit Summary, which includes a checklist of required inspections. These inspections ensure your project is safe and code-compliant.

Typical Inspections May Include:

- **Commencement of Work:** Readiness to construct footings (before pouring concrete in footings or slab)
- **Foundation:** After footings/foundation walls are formed, before backfilling
- **Framing:** Substantial completion of structural framing
- **Mechanical:** Substantial completion of HVAC/HRV rough-in (ducts and piping)
- **Plumbing Rough-in:** Inspection/testing of drainage, waste, and venting systems
- **Water Distribution:** Inspection/testing of potable water supply system
- **Plumbing Fixtures & Appliances:** Inspection/testing of final plumbing fixtures and appliances
- **Occupancy Inspection:** Required for occupancy of an unfinished building
- **Final Inspection:** Upon completion of all construction

Important: The Occupancy Inspection and Final Inspection may be separate. You may not occupy a building until occupancy has been granted — even if construction is still ongoing.

BCA Reference:

Section 10 – Required inspections during construction.

WHO'S RESPONSIBLE FOR WHAT?

When your permit is issued, it comes with a Permit Summary, which includes a checklist of required inspections. These inspections ensure your project is safe and code-compliant.

Role	Key Responsibilities
Homeowner	Ensure permits are obtained, inspections are scheduled, and all work complies with code.
Constructor (Builder)	Equally responsible for ensuring permits are in place before work begins, all required inspections are completed, and work follows approved plans.
Inspector	Conducts inspections, enforces compliance, and may issue orders or penalties.
Chief Building Official	Administers permits, interprets the code, and oversees inspectors and enforcement.
Planning Coordinator	Provides guidance on zoning, land use, and site plan compliance. Confirms that proposals meet official plans and local planning policies before permits are issued.

BCA References:

Section 8(1): No person shall construct without a permit.

Section 1(1): "Constructor" includes anyone who undertakes construction.

Section 10: Mandatory inspections

WHAT HAPPENS IF YOU SKIP A PERMIT OR INSPECTION?

Whether you're the homeowner or the builder, you are legally responsible for:

- Starting work without a permit
- Failing to call for required inspections
- Building outside the approved scope
- Consequences may include:
 - Orders to Comply or Stop Work
 - Fines and administrative penalties
 - Demolition or costly rework of non-compliant structures
- Permits and inspections protect you – legally, financially, and ensure the safety of your work for the whole community.

YOUR PERMIT APPLICATION CHECKLIST

Prepare these before you apply to help ensure a smooth and timely permitting process.

1. Confirm Zoning Compliance

Check that your proposed use and structure meet local zoning bylaws (e.g., setbacks, height, lot coverage, use).

Contact the Planning Department for pre-consultation if needed.

2. Planning Approvals (if applicable)

Site Plan Approval, Minor Variance, Consent/Severance, or Official Plan Amendment

3. Prepare Complete Building Drawings

All drawings must meet the Ontario Building Code and include:

Site Plan (with scale, setbacks, lot grading if applicable)

Floor Plans (dimensioned, showing all proposed work)

Elevations (showing exterior views of all sides)

Cross Sections & Construction Details

Foundation and Structural Plans (with Engineer's seal if required)

Energy Efficiency Summary (Part 9 buildings)

4. Include Required Forms and Documents

Completed Permit Application Form (Form 1)

Schedule 1 – Designer's Information

Schedule 2 – Sewage System Installer (if applicable)

Copy of Title or Authorization Letter (if applicant is not the owner)

5. Pay the Permit Fee

Fees vary by project type – consult the Building Department Fee Schedule.

Tip: Submit digital copies (PDF) if accepted – it speeds up the review process.



AVOID DELAYS BY SUBMITTING A COMPLETE PACKAGE

Missing zoning information, incomplete drawings, or missing forms are the most common reasons permit applications are delayed.

Questions? Reach out before you start!

DID YOU KNOW?

Not having a permit can impact your home insurance and may prevent you from selling your property.

Building inspections protect your family, your neighbours, and your investment.

COMMON PITFALLS TO AVOID

- Assuming your contractor applied for a permit
 - Starting work before the permit is issued
 - Submitting incomplete or drawings that lack the necessary construction details
-

NOTICE OF PROJECT (NOP) REQUIREMENTS (HOMEOWNER AS A CONTRACTOR)

As a homeowner completing work yourself, you may need to file a Notice of Project (NOP) if:

- The estimated value of work (labour + materials) is \$50,000 or more; and
- You are coordinating trades, overseeing construction, or acting as the general contractor; or
- Work involves designated substances (e.g., asbestos, lead, silica).

If you are acting as the Constructor under the Occupational Health and Safety Act (OHSA), you are legally responsible for jobsite safety and may be required to post an NOP on-site.

More information: Ontario Regulation 213/91 – Construction Projects

CONTRACTOR CHECKLIST – PROTECT YOURSELF

When hiring a contractor:

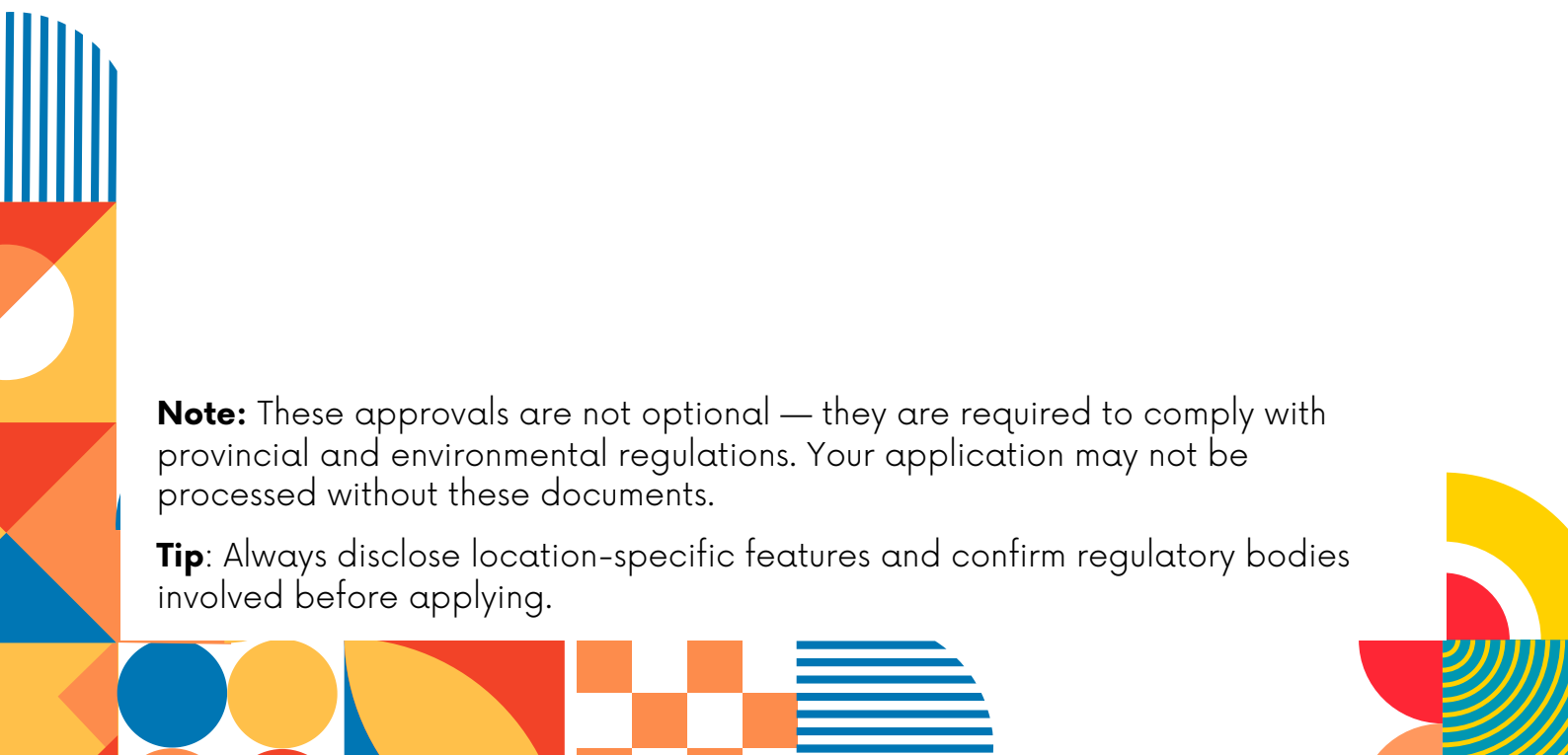
- Confirm they have WSIB coverage and liability insurance
 - Ask for a written contract with scope and timelines
 - Request proof that a permit has been applied for (or apply yourself)
- 



ENVIRONMENTAL & EXTERNAL REGULATORY CONSIDERATIONS

Some projects may require additional approvals beyond municipal control due to environmental and provincial regulations. These include:

- **Environmentally Protected Areas & Fish Habitats:** Development near water bodies, wetlands, or designated sensitive areas may require assessment or permits under MNRF or federal fisheries legislation. This information must be attached to your permit application. This typically means submitting an Environmental Impact Study or a Clearance Letter from MNRF confirming the project complies with applicable laws.
- **Ministry of Transportation (MTO):** If your property is adjacent to or accesses a provincial highway, you may require MTO setback and access permits.
- **Northwestern Health Unit (NWHU):** All private sewage systems must be reviewed and permitted by NWHU. This approval is separate from your municipal building permit.



Note: These approvals are not optional — they are required to comply with provincial and environmental regulations. Your application may not be processed without these documents.

Tip: Always disclose location-specific features and confirm regulatory bodies involved before applying.

BUILDING PERMIT - BP2025-0025 EXAMPLE



SIOUX LOOKOUT
Hub of the North

Building Permit

THE CORPORATION OF
THE MUNICIPALITY OF SIOUX LOOKOUT
Department of Development Services

25 Fifth Ave, P.O. Box 158
Sioux Lookout ON P8T 1A4
Telephone: (807) 737-2700
Facsimile: (807) 737-3436
www.siouxlookout.ca

Permit #:
PRM-2025-0025
Issued Date:
2025-05-29

Permit Type	Roll #
Property Address	Legal Description
Area of Work	Zoning
Description	

Contacts	
Type	Name
Applicant, Property Owner, Payer	

Inspections

PERMIT HOLDER SHALL NOTIFY THE CHIEF BUILDING OFFICIAL OR DESIGNATE A MINIMUM OF TWO FULL BUSINESS DAYS PRIOR TO COMPLETING OR COVERING THE ITEMS LISTED BELOW

STAGES OF CONSTRUCTION TO BE INSPECTED

- | | |
|--|---|
| ☐ Commencement of Work | ☐ Readiness to construct the footings (before pouring cement in footings or a concrete slab) |
| ☐ Substantial completion of the footings and foundation prior to commencement of backfilling | ☐ Substantial completion of structural framing |
| ☐ Substantial completion of mechanical rough in of HVAC/HRV ducts/piping | ☐ Substantial completion of insulation, air and vapour barriers |
| ☐ Completion of construction and installation of components required to permit Occupancy | ☐ Inspection and testing of building sewers and drains |
| ☐ Substantial completion of installation of plumbing not located in a structure, before the commencement of backfilling | ☐ Inspection and testing of water service pipe |
| ☐ Inspection and testing of drainage, waste & venting systems | ☐ Inspection and testing of water distribution system |
| ☐ Inspection and testing of plumbing fixtures and plumbing appliances | ☐ Upon Completion for Final Inspection |

Jody Brinkman, Chief Building Official, BCIN 36868
Telephone: 807-737-2700, ext. 2244

Issuer Signature

Issued Date

NOTE: As per 10.2-(1) of the Building Code Act the Permit Holder (as indicated above) shall provide notice of "readiness for inspection" to the office of Chief Building Official not less than 2 days before completion of each stage of construction requiring inspection as per Articles 1.3.5.1 & 1.3.5.2, Division C, Part 1, of the Ontario Building Code. Failure to obtain inspections as required above may result in an order for uncover and/or submission of a Professional Engineer's report to the Chief Building Official.

THIS PERMIT MUST BE POSTED ON SITE IN A CONSPICUOUS PLACE AT ALL TIMES

Notes to Building Permit No. BP2025-0025:

The following are requirements additional to the "Application for a Permit to Construct or Demolish" and building plans as presented:

Arrange for prescribed inspections listed on the front of the building permit as required by Division C, Section 1.3.5.1 of the Ontario Building Code (OBC). A deposit of \$50 per inspection has been included in the Permit fee and will only be returned if the inspection has been performed.