



TOWN OF CALEDON

Building Department

Building Permits

A Guide for Agricultural Buildings



BUILDING PERMITS

A Guide for Agricultural Buildings

Whether you are planning on building a simple storage building or a large addition on your barn, you will have many of the same questions. Do I need a Building Permit? What do I need to submit to get a permit? How long will it take? Why do I need a permit? This guide has been developed to assist you with understanding the Building Permit process and what information you will need to provide to the Town along with your Building Permit application.

This guide is designed as a basis to assist you in not only obtaining your Building Permit but with completing your project, however, since each project is unique and some of the external agency (e.g., Conservation Authorities, Niagara Escarpment Commission, etc.) requirements that may apply to your property are different, you should contact the Building Section for the specific requirements that apply to your property.



Why is a Building Permit required?

Obtaining a Building Permit will help ensure that the work being constructed is in accordance with the Ontario Building Code, National Farm Building Code and the Town's Zoning By-law. Both the Ontario Building Code and Farm Building Codes contain the minimum construction standards that have been developed to ensure that the health, safety and welfare of both inhabitants and users of buildings are protected.

What is a Building Permit?

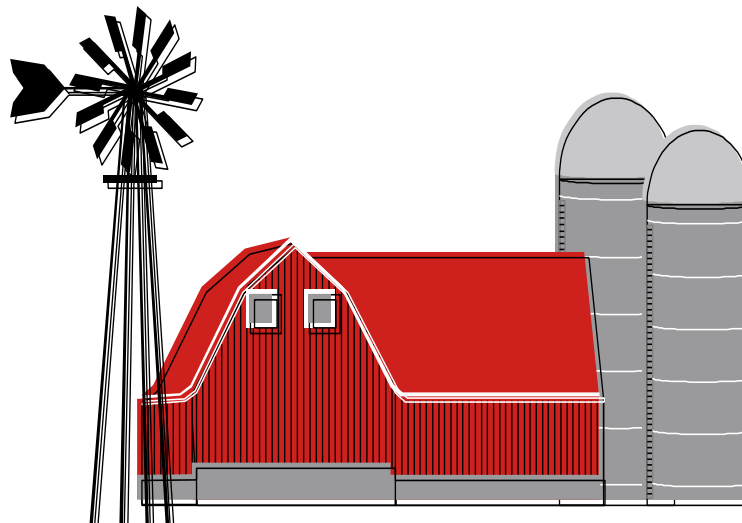
A Building Permit is a document which grants legal permission from the Town to begin construction of a building project, it also includes a set of 'approved' plans which have been reviewed and approved by the Building Department for compliance with both the Codes and the Zoning By-law.

What types of construction projects require a Building Permit?

Under the Building Code Act, a Building Permit is required for the construction, alteration or renovation of any structure over 10 m² (108 ft²) in area. Some typical projects that do require a permit include:

- livestock buildings
- produce buildings
- equipment storage buildings
- silos
- manure storage tanks
- riding arenas
- coverall type structures
- any type of accessory structure that is greater than 10 m² (108 ft²) in area

Please remember that even though a Building Permit may not be required, compliance with the Zoning By-law or other regulations (e.g., Conservation Authorities, Niagara Escarpment Commission, Oak Ridges Moraine, etc.) may apply. Please check with the Planning & Development Department for confirmation on the applicability of the Zoning By-law or other regulations to your project.



Types of construction projects that do not require a Building Permit

Not all new construction, alterations or renovations will require a Building Permit. Some typical projects that do not require a permit include:

- wind turbines including towers
- fences
- re-shingling of roofs
- earthen manure storage
- new windows/doors
- a building or any accessory structure that does not exceed 10 m² (108 ft²)
- minor masonry repairs

Please remember that even though a Building Permit may not be required, compliance with the Zoning By-law, By-law Enforcement for compliance with the Fill By-law or other regulations (i.e., Conservation Authorities, Niagara Escarpment Commission, Oak Ridges Moraine) may apply. Please check with the Planning & Development Department for confirmation on the applicability of the Zoning By-law or any other regulations that may apply to your project.



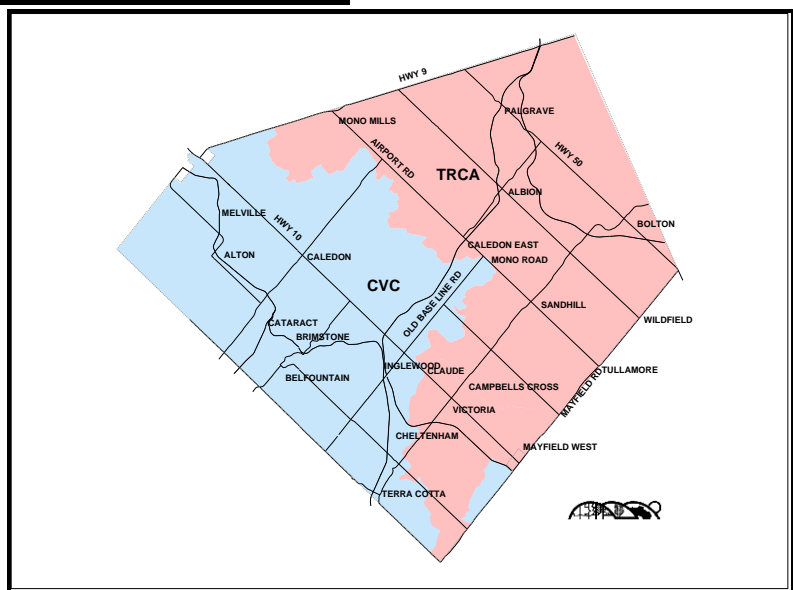
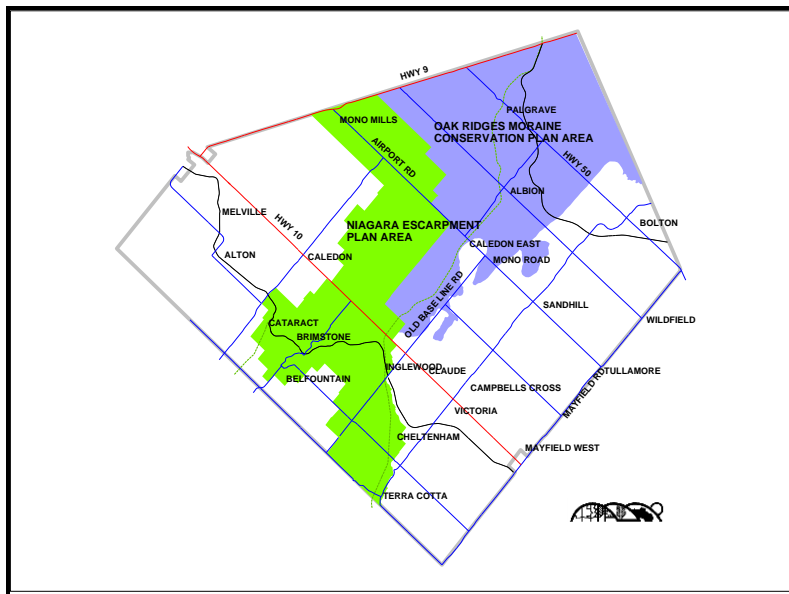
What if I do the work without getting a Permit?

If the work does not comply with either Codes or the Town's Zoning By-law, costly work may be needed to correct any infractions or the removal of the work may be required. Also any future legal transactions of the property (e.g., mortgage renewal, selling, etc.) may be significantly impacted by the 'illegal' construction work. If the work is being done by a contractor, then there is no independent review by a third party for the property owner to help ensure that work is being done correctly and your insurance may not cover any claims that may arise as a result of faulty construction. It is also a violation of the Building Code Act to carry out work for which a Building Permit is required. Failure to comply with the Building Code Act could result in charges being laid and penalties being assessed to the property owner or other responsible persons.



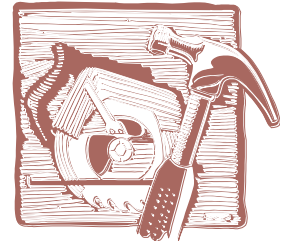
What if I live in an area regulated by a Conservation Authority, the Niagara Escarpment Commission or the Oak Ridges Moraine Act?

If your property is in an area that is regulated by a Conservation Authority, Niagara Escarpment Commission or subject to the Oak Ridges Moraine act and the work you are proposing is either new construction or work that is not wholly contained within an existing building, then you may require a permit from one of the Conservation Authorities, the NEC or Site Plan Approval for the Oak Ridges Moraine. In order to determine if you require this additional approval, staff in the Planning & Development Department can advise of this and how to apply for these approvals. Please note that you may still apply for a Building Permit prior to obtaining this approval (if necessary), however, a Building Permit cannot be issued until such approval is obtained.



What is needed to get a Permit?

A Building Permit application form along with 2 sets of the following drawings are required to be submitted to the Building Section along with the necessary Building Permit fees*:

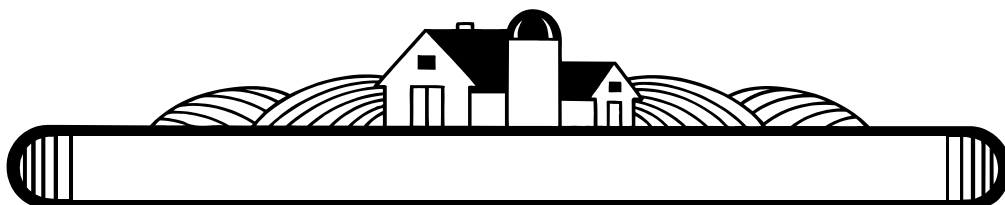


- Site Plan (this does not apply if the proposed work is confined to the interior of the building)
- Floor Plans
- Elevation Drawings of each side of proposed construction (this does not apply if the proposed work is to the interior of the building only)
- Cross Sections
- A roof framing plan or truss layout (including truss drawings)
- Engineered floor framing layout drawing (if applicable)
- Mechanical drawings including Heat Loss/Heat Gain Calculations if a HVAC system is being installed or altered
- Number and type of Plumbing fixtures being installed (i.e., 2 sinks)
- Commitment to General Review by Architects and Engineers (if building is greater than 600 m²)
- Nutrient Management Questionnaire**
- Septic system information (if new system or changes are proposed)
- If the property is under the jurisdiction of a Conservation Authority or the Niagara Escarpment Commission, then proof of approval from these authorities is required

If you have a good working knowledge of construction, you may wish to design your own project, however, you may wish to have a draftsman or designer transform your sketches or ideas into proper plans. Please contact the Building Section early in the planning stages of your project BEFORE any drawings have been started. Determining the specific requirements for your application can speed up the approval process and save you time and money.

* Please contact the Building Section to determine your Building Permit fee prior to visiting the Town to submit your application.

**The Nutrient Management Questionnaire is as a result of new Provincial Nutrient Management Regulations that took effect September 30, 2003. Any Building Permit application for a structure that will house farm animals may be subject to new regulations, this form is to allow us to assist you in determining if your proposed construction is subject to these new regulations. Feel free to contact the Building Section for further information.

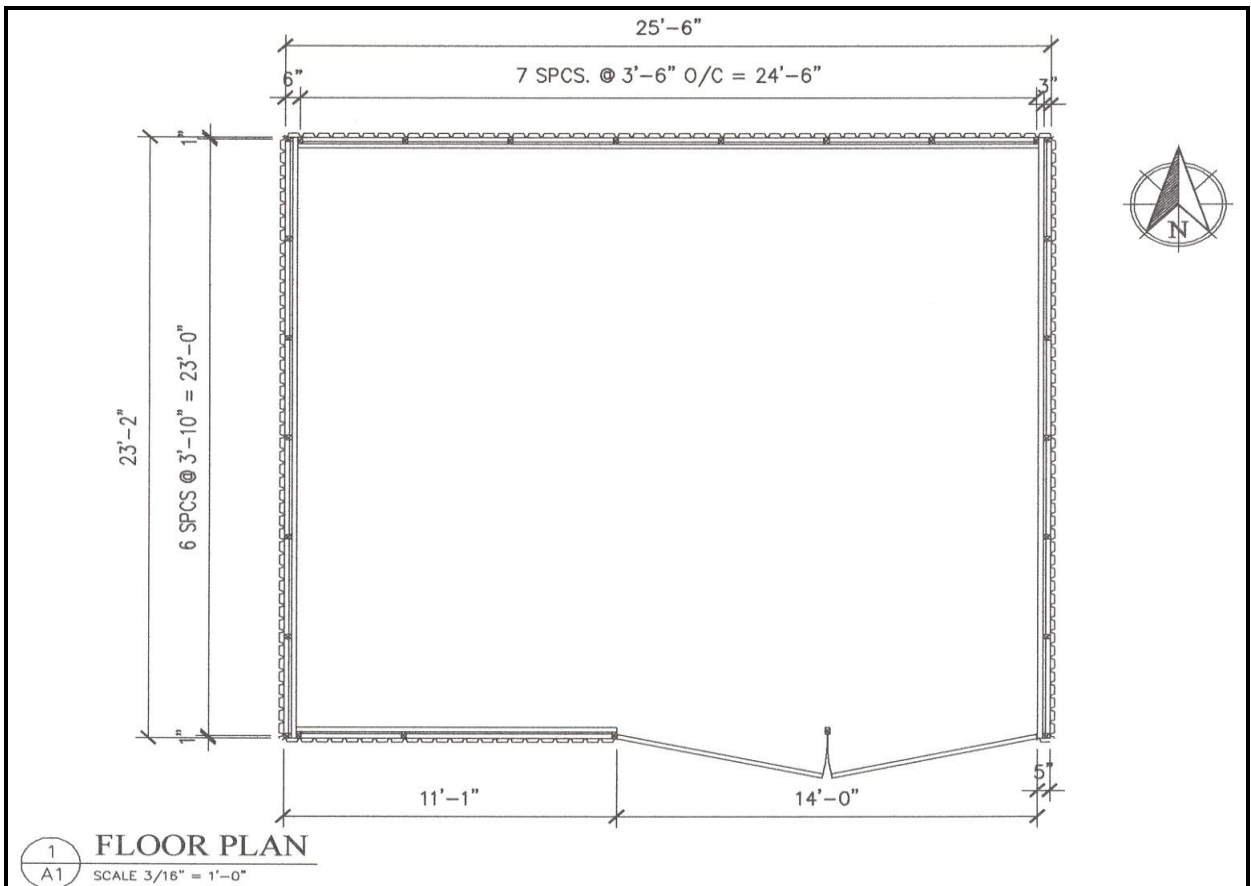
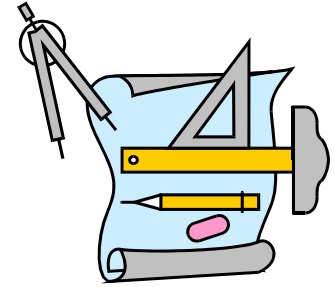


Floor Plans

Floor plans provide a 'bird's eye view' of the different floors of your building. They show scaled dimensions of the rooms on each floor, as well as the size, direction and spacing of structural members (e.g., joists, beams and lintels).

The following information should be shown on a floor plan:

- 1) Title and scale
- 2) Room names
- 3) Interior and exterior dimensions
- 4) Structural members and lintels, including their sizes
- 5) The materials used and the extent and size of both the new and existing structure(s)
- 6) Cross-section symbols
- 7) Location of plumbing fixtures



SAMPLE FLOOR PLAN

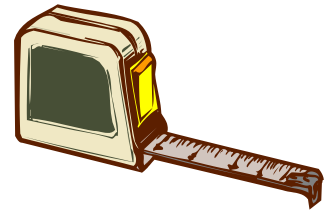
Cross Sections

A cross-section presents a view of a building along an imaginary cut, showing the structural elements of the building and exposing what is hidden behind the walls.

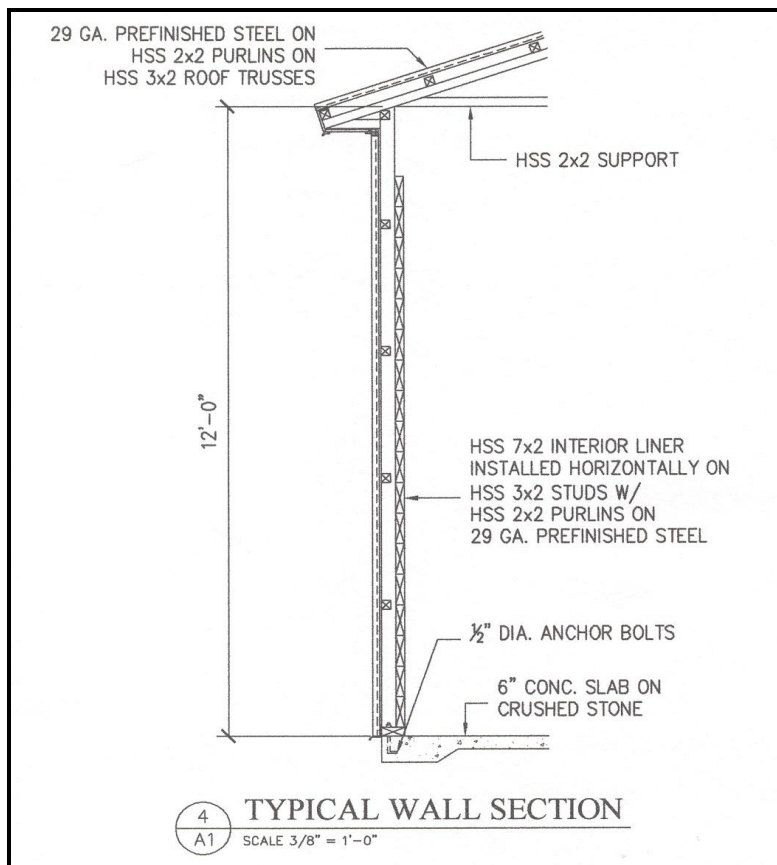
Cross-sections through the proposed and existing structure(s) may be required to show building materials and how they relate to one another. The location of a cross-section is shown by the cross-section symbol on the floor plans.

The following information should be shown on a cross-section:

- 1) Title and scale
- 2) Room names
- 3) Heights and dimensions of doors and windows
- 4) Size and type of materials and finishes
- 5) Finished floor level and grades
- 6) Existing building and proposed addition(s)



More detailed drawings may be necessary to fully explain a particular aspect of your project which varies from conventional construction practices. Typical detailed sections are available at the Building Section counter.



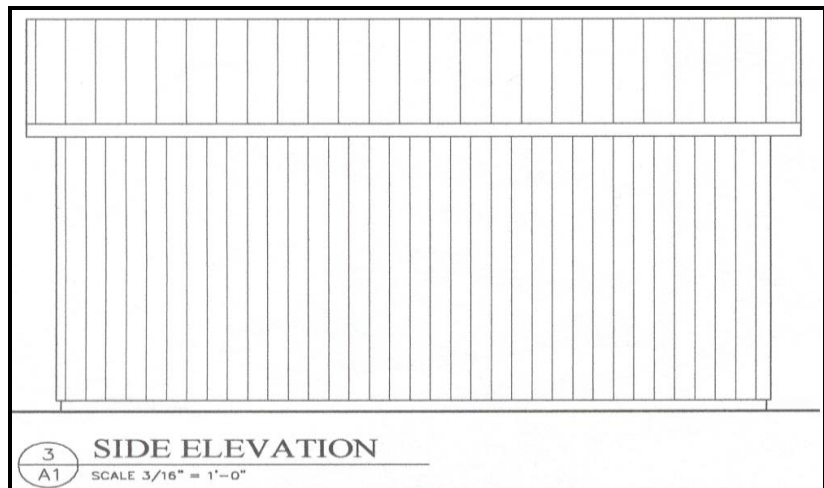
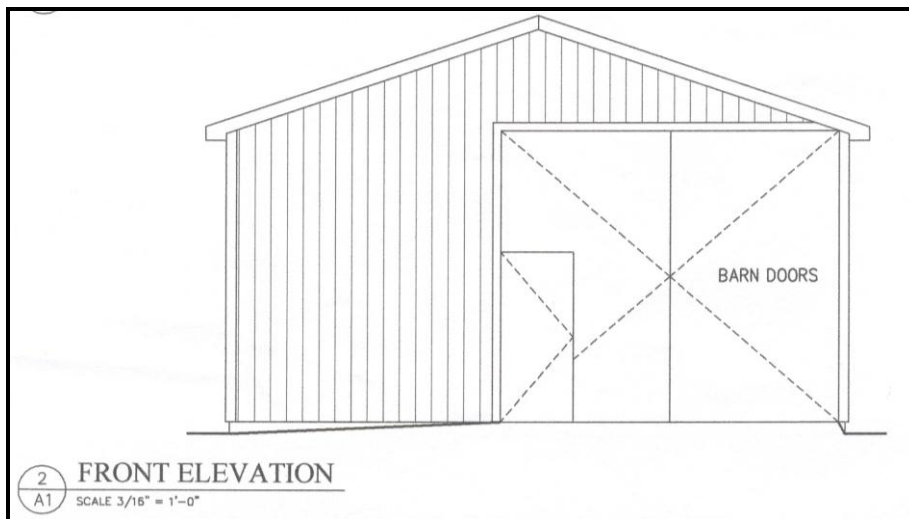
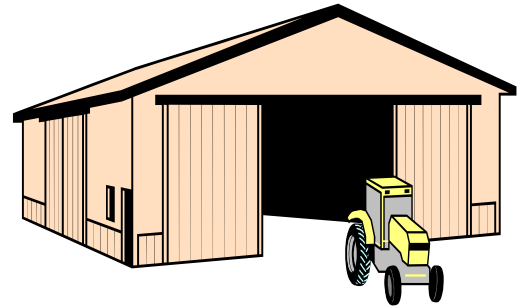
SAMPLE CROSS SECTION

Elevations

Elevations show all exterior side views of a building. Elevation drawings may be required for any project which would alter the exterior view of your building.

The following information should be shown on an elevation:

- 1) Title and scale
- 2) Heights and dimensions of existing and new window and door openings
- 3) Exterior finishes and materials
- 4) Finished floor levels and grade
- 5) Extent of proposed addition and existing building
- 6) Overall height of buildings
- 7) Slope/pitch of new roofs



SAMPLE ELEVATIONS

What happens once I apply?

Once an application is submitted to the Town it is reviewed by a Zoning Plans Examiner along with a Structural/Architectural Plans Examiner and a Mechanical Plans Examiner. Once each Plans Examiner has completed their review and if there is additional information required, then they will contact the applicant in writing or by phone and advise them of this. Once all of the requirements are met including the payment of all fees*, then the application is approved and a Building Permit is issued.

Now that I have my Building Permit, what's next?

Once you have been issued a Building Permit you may now legally begin the construction of your project. During the course of your project there are several different stages of construction that must be inspected by the Town's Building Inspector and/or Mechanical Inspector (for a complete listing of these mandatory inspections, please refer to the last page of this guide). These inspections are legally required and are in place to ensure that the health, safety and welfare requirements of the Ontario Building Code have been met. These inspections are also a good way for either the do-it-yourselfer or the professional you've hired to utilize the expertise and experience that the Inspector can offer in helping to resolve any technical difficulties that may arise during the course of the project.

Please note that these inspections do not happen automatically. It is your responsibility to ensure that either you or your contractor contacts the Town to request an inspection at least 24 hours prior to the actual inspection. This will

ensure that your project proceeds as approved and with minimal delays.

To book an inspection, please call (905) 584-2272, ext. 4174.

Please note that the owner or representative of the owner (e.g., contractor) must be present during any mandatory inspection.

Before you dig:

Remember to call the appropriate utilities before you dig:

Bell Canada and Enbridge Gas
at 1-800-400-2255

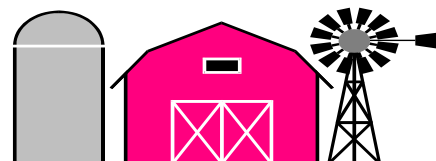
Hydro One at 1-888-664-9376

Region of Peel Water & Sewer locate at
(905) 791-7800, ext. 3400.

Once the project is finished, what do I do?

Upon completion of the project, the Inspectors must conduct one final inspection and upon successful review, the Building Permit is officially signed-off as being complete. This signing-off is your assurance that everything has been inspected and approved and found to be in compliance with both the Ontario Building Code and the Town's Zoning By-law.

*** All Building Permit fees must be paid at the time the Building Permit application is submitted and all Development Charges must be paid prior to permit issuance.**



Contacts

Town of Caledon

Building & Support Services
(905) 584-2272, ext. 2233

Development Approval & Planning
Policy (905) 584-2272, ext. 7338

Public Works
(905) 584-2272, ext. 4328

Committee of Adjustment
(905) 584-2272, ext. 4265

Mailing Address:
6311 Old Church Road
Caledon ON L7C 1J6

Office Hours:
Monday – Friday
8:30am to 4:30pm

Other Agencies

Credit Valley Conservation Authority
1255 Derry Road West
Mississauga ON L5N 6R4
(905) 670-1615

Toronto Region Conservation Authority
5 Shoreham Drive
North York ON M3N 1S4
(416) 661-6600

Niagara Escarpment Commission
232 Guelph Street
Halton Hills ON L7G 4B1
(905) 877-5191

Region of Peel
10 Peel Centre Drive
Brampton ON L6T 4B9
(905) 791-7800

Mandatory Inspections

Structures:

1. FOOTINGS (prior to pouring concrete)
2. FOUNDATION AND WEEPERS (Backfill)
3. EXTERIOR DRAINS
4. INTERIOR DRAINS
5. PLUMBING ROUGH-IN
6. HVAC ROUGH-IN
7. FRAMING (prior to insulating)
8. FIREPLACE OR WOODSTOVE ROUGH-IN
9. INSULATION & VAPOUR BARRIER
10. PLUMBING FINAL
11. HVAC FINAL
12. OCCUPANCY
13. COMPLETION OF WORK

*** Please note that the owner or a representative of the owner (e.g., contractor) must be present during any mandatory inspection.**

