

CORPORATION OF THE TOWNSHIP OF HILTON

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BUILDING PERMITS A GUIDE FOR THE HOMEOWNER

Building Permits are required to:

- ✓ Add a carport, garage or rooms to an existing building
 - ✓ Add dormers
 - ✓ Add structural features such as decks, canopies, etc.
 - ✓ Any structural work including interior partitions
 - ✓ Construct a new home or cottage
 - ✓ Construct accessory buildings such as garages, tool sheds, etc.
 - ✓ Construct fireplace or chimney
 - ✓ Demolitions
 - ✓ Enclose a porch or construct roof over sundeck
 - ✓ Excavate the basement to provide a full basement
 - ✓ Install new rooms or finish existing rooms in the basement or attic
 - ✓ Install siding
 - ✓ Install soffit or fascia
 - ✓ Raise a building to provide a new or altered foundation
 - ✓ Repairs or renovations
 - ✓ Repairs to masonry
 - ✓ Replace windows
- ◆ Scaled drawings and/or application forms are required for all building permits
 - ◆ IT IS THE RESPONSIBILITY OF THE OWNER TO OBTAIN A BUILDING PERMIT
 - ◆ Ensure that the building permit is posted and the approved plans are kept on the job site.
 - ◆ IT IS ILLEGAL TO START WORK WITHOUT A PERMIT

BUILDING PERMITS ARE NOT REQUIRED FOR NON-STRUCTURAL WORK SUCH AS PAINTING AND LANDSCAPING OR FOR SEPARATE BUILDINGS FOR STRUCTURES OCCUPYING AN AREA OF 10 SQUARE METRES OR LESS (unless such building involves plumbing – then a permit is necessary).

Fees: \$192.00 for first \$1000.00 of value/\$9.60 for each additional \$1000.00 of value

OTHER APPROVALS YOU MAY NEED:

RESPECTIVE TOWNSHIP COUNCIL	- zoning by-law amendment
ST. JOSEPH ISLAND PLANNING BOARD	- land severance
ALGOMA HEALTH UNIT	- septic systems and well permits
ONTARIO HYDRO	- electrical permits
BELL CANADA	- telephone connections
MINISTRY OF TRANSPORTATION	- building and entrance permits in highway frontage locations

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BUILDING PERMIT APPLICATIONS SHOULD BE SUBMITTED AT LEAST 10 DAYS PRIOR TO PLANNED COMMENCEMENT OF CONSTRUCTION.

SAMPLES OF THE TYPES OF DRAWINGS REQUIRED ARE ATTACHED.

INCOMPLETE APPLICATIONS OR LACK OF SCALED DRAWINGS MAY RESULT IN DELAYS OR REFUSAL OF APPLICATION.