

CORPORATION OF THE TOWNSHIP OF HILTON

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BUILDING PERMITS A GUIDE FOR THE HOMEOWNER

A building permit is required for the following types of work:

- ✓ Adding a carport, garage, or rooms to an existing building
- ✓ Adding dormers
- ✓ Constructing structural features such as decks, canopies, etc.
- ✓ Completing any structural work, including interior partitions
- ✓ Constructing a new home or cottage
- ✓ Building accessory structures such as garages or tool sheds
- ✓ Constructing a fireplace or chimney
- ✓ Demolishing a structure
- ✓ Enclosing a porch or constructing a roof over sundeck
- ✓ Excavating a basement to create a full basement
- ✓ Finishing or adding rooms in a basement or attic
- ✓ Raising a building to provide a new or altered foundation
- ✓ Completing major repairs or renovations
- ✓ Repairing masonry
- ✓ Replacing windows

Important Notes

- Property owners are responsible for confirming property boundaries and ensuring all construction complies with applicable zoning by-laws.
- Applications should be submitted at least **10 days** prior to the planned start of construction.
- Complete applications are required, including all forms and two (2) sets of scaled drawings. Incomplete submissions may result in delays or refusal. Samples of the required drawings are attached.
- It is the responsibility of the property owner to obtain the building permit.
- The approved building permit must be posted on-site, and approved plans must be available at the job site.
- **Starting work without a permit is illegal.**

Work That Does NOT Require a Building Permit

- Non-structural work (e.g., painting or landscaping)
- Installing siding, soffit, or fascia.
- Accessory structures 15m² (approx. 160ft²) or smaller
 - Exception: A permit is required if the structure includes plumbing.

Fees

- **\$203.52** for the first **\$1,000.00** of construction value
- **\$10.18** for each additional **\$1,000.00** of value
- **\$101.76** for demolition permit

Chief Building Inspector – Glen Irwin

Phone: 705-971-5116 Email: girwincbo@gmail.com

Other Approvals You May Need

Agency/Authority	Approval Type
Township Council	Zoning By-law Amendment
St. Joseph Island Planning Board	Land Severance
Algoma Health Unit	Septic systems and well permits
Electrical Safety Authority	Electrical permits
Bell Canada	Telephone connections
Ministry of Transportation	Building and entrance permits for highway frontage locations