



Rosalie Evans,
Solicitor-Clerk
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THE CORPORATION OF THE

Municipality of Neebing

4766 Highway 61
Neebing, Ontario P7L 0B5
TELEPHONE (807) 474-5331
FAX (807) 474-5332
E mail – neebing@neebing.org

Councillors
Roger Shott
Brian Wright
Curtis Coulson
Bill Lankinen
Mike McCooney
Erwin Butikofer
Mayor Ziggy Polkowski

A non-refundable permit fee of \$50.00 will apply to all building permit applications when submitting for processing.

Please be advised that administration and office staff cannot fill out forms for applicants. It is up to the individual to ensure that all required information is completed to avoid delays in processing of applications.

Thank you for your assistance.

**THE CORPORATION OF THE
MUNICIPALITY OF NEEBING**
BUILDING PERMIT PACKAGE / ADVICE TO APPLICANTS & BUILDERS

Building Permits - What are they?

A building permit is your formal permission to begin construction or demolition. It means that the municipality has approved plans for any new structure, addition or renovation. Approved plans must comply with the Ontario Building Code, local zoning by-laws, and other applicable laws and regulations.

Building permits regulate types of construction allowed in the community and ensure that building standards are met. The building permit process protects each homeowner's interests, as well as those of the community at large, and provides for the erection of safe structures.

Permits help ensure that any structural change is safe, legal and sound. It is unlawful to start construction or demolition before you get a permit. In many cases, your contractor will get permits on your behalf. However, remember it is the building owner who is ultimately responsible for complying with all building requirements.

You need a building permit if you plan to:

- Construct a new building
- Renovate, repair or add to a building
- Demolish or remove all or a portion of a building
- Change a building's use
- Install, change or remove partitions and load-bearing walls
- Make new openings for, or increase the size of, doors and windows
- Build a garage, carport, balcony or deck
- Excavate a basement or construct a foundation
- Install or modify heating, plumbing, air conditioning systems or fireplaces
- Reconstruct a chimney

You do not need a building permit to:

- Replace existing, same-size doors and windows, subject to distance from property lines
- Build a roofless deck under two feet (0.61m) high that is not attached to a building
- Building a utility shed under 107 ft² (10m²) subject to distance from property lines
- Install eaves troughs, provided that drainage is contained on your property
- Install kitchen or bathroom cupboards without plumbing
- Paint or decorate

For all electrical permits and required inspections contact Electrical Safety Authority at: 1-877-372-7233.

All septic field and leaching bed permits and inspections need to be approved by the Thunder Bay District Health Unit. Contact them at 625-5900.

What happens if you do not get a permit?

If you start construction but do not have the necessary permits, you may be ordered to stop work, be prosecuted, and even ordered to remove work already done. Contact the building department if you are not sure whether you need a permit for your project.

Building inspections when and why?

Building inspectors review projects during key stages of construction to ensure work complies with the building code and the approved plans. Inspectors may visit several times, depending on the project; they must be able to see the part of the work under inspection. Inspectors require a minimum of 48 hours notice to book an inspection.

How do I apply for a building permit?

The applicant must file an application in writing on prescribed forms. Every application must be signed by the applicant. The applicant must be the owner of a building or property or a person authorized in writing by the owner to apply for a permit on the owner's behalf. Every application must be accompanied by prescribed plans and specifications and the applicable permit fee payable to the Municipality of Neebing.

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Where to apply for a permit?

You can make an application for any type of permit during regular office hours, Monday through Friday 8 am to 5 pm at the following location:

Municipality of Neebing

4766 Highway 61

Neebing, ON P7L 0B5

Phone: (807) 474-5331 Fax: (807) 474-5332

How long does it take to obtain a building permit?

The time required for the processing of a building permit application varies in accordance with:

- The quality and completeness of submitted drawing plans and site plan
- The degree of compliance of the project with applicable regulations and zoning
- The size of the project and current workload of staff

What types of permit plans are required?

Permit plans must contain sufficient information to determine whether the proposed work conforms to all applicable regulations. The site plan outlines the dimensions of the property, driveways, septic, wells, and all existing and proposed buildings. Major projects may require a current plan of survey certified by a registered Ontario Land Surveyor. If you feel you have good working knowledge of current construction practices and the Ontario Building Code Regulations; an owner may design the plans (where the PBC outlines: these plans are required to be prepared by a qualified designer and/or Ontario architect and/or Ontario engineer). Applications may not be accepted/permits cannot be issued, when the plans are inadequate or incomplete. All plans must be in conformance to the minimum requirements of the OBC. A good set of plans is the best way to see your project completed on time and meeting the allotted (and possibly under) budget.

Who will review permit plans?

Permit plans will be reviewed by building inspection staff for compliance with the Zoning By-Law, Ontario Building Code and other related standards and by-laws.

Who will obtain the approvals from other agencies?

It is the responsibility of the applicant to secure required approvals from other agencies (where applicable), prior to the issuance of a building permit. Building inspection staff will advise the applicant of the required approvals from other government agencies upon permit application. (e.g. Health Unit approval for septic systems)

What are the fees required when applying for a building permit?

The fee for the building permit will depend on the project. The permit fees are calculated by the Chief Building Official in accordance with the Permit Fees By-Law and are based upon the floor area of construction. (See the Fees Schedule)

For further building information, please contact:

Ken Yanishewski

Chief Building Official

4766 Highway 61

Neebing, ON P7L 0B5

cbo@neebing.org

Tel: 807-474-5331

Fax: 807-474-5333

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NO BUILDING SHALL COMMENCE WITHOUT A BUILDING PERMIT. All building shall have the mandatory inspections completed or a “STOP WORK” order will be issued and will stay in effect until such time as the inspections have been completed. Inspections are carried out on Mondays or at the arrangement of the Building Official. Inspections can be arranged by contacting the Municipal Office or calling the C.B.O. direct. The C.B.O. has the authority to ask that all non-visually accessible components and materials be opened or exposed if the mandatory inspections have not taken place.

The Chief Building Official will issue the permit once all required information has been received and reviewed. The C.B.O. will deal only with the land owner (permit applicant) for site inspections and not with general contractors once the permit has been issued. Communications with the C.B.O. to co-ordinate inspections with the progress of the construction project is the responsibility of the permit applicant. Please review the standard stages of inspections included with this package.

PLEASE NOTE: It may take the Municipal Property Assessment Corporation **up to three years to assess** your new construction for taxation purposes. Ensure that you keep this in mind as you could receive a supplementary tax billing for three (3) years worth of back taxes for any construction done. Arrangements can be made with the Municipal Treasurer to prepay taxes to ensure that a credit balance is in place. The assessment used will only be an estimate and the actual amount may be higher or lower according to MPAC’s ruling.

All construction must follow the Ontario Building Code and must meet or exceed their criteria for construction and/or demolition. It is the responsibility of the permit holder to meet these requirements and those listed below. Failure to do so will delay the review and evaluation of plans.

1. Working drawings

A set of working drawings in duplicate shall accompany this application and must provide the following:

a. Site plan

- Dimensions of lot (frontage & depth)
- Location of all existing structures
- Proposed location of new structures or additions (distance from lot lines and other structures)
- Location of well(s) and/or septic system
- Location of entrance
- Lot description (north to be indicated)
- All relevant information pertaining to the construction

b. Floor plans

- Basement
- First floor
- Second floor
- To include electrical, heating, ventilation and plumbing

c. Joist and truss layout

d. Wall section and building section

e. Building elevations

f. Details

2. Filing of Plans

Plans must be filed and approved before a building permit will be granted. Plans may be drawn by the owner, BCIN Designer, or and Ontario architect only.

3. Ownership

Proof of ownership of the subject property is required.

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4. Entrance permit

No building permit will be issued until the road superintendent has approved an entrance permit to the subject property. Complete an Entrance Application (included with this package) if required.

5. Site inspections

Builders are responsible for notifying the municipal office at least one week in advance to arrange for inspections.

6. Building on Provincial Highways

The Ministry of Transportation of Ontario has jurisdiction over all entrances leading onto provincial highways as well as having building set back requirements. M.T.O. approval in writing is a prerequisite for the issuance of a building permit.

7. Septic systems

Septic system approvals from the Thunder Bay District Health Unit (septic field division) are required prior to issuance of a building permit.

8. Telephone service

Where telephone service is to be installed or altered, TbayTel or Bell Canada must be advised in advance.

9. Potable water

A certificate of potable water is required from the Ministry of Health prior to the issuance of an occupancy permit.

10. Electrical inspections

Electrical inspection permits must be issued by Electrical Safety Authority before electrical installations or alterations are undertaken. Contact the ESA at **1-877-372-7233** to discuss electrical projects.

11. Abandonment/cancellation of an application

A permit may be deemed to have been abandoned and cancelled six (6) months after the date of filing if work has not commenced or if the construction of the building is suspended or discontinued for a period of more than one year.

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REQUIRED BUILDING INSPECTIONS

The Ontario Building Code (OBC) requires that inspections be carried out at various stages of your building project. Failure to comply could result in “stop work orders” being placed on your property, orders to remove material, demolition of the structure (at your expense), or ultimately, fines could be levied. You are responsible for contacting the Chief Building Official **at least 2 business days** prior to requiring the requisite inspection. Please note that the following inspection(s) must be carried out by the Chief Building Official prior to proceeding to the next stage of construction.

Contact the CBO at the Office: 807 474 5331, on his Cell: 807-630-9726, or through Email: cbo@neebing.org

****SPECIAL NOTE: ADDITIONAL INSPECTIONS OR CALL BACKS WILL BE CHARGED ACCORDINGLY**

BUILDING PERMIT #	_____	ISSUANCE DATE	_____
LOCATION	_____		
		(MANDATORY)	(X)
Site	– Before commencement of construction (site/soil)		()
Foundation	– The completion of excavation		()
	– The readiness to construct footings		()
Drainage	– Installation of building drain/weeping tile		()
	– Rough in of underground plumbing/piping		()
Framing	– The completion of all structural framing		()
Plumbing	– Rough in of interior distribution/drainage piping		()
Insulation/vapour barrier	– All insulation and vapour barriers		()
	– Completion of all caulking/sealants/air barrier		()
	– Installation of all exhausting equipment		()
Building services	– HVAC equipment installation		()
Occupancy	– Health & safety for occupancy stage		(X)
	– Septic use certification from TBDHU		()
	– Ministry of Health (potable water certificate)		()
	– Proof of Electrical Safety Authority inspection		()
Final inspection	– 100% completion of building, site and services		()

NOTES:

Your co-operation in this matter is important as lawyers and banking facilities request building inspection certifications stating that the various stages of work have been completed to the satisfaction of the building inspector and Ontario Building Code. This is not only when applying for a mortgage or insurance but when sale transactions take place as well. **This permit will be deemed “void” if no inspections have been completed within six (6) months from the date of issue.**

**Application for a
NEW ENTRANCE
Or for a change to an
EXISTING ENTRANCE**

The Corporation of the Municipality of Neebing
4766 Highway 61, Neebing, ON P7L 0B5
Tel: 807-474-5331
Fax: 807-474-5332



THE APPLICANT CONSENTS TO AN INSPECTION OF THE PROPERTY BY MUNICIPAL STAFF.

The undersigned hereby applies to the Municipal Council in accordance with its policies and by-laws for permission for an entrance from a municipal highway onto private property (i.e. a driveway), or for a change to an existing entrance (driveway). **THE INFORMATION IN THIS APPLICATION IS COLLECTED FOR CREATING A RECORD THAT IS AVAILABLE TO THE PUBLIC.**

*OWNER/APPLICANT INFORMATION <i>*Attach additional pages for additional owners, if any.</i>			
Name:		Tel:	
Address:		Fax:	
City/Prov/PC:		Email:	
LEGAL PROPERTY INFORMATION			
Assessment Roll No: 58-01-			
Municipal Address <i>(or abutting road name if property has no address)</i>			
Registered Plan No.:		Reference Plan No.:	
Concession No.:	Lot No.:	Part No.:	
Section No.:		Mining Location No.:	
CLASSIFICATION, USE, PURPOSE, AND ENTRANCE DETAIL			
Access is required for:			
This entrance is <i>(check one)</i> A NEW ENTRANCE <input type="checkbox"/> A CHANGE TO AN EXISTING ENTRANCE <input type="checkbox"/>			
If this is a NEW ENTRANCE, how many entrances already exist on this property from a municipal road?		# of existing entrances:	
Provide additional information you feel may be beneficial to the Municipality of Neebing in assessing and reviewing this application. Attach additional pages, if needed.			

Driveways must be a minimum of 30 feet wide. You must mark the location of your proposed entrance CLEARLY with ribbon or signage so the Roads Foreman may attend and inspect the suggested location. It is understood by the applicant that the construction of an entrance or the installation of a culvert shall be constructed and/or installed in accordance with the directions Municipality, under By-law 181-1990 and relevant legislation. ENTRANCES CONSTRUCTED OR INSTALLED WITHOUT WRITTEN AUTHORITY ARE SUBJECT TO IMMEDIATE REMOVAL BY THE MUNICIPALITY AT THE EXPENSE OF THE PROPERTY OWNER.

SIGNATURE OF APPLICANT

Signature:

Date:

If the applicant is a Corporation, the application shall be signed by an Officer of the Corporation and the Corporate seal shall be affixed – or written authorization from the Corporation signed by an individual who has authority to bind the Corporation.

What's Next?

1. After entrance approval is granted, the property owner is responsible for the purchase and delivery of the culvert to their location. ***The culvert must be constructed from CSA approved High Density Polyethylene (HDPE) and be of the specified length and width as stated in the approval notice.***
2. Once the culvert is delivered to the site, you must contact the Municipal Office at 474-5331 and the Municipality of Neebing will arrange to have it installed.
3. The Municipality of Neebing will supply 1 (one) load of gravel with the installation. If more gravel is required, it is the responsibility of the property owner to purchase and deliver the extra gravel to the site.
4. Once the installation is complete, the Municipality of Neebing assumes ownership of the culvert. If a replacement culvert is ever required, it becomes the responsibility of the Municipality of Neebing.

*******FOR OFFICE USE*******

This application has been **APPROVED** and permission is granted to have one culvert installed subject to the following conditions:

LENGTH of culvert:

DIAMETER of culvert:

The above applicant has permission to **ALTER** an existing entrance as noted in the application subject to the following conditions:

Assigned House Number / Civic Address:

For the Municipality of Neebing

Signature:

Date:

Approval Notice Sent To Applicant

Date:

Via:

Notice Received - Culvert On Site

Date:

Via:

Culvert Install Date:

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to: <u> The Corporation of the Municipality of Neebing </u> (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name		Unit number	Lot/Con.
Municipality	Postal Code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/Con.
Municipality	Postal Code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/Con.
Municipality	Postal Code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal Code	Province	E-mail
Telephone number ()		Fax ()		Cell number ()
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____ Date		_____ Signature of Applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/Con.
Municipality	Postal Code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C) <input type="checkbox"/> No (Continue to Section E) <input type="checkbox"/> Installer unknown at time of application (Continue to Section E)			
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()		Cell number ()
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="margin-left: 100px;">(print name)</p> <p><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p style="margin-top: 20px;">_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Date Signature of Applicant </p>			

Submit to:

Thunder Bay District Health Unit

*****FOR OFFICE USE ONLY*****

MUNICIPALITY OF NEEBING - BUILDING PERMIT FEE WORKSHEET

Applicant		PERMIT No.				
Project Location						
Residential Construction	Building Component Description	*Area	Cost	Permit Fee		
	*Residential Dwellings	Main Floor Area	ft ² X	\$.70 / ft ²	=	
		Second Floor Area	ft ² X	\$.35 / ft ²	=	
		Attached Garages	ft ² X	\$.25 / ft ²	=	
	*Accessory Buildings	Main Floor Area	ft ² X	\$.20 / ft ²	=	
		Detached Garage	ft ² X	\$.30 / ft ²	=	
	*Alterations and Additions	Floor Area	ft ² X	\$.50 / ft ²	=	
			(Minimum Permit Fee Of \$75.00)	Subtotal		
Commercial, Farm, Industrial & Institutional Construction	Building Component Description	*Area	Cost	Permit Fee		
	*Commercial, Industrial And Institutional Building Construction	Floor Area	ft ² X	\$.80 / ft ²	=	
	*Farm Construction	Floor Area	ft ² X	\$.30 / ft ²	=	
				(Minimum Permit Fee Of \$150.00)	Subtotal	
Other Permit Fees	Building Component Description	# of Units	Cost	Permit Fee		
	Application Fee for All Permits (Non Refundable Deposit)		X \$50.00	= \$50.00		
	Levy for Construction without Issuance of Permit - 50% of permit or \$100.00 whichever is greater			=		
	Inspections not included in permit fees		X \$75.00	=		
	Transfer Of Permit		X \$75.00	=		
Other Permits	Change of Design/Use Permits (other than from seasonal residential to permanent residential) – includes 1 inspection		X \$75.00	=		
	Change of Use Permit for Seasonal to Permanent Residential Structure status – includes 1 inspection		X \$75.00	=		
	HVAC, Fireplace, Wood Burning Appliance Permits – includes 1 inspection		X \$75.00	=		
	Moving / Demolition Permits – includes 1 inspection		X \$50.00	=		
	Occupancy Permit – New Dwellings Only - Refundable on Issuance of Occupancy Permit (non-refundable after 1 year)		X \$250.00	=		
	Patio/Deck Permits – includes 1 inspection		X \$75.00	=		
	Temporary Building Permits – includes 1 inspection		X \$50.00	=		
	Plumbing Permits – includes 2 inspections		X \$100.00	=		
Swimming Pool Permits – includes 1 inspection		X \$75.00	=			
Designated Structures Permits	Commercial Towers & Commercial Communication Towers – includes 4 inspections		X \$1,000.00	=		
	Non-commercial Wind Towers – includes 4 inspections		X \$500.00	=		
	Retaining Walls – includes 3 inspections		X \$250.00	=		
			Total Building Permit Fee	\$		

***NOTE** The building permit fee calculated herein may be adjusted upon completion of a plans review if these estimates prove inaccurate. Areas are to be calculated based on outside dimensions.