

Building in North Frontenac

What is a Building Permit?

A Building Permit is a document issued by the Township's Chief Building Official as required under the Ontario Building Code Act (BCA). Building permits the Township to protect the interests of both individuals and the community as a whole. By reviewing and approving building permit applications before any work is done, the Township can ensure that buildings comply with:

- the Building Code, which sets standards for the design and construction of buildings to meet objectives such as health, safety, fire protection, accessibility and resource conservation;
- the Township's [Zoning By-law](#) and other planning controls on buildings and;
- other applicable legislation, including conservation authority approvals and certain requirements under the *Environmental Protection Act*

A Building Permit is required under the BCA for:

- Structures intended for human occupancy regardless of size;
- All new buildings over 15m², including prefabricated structures and shipping containers;
- Additions (i.e. bedrooms, family rooms, bathrooms, etc.)
- Structural Renovations;
- Mobile homes and some park model trailers;
- Plumbing systems, including Sewage Systems;
- Decks attached to a structure or exceeding;
- Solar collectors affixed to a structure;
- Solid Fuel Burning Appliance (i.e. Fireplaces (gas or wood), Woodstoves and Pellet Stoves);
- Swimming Pools;
- Temporary buildings such as tents over 60m²;
- Retaining walls over 1m in height;
- Change of Use of a structure;
- Move or relocate structures over 15m²;
- Demolitions of structures over 15m²;
- All other structures in accordance with the BCA.

A Building Permit is not required under the BCA for:

- Replacing existing same-size doors and windows;
- Construction of any detached structure less than 15m² in size; however, these structures must comply with other applicable By-law (i.e. Zoning), regulations, contain no plumbing and not used for human habitation;

- Replacing roofing shingles or exterior cladding, unless structural work is undertaken, insulation is added or air barrier is added or innovative products are used that require alternative solutions
- Installation of eavestrough
- Painting or decorating
- Installation/replacement of kitchen or bathroom cabinetry with no plumbing re-location
- Erection of fencing, unless it surrounds a swimming pool
- Dock installation¹;
- Installation/replacement/alteration of electrical fixtures (excl. smoke or CO alarms)².

How To Obtain a Building Permit

A Building Permit may be obtained online through Cloudpermit or by contacting the Building Department.

Building Without a Permit

Under the BCA and the Municipal Building By-law, it is illegal to start work without a permit. Individuals who build without a permit could be charged with an offense under the *Building Code Act 1992*. They will be required to obtain a Building Permit, pay an additional Administrative Fee and obtain all other required permissions/approvals (i.e. planning approvals, agency approvals). They may also be required to submit engineered stamped plans and uncover aspects of the construction such as foundation and walls for inspection.

Planning Matters

Zoning and Land Use Planning

Regardless of whether a Building Permit is required, all requirements of the [Zoning By-Law](#) must be adhered to (i.e. permitted use, set-backs, lot coverage, etc.).

Shore Road Allowances

Some properties have shore road allowances that are owned by the Township. There may be restrictions on what can and cannot be done on the allowance.

Please contact the [Planning Department](#) for additional information.

This is a guideline only. Your project may have specific requirements. Please contact the following for more information.

Building Department	Don Reed, Chief Building Official cbo@northfrontenac.ca 613-479-2231
Planning Department	Tara Mieske, Clerk/Planning Manager clerkplanning@northfrontenac.ca 613-479-2231
Electrical Safety Authority	Esa.cambridge@electricalsafety.on.ca 1-877-372-7233
Conservation Authorities	Mississippi Valley info@mvc.on.ca 613-253-0006 Quinte info@quinteconservation.ca 613-968-3434

¹ Installation must comply with the Zoning By-law and a permit must be obtained from the Conservation Authority

² An inspection by the Electrical Safety Authority (ESA) may be required.