



6648 Road 506, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
www.northfrontenac.com

Building in North Frontenac

When you Require a Building Permit

A Building Permit is required to be obtained under the [Ontario Building Code Act \(BCA\)](#) for the following:

- Structures intended for human occupancy regardless of size;
- All new buildings over 15m, 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 (646ft²);
- Retaining walls over 1 meter (3.3 feet) in height;
- Change of Use of a structure;
- Move or relocate structures over 15m;
- Demolitions of structures over 15m;
- All other structures in accordance with the BCA.

This is a general list. Your project may require specific instructions. Please contact the Chief Building Official before starting any construction or demolition project.

When you Don't require a Building Permit

A Building Permit is not required for the following:

- Replace existing same-size doors and windows;
- Construct any detached structure less than 15m² (161ft²) 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;
- Replace 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
- Install eavestrough
- Paint or decorate
- Install or replace kitchen or bathroom cabinetry with no plumbing re-location
- Erect a fence, unless it surrounds a swimming pool
- Install a dock; however, you shall comply with the Zoning By-law and obtain a Permit from Mississippi Valley Conservation Authority (MVCA).
- Install, replace or alter electrical fixtures (excluding smoke or CO alarms). Note that an inspection by the Electrical Safety Authority (ESA) may be required.

Note: Although a building permit may not be required, Zoning By-law provisions still apply and your project may require approvals from other Agencies. Please contact the Chief Building Official before starting any construction or demolition project.

Zoning By-law 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.). Please contact the [Planning Department](#) for additional information.

Shore Road Allowances

[Shore Road Allowances](#) exist on some waterfront properties and, unless the Shore Road Allowance has been purchased by the abutting land owner, it is owned by the Township. This means a property owner may not own to the water's edge and may be limited as to what they can and cannot do on the Shore Road Allowance (i.e. Building Restrictions). Please contact the Planning Department for additional information.

If you build without a Building Permit

It is illegal to start work without a Permit. Anyone who starts work without a Building Permit is in contravention of the [Municipal Building By-law](#) and the BCA. The Township requires people who build without a Permit to obtain the required 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; to uncover foundation, walls, etc. for inspection, etc. If you do not see your proposed structure on this sheet please contact the Chief Building Official for information. The primary purpose of a Building Permit is to promote public safety through the application of appropriate uniform building standards, which includes public health and safety, fire protection, resource conservation, environmental integrity and accessibility.

This is a guideline only, please contact the following:

Chief Building Official for Building Permit Inquiries:
Don Reed cbo@northfrontenac.ca or 613-479-2231 Ext 224

Planning Department for Zoning By-law/Land Use Planning Inquiries:
Tara Mieske clerk/planning@northfrontenac.ca or 613-479-2231 Ext 225
Brooke Drechsler deputyclerk@northfrontenac.ca or 613-479-2231 Ext 231

Electrical Safety Authority (ESA) for any Electrical Installation:
esa.cambridge@electricalsafety.on.ca or 1-877-372-7233

Conservation Authority (CA) for – docks, boathouses or work around Shoreline:
- Mississippi Valley Conservation Authority (MVCA) info@mvc.on.ca or 613-253-0006
- Quinte Conservation info@quinteconservation.ca or 613-968-3434

Ministry of Natural Resources & Forestry (MNRF) for any work within a waterbody:
613-332-3940