

Township of  
**Douro-Dummer**

**Building Department**

894 South Street, P.O. Box 92  
Warsaw, ON K0L 3A0  
Phone: (705) 652-8392  
Fax: (705) 652-5044

**Staff:**

Building Inspector  
Plumbing Inspector  
Call (705) 652-8392 x. 208

Ken Currie  
Ken Currie  
Inspections and Inquiries

Provincial Offences Officer (Dog Control): Peterborough Humane Society  
(705) 745-7676

**Hours Available:**

Hours of Operation

Monday – Thursday 8:30am – 4:30pm  
Friday 8:30am – 4:00pm

Inspections Scheduled

Monday – Thursday 10:00am – 4:00pm  
Friday 10:00am – 3:00pm

**48 Hours Minimum Notice Required for Scheduling an Inspection**

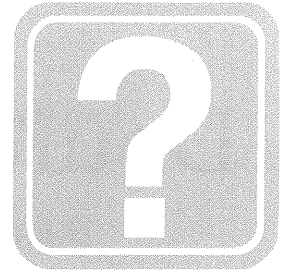
**After Hours** – Please leave a message on the answering machine if you are not available during business hours.



**Note:**

**The following information is general in nature and is not to be considered as the only requirements for permit issuance. There are a number of other aspects that must be considered including, but not limited to, the general provisions of the zoning by-laws, the specific zone provisions of the by-laws, the definition section of the by-laws as well as applicable law that is governed by agencies other than the municipality.**

## Frequently Asked Questions



### Building Permits

#### When do I need a Building Permit?

- All new construction of any type or kind, i.e. Commercial, residential, farm, industrial
- A Building Permit is required for any additions to existing building no matter what the size.
- A Building Permit is not required for an accessory building 10 sq. metres (107 sq. ft.) in area or less unless this building is used for human habitation or has plumbing. (However, you must maintain the setback requirements for your Zoning.)
- A Building Permit is required for open decks and porches.
- A Building Permit is required for all new or replacement solid fuel heating systems.

#### How do I obtain a Building Permit?

To obtain a Building Permit, you are required to submit a completed application and building plans, along with a site plan showing compliance with the Official Plan, Zoning By-Laws, the Ontario Building Code and all other applicable laws, for verification of compliance.

#### What happens next?

Once the above application is received, the submitted application, saite plan and building plans are reviewed. If the submission is in compliance with the Ontairno Building Code, Municipal Bu-Laws and other 'Applicable Law' then a Building Permit is issued for the project.

#### Under what circumstances would a Building Permit be denied?

The municipality can not issue a building Permit for any proposal that does not comply with the requirements of the Ontario Building Code or any other Agency that may be jurisdiction over a certain aspect of a property whether that is water front work, sewage disposal, hydro set-backs, entranceways, etc. This is known as 'Applicable Law'. A Building Permit will be denied if the applicant refuses to pay any or all applicable fees due. A Permit for a new dwelling will be denied if the proposed contractor is not registered with the Ontario New Home Warranty Program.

#### What is meant by 'Applicable Law'?

Prior to Building Permit issuance it must be shown that you are in compliance with any other Agency that may have a jurisdiction with respect to the proposal. This could be any of the following:

- **The Peterborough County City Health Unit** – Telephone: (705) 743-1000  
10 Hospital Drive, Peterborough, ON K9J 8M1 – Brad Clarke or Kathleen Sheperd  
Health Unit approval is required when:
  - the number of bedrooms, bathrooms or kitchen facilities are being increased,
  - an addition of any type is more than 15% of the existing floor area,
  - a major renovation or change of occupancy is proposed
- when the municipality does not have sufficient information on an existing septic system

- it appears that the construction will result in being closer than 5 ft. to a tank or 17 ft. to a septic bed.

- **Otonabee Region Conservation Authority (ORCA)** – Telephone: (705) 745-5791  
250 Milroy Drive, Peterborough, ON K9H 7M9

Permits are required within regulated areas for:

- Minor filing
- Minor construction – accessory buildings such as boathouse, garages
- Major construction – dwellings, additions
- Basements, crawlspaces

- **Township Public Works** – Harold Nelson – Telephone: (705) 652-8402
- **County Roads Department** – Kendra Reid – Telephone: (705) 775-2737 x 300
- **Ministry of Transportation** – Telephone: 1-800-554-0487
- **Trent Severn Waterways** – Telephone: (705) 742-9267

A permit is required for any 'in water' work (docks, boathouses, retaining walls). This refers to new construction as well as repairs to existing facilities.

- **Ministry of Natural Resources (MNR)** – Telephone: 1-800-667-1940 or (705) 775-2001

A permit is required:

- for any docks over 140 sq. ft. in area
- any retaining wall construction

**Note:**

While MNR does not require a permit for docks under 140 sq. ft. they still have jurisdiction

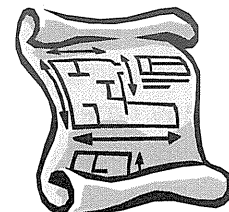
Concrete is not permitted to be placed in the water for new construction or for repairs to existing facilities, unless a permit is issued

**Contact MNR in respect to their jurisdiction**

- **Ontario Hydro – Electrical Safety Authority** – Telephone: (705) 743-2193
  - 16.5 ft. separation between main feeder hydro lines and any construction
  - 10 ft. separation between secondary lines and construction
- **Wells: Ministry of Environment** – Telephone: (705) 1-888-396-9355
- **Township Fire Department** – Chief Mike Keough – Telephone: (705) 652-8392 x207

**Other Permits / Approvals Applicant should be aware of:**

- **Electrical Safety Authority** – Telephone: 1-800-372-7233 Fax: 1-800-749-2016
- **Bell Canada:** 310-2355
- **Gas:** 1-800-265-6164
- **Fisheries and Oceans Canada** – Contact ORCA



**How long does it take to get a Building Permit?**

If your application for a Building Permit is complete, allow 6 to 10 working days for permit issuance depending on the complexity of your proposal. All applicable fees are due upon permit issuance and must be paid in order to obtain your permit.

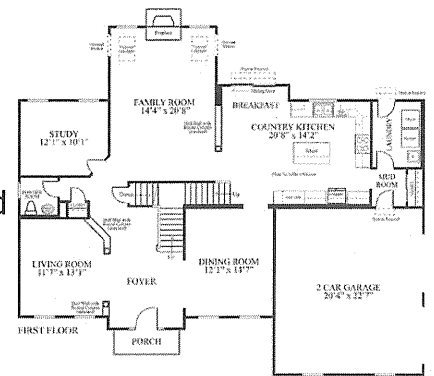
**Note: If a site inspection is required prior to permit issuance, the above time frame may be extended**

# Permit Application Requirements

## Site Plan:

The following is required to be shown on the site plan. If any of this information is not shown, the application may be delayed.

- Drawn to an appropriate scale (e.g. 1" = 20', 1" = 30', etc.)
- All existing buildings and sizes
- Lot dimensions
- All four (4) setbacks to proposed buildings and existing
- All setbacks to proposed decks
- Septic location – proposed or existing
- Well location
- Surface water drainage by arrows (not to flow onto adjacent property)
- Proposed ground elevations of four (4) corners of building plus relationship to adjacent property
- North arrow
- Street name
- Proposed swales or ditches and existing ones
- Foundation or sump drainage location (to dry well or ditch)
- Services – Hydro – existing & proposed – overhead/underground



## Application of the Building By-Law:

### The Building By-Law shall apply to:

1. anything to be constructed or reconstructed and used or intended to be used for the enjoyment of, or the shelter or support of, persons, animals or property;
2. the construction or reconstruction of any services, either on private lands, or Municipally owned lands;
3. the demolition of any existing building;
4. the moving of any existing building on a lot, or to another location in or out of the Township
5. renovations, remodelling and repairs to existing structures;
6. fireplaces, chimneys and flues; and
7. pool's and required fences

## Health Department Requirements for Septic Clearances:

- 17 ft. - from all structures for the septic or filter bed
- 5 ft. - from all structures for the septic tank
- 50 ft. - to any type of open water, 50 ft. to a drilled well, 100 ft. to a dug well
- 10 ft. - to any property line from tank and/or septic or filtered bed

## Responsibilities of the Permit Holder:

1. The permit must be displayed in a prominent place
2. A copy of your approved building planes shall be kept on the construction site and available during inspection
3. Inspectors must be able to examine the work they are to inspect. Therefore, the work to be inspected will not, under law, be covered before the inspector has been notified and the required inspection made.

4. If the applicant is to be the owner and occupant of the single family unit, he/she is allowed to do all plumbing and hydro work provided he/she conforms to prevailing codes and by-laws. Hydro permits are necessary.
5. If during construction, changes or modifications are necessary to the approved plans, the permit holder must contact the building inspector for approval of the changes.
6. Permits are issued for a period of six (6) months. If work is not begun at that time, or is abandoned after starting for a period of one (1) year, the permit may be subject to cancellation.

### **Requirements after Issuance of Permit**

1.  If applicable, due to conditions imposed by Minor Variance or similar, a Building Location Survey of your lot by an Ontario Land Surveyor, showing the new construction.
2.  Inspections of Building and Plumbing
3.  Truss Plans and/or Beam Drawings stamped and signed prior to erection
4.  Changes to plans, contact this department.

### **What inspections are needed?**

Mandatory inspections by the Chief Building Official and/or Inspectors are required at specific stages of construction. These inspections are to ensure that Ontario Building Code regulations are followed. Two days notice to the Building Department is required for these inspections. These inspections will be specified on your Permit Card and it is both the property owner and/or the contractor's responsibility to call to arrange these inspections.

### **For how long is Building Permit in effect?**

Once a Building Permit has been issued, construction must be started within 6 months of Building Permit issuance or the Permit may be revoked. Once construction has been started, work should progress to a timely completion. If work on the project ceases for a period of more than one year, the Municipality may exercise its option to revoke the permit.

