



## TOWN OF WASAGA BEACH

30 Lewis Street, Wasaga Beach  
Ontario, Canada L9Z 1A1

Tel (705) 429-1120

Fax (705) 429-6732

Wasagabeach.com

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## INTERIOR ALTERATIONS

- Completed permit application
- Completed Schedule 1 Designer form
- Permit fee of \$0.56 per square ft. (min. \$155.00) +\$13.45 per plumbing fixture
- Construction drawings including
  - Floor plan (existing and proposed)
  - Elevations (if exterior walls/openings affected)
  - Wall Section

### **WE ARE NOW DIGITAL!**

**Registered users with the Town of Wasaga Beach's CityView portal can now submit building applications, pay for a building permit and request building permit inspections.**

To use the portal you will be required to create an account and register.

**Access the portal or create an account using the link below:**

<https://cityview.wasagabeach.com/Portal/Account/Logon>

The Ontario Building Code Act requires that, as a property owner, you obtain a building permit prior to commencing construction. It is unlawful to start construction or demolition before you get a permit from the municipality. Building permits facilitate the protection of property owners, contractors and individual members of the community. By reviewing and approving plans before any work is undertaken, the municipality can ensure that buildings comply with the Ontario Building Code, local zoning by-laws and other applicable health and safety regulations.

Under the Ontario Building Code Act, a building permit is required for the construction or installation of a new structure, or for the construction of an addition or alteration of any structure which results in a building area of over **10m<sup>2</sup> (108sqft)** with the exception of **storage sheds** exceeding **15m<sup>2</sup> (161sqft)**. Interior renovations that propose structural or new plumbing changes, require building permits prior to construction.



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If you are the land owner, the lands are residential, you have a good working knowledge of house construction and sufficient knowledge of the Ontario Building Code, you may consider designing your own project. Many publications are available in bookshops, libraries and at lumber dealers that may assist you. You can purchase copies of the Ontario Building Code by contacting Orderline at 1-888361-0003. The Building Code Act and regulations can also be viewed on the Province's website:

[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

Delays in permit issuance can be avoided if all drawings and specifications provide sufficient information to demonstrate that the proposed construction will conform to the Ontario Building Code and applicable laws (such as the Zoning By-law).

If an applicant finds the permit process complicated, or is not sufficiently familiar with the requirements and the preparation of drawings, it is recommended that an architect, designer, or other knowledgeable individual experienced and familiar with the Ontario Building Code and municipal bylaws be hired, to prepare the final plans and specifications. Before hiring a design consultant (engineer, designer or builder), please confirm their qualifications by contacting the Ministry of Municipal Affairs and Housing (MMAH) [www.mah.gov.on.ca](http://www.mah.gov.on.ca) by accessing their on-line Public Registry (QuARTS). The designer must provide you with a valid Building Code Identification Number (BCIN). The Ontario Building Code requires that individuals who prepare drawings for the purpose of acquiring a building permit must be qualified and registered with the Ministry of Municipal Affairs and Housing Quarts system, except when the project is residential AND the designer is the owner.

### **How Detailed Should Your Plans Be?**

All plans must be drawn to scale with either metric or imperial measurements. Incomplete applications or drawings may not be accepted. All drawings must be on legible, drawn to scale and fully dimensioned.

Plans, drawings and specifications need to provide sufficient information to enable Town staff to verify that the proposed construction, once completed, will comply with the requirements of the Building Code and any applicable laws.

### **Permit Review Process**



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The permit application submission will be reviewed to ensure that the proposed construction or demolition will comply with the Ontario Building Code and applicable laws. The review process for interior renovations includes:

1. **Zoning Plan Examination:** staff will check for compliance with the regulations and provisions of the Zoning By-law
2. **Building Code Examination:** staff will review the proposed construction for compliance with the Ontario Building Code, and applicable laws.

If during the review, additional clarification is required or deficiencies are identified, you or your agent will be notified.

It is very advantageous to ensure the necessary information is submitted promptly. If information is missing or incorrect, the issuance of the permit may be delayed until all the requested/required information is received and found to be in compliance. Processing times vary depending on available resources, volume of applications and the completeness of your application.

### Permit Fees and Issuance

Building Permit Fees are set to recover the cost of servicing building permits and enforcing the Building Code Act and Building Code. Building permit fees are collected upon submission of the permit application.

When the review of your application is complete and all requirements have been met, you or your agent will be notified that the permit is ready for download from the online portal.

Only upon the issuance of the permit, are you legally entitled to commence construction, including any demolition.

You must ensure that the permit is posted at the construction site and the approved drawings are made available at the construction site for the Building Inspector to undertake the necessary inspections.

### Required Inspections

At key stages of building construction, work must be inspected by the Building Department to ensure that construction complies with the Ontario Building Code. For interior renovations the most common inspections may include: framing, rough in plumbing, final.



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Please note that interior renovations can include electrical changes or installations. In those instances, proof of an inspection by the Electrical Safety Authority (ESA) is required prior to final inspection. This is not administered by the Building Department. For further details on ESA approvals please contact the ESA at 1-877-372-7233 or visit [esasafe.com](http://esasafe.com).

*The above information is subject to changes in provincial legislation, municipal by-laws and departmental policy. Contact the Building Department for further information at (705) 429-1120*

