



CLEARVIEW

## Agricultural Building Information Guide and Process

### When is a building permit required for an Agricultural Building?

- When an agricultural building (new or replacement) is 161 sq. ft. (15m<sup>2</sup>) in size or greater.
- When the agricultural building is attached to another structure.
- Structural renovations and modifications to existing structures.



### Requirements for a building permit application:

- ☐ **Application Form** including required Schedules.
- ☐ **Schedule 1** -Designer Information Form.
- ☐ **Detailed Site Plan** Grading Plan or Survey or Site Plan showing the property lines and buildings/structures including septic system (if applicable)
- ☐ **Structures proposed to house livestock, or manure** may need to supply proof of the completion of a Nutrient Management strategy or plan from the Ministry of Agriculture and Food. All structures to house livestock and manure must also meet the minimum distance separation formula calculations (MDSII)
- ☐ **Detailed construction drawings** to scale; include plan views, elevations, sections, septic system (if applicable), and any other details (Example: engineered railing/guard)
- ☐ **Sewage System Design** (if applicable).
- ☐ **Schedule 2** - Sewage System Installer Information Form (if applicable).
- ☐ **Required Fee(s)** as set by the Building Permit Fee By-Law.
- ☐ **Entrance Permit** (MTO, County or Municipal) (if applicable).
- ☐ **Any other applicable documents** that pertain to your project
- ☐ **Applicable Law Approvals** - Common types of approvals are but not limited to: Zoning/Planning, Nottawasaga Valley Conservation Authority (NVCA), Niagara Escarpment Approval (NEC), and Ministry of Transportation (MTO), Nutrient management plan approved by the Ministry of Agriculture and Food, etc.

### Designer Requirements

All drawings submitted for building permit applications are required to be prepared by either the owner or prepared by a qualified designer, architect or professional engineer, or a combination. Some drawings must be designed by a professional engineer when the design falls outside of the prescriptive requirements of Part 9, Division B of the Building Code.

Qualified designers are required to provide their name, BCIN#, designer statement and signature on the plans. They are also required to complete the Schedule 1 designer form.

## **How to apply for a building permit**

To apply for a building permit, visit our website [www.clearview.ca/portal](http://www.clearview.ca/portal) Please create an account which can also be used to pay for your building permit application, download permit documents and schedule inspections. Alternatively, you can apply for the permit in person by visiting our offices, please ensure to bring all required documents in a detailed and legible format.

## **Cost of building permit**

The cost of the permit is \$463.00 up to 1,579 sq.ft., \$0.32 cents a sq.ft. for floor area over 1,579 sq.ft thereafter, you can pay for your permit through your online CityView account, we also accept cash, cheque, and debit as methods of in person payment. The permit fee includes the administrative process, the review of drawings, the building permit and building inspections.

## **Time**

Once a complete permit application is made the permit will be reviewed by the Planning Department for zoning compliance and once completed the Building Department will complete the review within a maximum of 15 business days.

## **Required Building Inspections**

Building inspections are booked online through your CityView account, or by contacting the Building Department 705-428-6230 ext. 232.

When requesting inspections, please quote Building Permit Number and allow a minimum of 48 hours' notice.

Required inspections include.

- Excavation/Footing inspection- prior to concrete being poured
- Structural Wood Frame inspection- Once the framing is complete
- Final Building inspection- When the garage or shed is complete (Framing and Final Inspections may be combined)

## **Important Numbers to Know**

- Ontario One Call 1-800-400-2255 (natural gas, sewer and water lines, Hydro, Rogers Cable, and Bell locates)
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

## **Any Questions?**

Phone: 705-428-6230 ext. 232

Web: [www.clearview.ca](http://www.clearview.ca)

## **Office hours.**

Monday to Friday

8:30am – 4:30pm