

Information Brochure Development and Building Permits

DEVELOPMENT AND BUILDING PERMITS IN THE R.M. OF SPRINGFIELD

THIS BROCHURE IS A GENERAL GUIDE THAT BRIEFLY EXPLAINS DEVELOPMENT AND BUILDING PERMIT REQUIREMENTS IN SPRINGFIELD AND WHERE YOU CAN GET MORE INFORMATION. AS IT IS GENERAL IN NATURE, IT IS NOT MEANT TO REPLACE BYLAWS OR OTHER LEGAL DOCUMENTS

WHAT IS A BUILDING PERMIT?

A BUILDING PERMIT PROVIDES AN APPLICANT WITH FORMAL PERMISSION TO BEGIN CONSTRUCTION. IT MEANS THAT CONSTRUCTION PLANS FOR A NEW STRUCTURE, AN ADDITION OR RENOVATION HAVE BEEN APPROVED BY THE MUNICIPALITY AND THAT THE DEVELOPMENT CONFORMS WITH THE SPRINGFIELD BUILDING BYLAW, NATIONAL BUILDING CODE, THE SPRINGFIELD ZONING BYLAW, NATIONAL FIRE CODE AND OTHER APPLICABLE LAWS AND REGULATIONS.

WHAT IS A DEVELOPMENT PERMIT?

WHILE A BUILDING PERMIT DEALS WITH THE PHYSICAL ASPECTS OF A BUILDING, A DEVELOPMENT PERMIT ENSURES THAT THE BUILDINGS ON THE SITE CONFORM TO ZONING REGULATIONS SUCH AS YARD SETBACKS AND SEPARATION DISTANCES. IN MOST INSTANCES, A BUILDING AND DEVELOPMENT PERMIT ARE PROCESSED AS ONE APPLICATION. HOWEVER THERE ARE CASES WHERE A BUILDING PERMIT IS NOT REQUIRED INCLUDING BUILDINGS LESS THAN 10 SQ. M. (AND NOT USED FOR HUMAN OCCUPANCY) AND AGRICULTURAL BUILDINGS. FOR THESE USES, A DEVELOPMENT PERMIT IS STILL REQUIRED.

WHY ARE BUILDING PERMITS REQUIRED?

THROUGH THE USE OF BUILDING PERMITS, SPRINGFIELD CAN REGULATE THE TYPES OF CONSTRUCTION IN THE MUNICIPALITY AND ENSURE THAT PROPER AND SAFE BUILDING STANDARDS ARE MET. THE BUILDING PERMIT PROCESS PROTECTS THE APPLICANT'S INTEREST AND THOSE OF THE COMMUNITY AT LARGE, BY PROVIDING FOR THE ERECTION OF SOUND STRUCTURES THAT ARE BUILT IN ACCORDANCE WITH LOCAL AND PROVINCIAL BUILDING REQUIREMENTS.

THE BUILDING PERMIT PROCESS

HERE ARE THE MAJOR STAGES IN THE BUILDING PERMIT PROCESS:

PRE-APPLICATION

PRIOR TO SUBMITTING AN APPLICATION FOR A BUILDING PERMIT, YOU SHOULD CONSULT WITH A SPRINGFIELD BUILDING OFFICIAL AND REVIEW APPLICABLE BUILDING REGULATIONS SUCH AS THE BUILDING BYLAW. THE MUNICIPAL OFFICIAL CAN OUTLINE APPLICATION REQUIREMENTS AND ADVISE YOU ABOUT OTHER PERMITS OR APPROVALS YOU MIGHT REQUIRE SUCH AS ELECTRICAL PERMITS OR A VARIANCE.

SUBMIT AN APPLICATION

BUILDING PERMIT APPLICATION FORMS ARE AVAILABLE AT THE MUNICIPAL OFFICE. PLANNING STAFF CAN ASSIST YOU, BUT BE PREPARED TO SUBMIT THE FOLLOWING INFORMATION:

- ◆ THE PROPERTY OWNER'S, DESIGNER'S AND CONTRACTOR'S NAMES AND ADDRESSES.
- ◆ A CURRENTLY DATED (WITHIN 90 DAYS) CERTIFICATE OF TITLE.

(Over)

- ◆ THE ADDRESS AND LEGAL DESCRIPTION OF THE SUBJECT PROPERTY.
- ◆ A SITE PLAN
- ◆ BUILDING PLANS AND ARCHITECTURAL DRAWINGS- 2 SETS OF EACH (INCLUDING FOUNDATION AND FOOTING PLANS, FLOOR PLANS, ROOF SYSTEM PLANS, ELEVATIONS, CROSS SECTIONS, AND PLUMBING DETAILS)
- ◆ FOUNDATION AND FOOTING PLANS MUST BE STAMPED BY A PROFESSIONAL ENGINEER
- ◆ A LAND SURVEY CERTIFICATE

ALL BUILDING PERMIT APPLICATIONS ARE SUBJECT TO A FEE.

APPLICATION REVIEW

MUNICIPAL STAFF REVIEW YOUR APPLICATION TO ENSURE THAT IT IS COMPLETE AND COMPLIES WITH THE SPRINGFIELD BUILDING BYLAW, NATIONAL BUILDING CODE, THE ZONING BYLAW AND OTHER APPLICABLE REGULATIONS AND LAWS. ALSO, THE APPLICATION MAY BE SENT TO OTHER MUNICIPAL STAFF FOR CONSIDERATION. APPLICATIONS THAT ARE MINOR IN NATURE (SMALL SCALE ADDITION) CAN USUALLY BE DEALT WITH FAIRLY QUICKLY, WHILE MORE COMPLEX DEVELOPMENTS NATURALLY TAKE LONGER TO PROCESS. WHERE THERE ARE PROBLEMS, MUNICIPAL OFFICIALS WILL USUALLY DISCUSS THEM WITH YOU TO SEE IF THEY CAN BE RESOLVED.

BUILDING PERMIT DECISION

MUNICIPAL OFFICIALS WILL INFORM YOU OF WHETHER OR NOT YOUR APPLICATION HAS BEEN APPROVED OR DENIED. IN SOME INSTANCES, YOUR BUILDING PLANS MAY HAVE TO BE REVISED TO COMPLY WITH APPLICABLE BUILDING REGULATIONS. IF YOU ARE REFUSED A BUILDING PERMIT, MUNICIPAL OFFICIALS WILL ADVISE YOU OF THE REASONS FOR THE DENIAL. IF YOUR PERMIT HAS BEEN DENIED YOU CAN APPEAL THE BUILDING OFFICIALS DECISION TO THE MUNICIPAL COUNCIL.

INSPECTIONS DURING CONSTRUCTION

MUNICIPAL BUILDING OFFICIALS, WHO INSPECT THE CONSTRUCTION, NORMALLY CARRY OUT BUILDING PERMIT INSPECTIONS. THE OFFICIALS DUTIES ARE TO MAKE SURE THAT THE WORK IS CARRIED OUT ACCORDING TO APPLICABLE REGULATIONS. IF THE OFFICIAL FINDS OUT THAT YOUR WORK DOES NOT CONFORM TO THE APPROVED PLANS, YOU WILL BE REQUESTED TO REMEDY THE PROBLEM. IF THE WORK CONTINUES WITHOUT RESOLVING THE PROBLEM, THE MUNICIPALITY MAY INITIATE LEGAL ACTION. YOU ARE REQUIRED TO POST YOUR BUILDING PERMIT AND KEEP A COPY OF YOUR BUILDING PLANS ON SITE.

CONSTRUCTION COMPLETED

DEPENDING UPON THE TYPE OF BUILDING, AN OCCUPANCY PERMIT MAY BE REQUIRED PRIOR TO UTILIZING THE BUILDING. MUNICIPAL OFFICIALS WILL NOTIFY YOU OF THIS REQUIREMENT AT THE BUILDING PERMIT APPROVAL STAGE.

FOR FURTHER INFORMATION...

THIS PAMPHLET PROVIDES GENERAL INFORMATION ONLY. PLEASE CONSULT THE SPRINGFIELD BUILDING BYLAW, NATIONAL BUILDING CODE, SPRINGFIELD ZONING BYLAW, ETC. FOR DEFINITIVE REQUIREMENTS AND PROCEDURES.

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