

Permit Application Requirements

All permits will be issued in accordance with the Safety Codes Act and Regulations. Permits are available to customers via fax, email, mail and walk-in.

Building Permits

In order to issue a building permit, the applicant must submit:

- The number of complete sets of construction drawings required is determined by the authority having jurisdiction. The drawings are to include: elevation, floor plan, foundation, cross section and site plan.
- Completed permit application.
- Method of payment.
- Copy of the Municipal Development Permit.

Building Permit applications must be reviewed by a Building Safety Codes Officer prior to issuance.

Electrical Permits

In order to issue an electrical permit, the applicant must submit:

- Completed Permit Application.
- Method of Payment.

Note: For electrical installations greater than \$10,000, it will be at the discretion of the Safety Codes Officer as to whether construction documents (including plans and specifications) will be required.

For electrical installations greater than \$25,000, construction documents are required. An additional hourly rate will apply for electrical plans review.

Gas Permits

In order to issue a gas permit, the applicant must submit:

- Completed permit application
- Method of payment

Plumbing Permits

In order to issue a gas permit, the applicant must submit:

- Completed permit application
- Method of payment

Private Sewage Disposal System Permit

In order to issue a Private Sewage Disposal System permit, the applicant must submit:

- Completed permit application.
- A site plan (*in accordance with the requirements from the Private Sewage Systems Standard of Practice 2009*).
- Soil profile log form providing the results from two (2) tests pits with a copy of the soil analysis report.
- Expected volume of sewage per day.
- The criteria used to determine the expected volume of sewage per day.
- Description and details of all sewage system treatment and effluent disposal component(s).
- Details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table from ground surface.
- Method of payment.

Private Sewage Disposal System Permit applications must be reviewed by a Level 2 Plumbing Safety Codes Officer prior to issuance.