

BUILDING DEPARTMENT NEWSLETTER

JUNE 2019

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Email List

Any person wishing to be added or removed from the contact list for the newsletter can do so by contacting gary@southglengarry.com

Future Newsletters

If you have any specific topic you would like to see in future newsletters, please email your request to gary@southglengarry.com

Office Hours

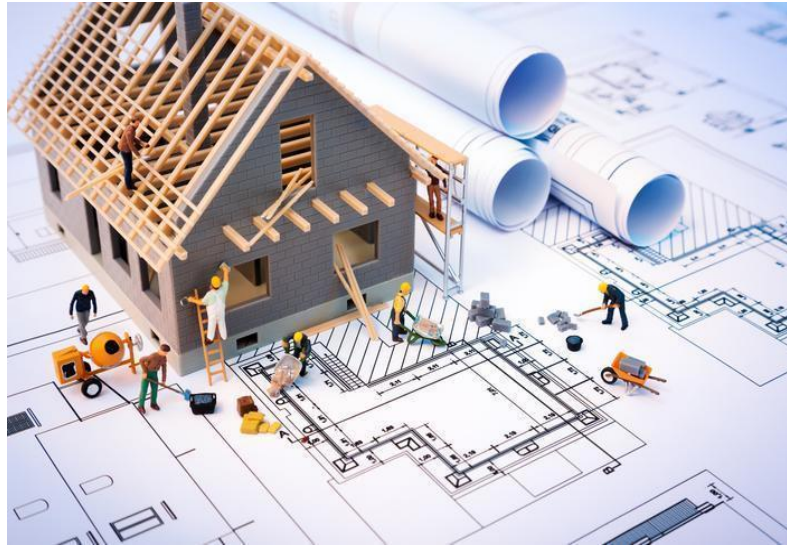
Monday - Friday
8:30 am – 4:00 pm



Changes in the Building Department

The Township of South Glengarry has recently restructured the building department and has named Mr. Gary Poupart as the Director of Development and Chief Building Official and Mr. Chris Raabe as the Manager of By-Law Enforcement and Deputy Chief Building Official.

Gary and Chris will indubitably continue to represent South Glengarry with their combined level of knowledge and integrity.



Permit Application Information

Permit application & information packages

We have several project specific Permit Application & Information Packages to assist in applying for permits. The Permit Application & Information Packages are available on the Township website www.southglengarry.com and at our office. For other construction projects, please select the most applicable package or contact our office.

Submitting a complete application

It is important to ensure that your permit application is complete, and that information is sufficiently detailed to enable the design to be assessed for compliance with the Ontario Building Code Act and Building Code. Please note that additional permit fees may be applied to incomplete applications or for the review of subsequent submissions to permit applications.

Requesting and Scheduling an Inspection

Refer to your building permit and the building code with regards to the inspections that are required for your permit. The types of inspections that are required will vary depending on the scope and extent of construction. Inspections are required to be conducted no later than 2 business days following receipt of the request. Although we do our best to accommodate your construction schedule, please submit your request for inspection at least 2 business days in advance of when you would like the inspection conducted. Inspection can be scheduled by contacting the Planning & Building information officer at 613-347-1166 ext. #258 or alonde@southglengarry.com. When requesting an inspection please provide:

- The permit number (indicated on the permit and the site copy of the permit drawings)
- The civic address
- Required stage of inspection requested
- Preferred inspection date & time (either AM or PM)
- Contact name and phone number

We are here to help

If you are planning a construction project and have questions about the permit process, please contact us.

Joanne Haley – Planner

General Manger- Community services
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Gary Poupart

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Anne Lalonde

Planning & Building Information Officer
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Requirements for Tent Permits

Permits are required of all tent structures over 60 sq m (645 sq ft). Tents must comply with 3.14 of the Ontario building Code.

This section of the code applies to all tents with the following exceptions...

1. Tents over 60 sqm but under 225 sqm are exempt from some of the requirements of the code including, requirements for sanitary facilities on site and engineering design and review of the structure anchorage of the tent
2. Tents over 225, sqm require the review and design of an engineer. The engineer must sign off on the tent structure and anchorage.
3. All tents must show conformance with 3.14.1.6 which requires flame resistance certification to either CAN/ULC-S109 or NFPA 701

When applying for a permit the application must be completed and be accompanied by:

- a) A plot plan showing the proposed location of the tent on the site
- b) The engineering documentation if over 225 sqm
- c) Copy of the flame resistance certification
- d) Details on the number of sanitary facilities (if required)



Lot Grading & Drainage

It is important that lot grading and drainage be completed so that surface water is directed away from buildings and not onto adjacent properties. Grading and drainage design is typically approved during the design of a subdivision, the site plan control process or the building permit process. Issues such as ponding, damp basement, deterioration of cladding and exterior walls and conflicts between neighbours could arise because of improper lot grading.

Township By-Law 16-10 “Grading & Drainage By-Law”

Prior to the issuance of a permit, for properties located within Urban or Rural settlement area or 0.4 hectares or less in size and where grading and drainage has not been previously approved through a subdivision agreement or the site plan control process, a grading plan is required to be submitted to the chief building official for review and approval

Building Code Division B, 9.14.6.1. Surface Drainage

The building shall be located, or the building site shall be graded so that water will not accumulate at or near the building and will not adversely affect adjacent properties.

Lot Grading is required to be completed in accordance with the approved design for the property prior to the final inspection and completion of a permit.

For more detailed information please refer to the Ontario Building Code, Grading & Drainage By-Law and Site Plan control By-Law 14-18.

Township of South Glengarry

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www.southglengarry.com