



## Township of South Glengarry

6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0

T: (613) 347-1166 | F: (613) 347-3411

[www.southglengarry.com](http://www.southglengarry.com)

June, 2018

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### E-mail List

Any person wishing to be added or removed from the contact list for the newsletter can do so by contacting Kevin Lalonde at 613-347-1166 Ext. 230 or [klalonde@southglengarry.com](mailto:klalonde@southglengarry.com)

### Give Us Your Feedback

Any person wishing to provide constructive suggestions on how we can improve our delivery of Building Services can do so by emailing [klalonde@southglengarry.com](mailto:klalonde@southglengarry.com)

### Future Newsletters

If you have any specific topic you would like to see in future newsletters please email your request to [klalonde@southglengarry.com](mailto:klalonde@southglengarry.com)

### Office Hours

Monday to Friday  
8:30am to 4:00pm

# BUILDING DEPARTMENT NEWS

## OPEN HOUSE & INFORMATION SESSION

On April 17<sup>th</sup>, 2018 the Planning and Building department hosted our annual spring open house & Information sessions in council chambers. This session was advertised on the Township Website, the Township Newsletter, local newspapers and approximately 50 individual contacts were notified by email.

The topics of discussion for the session were:

- Secondary Dwelling units now permitted by provincial legislation
- Issues that may arise when selling or purchasing a property
- Available Permit Application & Information packages.

Township staff answered a variety of questions during and after the session from those in attendance, as well as reviewed and provided copies of Permit Application & Information Packages.

Spring and Fall Open Houses will continue to be scheduled in an effort to provide information about the building permit application process, Building Code, applicable Municipal By-Law and other approvals pertinent to construction and development in the Township. The sessions are conducted as an open forum where those in attendance are welcome to ask questions about the topics of discussion for the session or any other questions that they may have. Everyone is welcome to attend.

If you wish to be notified about future Open Houses & Information Sessions please contact Kevin Lalonde, Director of Development & Chief Building Official at 613-347-1166, ext. 230 or [klalonde@southglengarry.com](mailto:klalonde@southglengarry.com).

## 2018 FIRST QUARTER PERMIT ACTIVITY

The Township of South Glengarry is experiencing a busy start to the 2018 construction season. For the first quarter of 2018 year we have received 53 permit applications, and issued 42 permits with a construction value of \$2.2 million.

The following table shows January 1<sup>st</sup> to March 31<sup>st</sup> permit activity for the current and previous 3 years.

Period Ending March 31 <sup>st</sup>	2015	2016	2017	2018
Total Permits issued	10	24	30	42
Total construction value	\$669,780	\$1,514,687	\$1,544,00	\$2,211,000
Total Permit Revenue	\$8,809	\$18,538	\$23,737	\$35,413
Total Permit Applications	18	39	43	53



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### We are here to help

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

#### **Joanne Haley**

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#### **Kevin Lalonde**

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#### **Gary Poupart**

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Building Official

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Planning & Building Information Officer

613-347-1166 Ext. 258

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## BUILDING & CONSTRUCTION PROJECTS

Planning a construction project? Whether it is big or small, Township officials can help answer questions about building permits and permit applications to help guide you through the process.

The Township's Chief Building Official is responsible for enforcing the Ontario Building Code. This is a comprehensive set of minimum standards for the construction of all new buildings, as well as additions, alterations and change of use to existing buildings. The purpose of the Ontario Building Code is to minimize risk to our health and safety and to provide for barrier-free, accessible and energy efficient buildings.

**Did you know?** Over the past 3 years, we have processed over 740 permits with a construction value in excess of \$59 million.

## 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 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.

## THE LEGAL CORNER

Residents of the Township of South Glengarry expect the Township of South Glengarry to enforce the Ontario Building Code Act and Building Code effectively and consistently. The building Department takes their role as building construction regulator within the Township of South Glengarry very seriously. Commencing construction without first obtaining a permit is an offence under the Building Code Act.

In cases when construction has started first without obtaining the required permit, Orders may be issued under the Ontario Building Code Act and 5a surcharge of \$150.00 is applied to building permits to assist in recouping additional administrative costs. When required, charges are laid at the Provincial offences court.