



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

March, 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

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

Future Newsletters

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

Office Hours

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

BUILDING DEPARTMENT NEWS

OPEN HOUSE & INFORMATION SESSION

Are you planning a construction or renovation project? Would you like information about building permits and the building permit process? The Township of South Glengarry will be hosting an Open House & Information Session on Tuesday April 17th at 7:00pm in Council Chambers at the Township Office, located at 6 Oak Street in Lancaster. Topics of discussion include:

- Issues that may arise when purchasing a property
- Information about Secondary Dwelling Units now permitted by Provincial Legislation

If there are other topics that you would like information about, please let us know prior to April 10th so that we may be prepared to answer your questions and have any applicable information available. For more information, contact Kevin Lalonde, Director of Development & Chief Building Official at 613-347-1166, ext. #230 or klalonde@southglengarry.com.

BUILDING SAFETY MONTH – MAY, 2018

We rarely question our safety when we are in the buildings we live, work, shop or play. This is because of the high standard in which buildings in Ontario are constructed.

In Ontario, the minimum standard for new construction, additions and alteration to existing buildings is set out in the Building Code. The Building Department of the Township of South Glengarry enforces the Building Code by examining building plans and specifications, issuing permits and performing inspections through the various stages of construction.

To promote the vital role Building Officials play in ensuring the safety of buildings and their occupants and to create awareness of the of building regulation, the Ontario Building Officials Association promotes Building Safety Month, in conjuncture with other jurisdictions throughout Canada and the United States.

The Ontario Building Officials Association annually proclaims May as Building Safety Month across Ontario to bring awareness to the public of the Ontario Building Code, the importance in obtaining building permits and the efforts of municipal building officials.

Building Month is promoted and sponsored in cooperation with local Building Departments, the Ministry of Municipal Affairs and Housing, the Alliance of Canadian Building Officials Association and the building design industry.



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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.

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Anne Lalonde

Planning & Building Information Officer

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REQUESTING & SCHEDULING AN INSPECTION

Refer to your building permit and the Building Code with regards to the inspections that are required for your particular 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 will 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. Inspections can be scheduled by contacting the Planning & Building Information Officer at 613-347-1166, ext. #258 or anne.lalonde@southglengarry.com. When requesting an inspection you are required to provide:

- The permit number (Indicated on the Permit and the “Site Copy” of the Permit Drawings)
- The civic address of the property
- Required stage of inspection requested
- Preferred inspection date & time (either A.M. or P.M.)
- Contact name and phone number

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

It is a contravention of the Ontario Building Code Act to commence construction or demolition prior to a permit having been issued by the Chief Building Official. If at any time you are questioning whether or not a permit may be required for your project, please feel free to contact our office. The following is an excerpt from the Ontario Building Code Act.

BUILDING PERMITS

Section 8.(1) No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued by the chief building official. 1992, c.23, s. 8(1); 1997, c.30, Sched. B, s. 7(1).