



## 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)

September, 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

The Planning & Building department host Spring & Fall Open House & Information Sessions to provide information about a variety of topics such as the building permit process, changes to the Building Code, pertinent Municipal By-laws, Site Plan Control process, Minor Variance process, etc. 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.

**The 2018 Fall Open House & Information Session has been scheduled for**

**Wednesday October 24<sup>th</sup>, 2018 at 7:00pm**

**in Council Chambers at the Township of South Glengarry Municipal Office at 6 Oak Street in Lancaster, Ontario. For further information please check the Township of South Glengarry website at [www.southglengarry.com](http://www.southglengarry.com).**

The topics of discussion for the session are:

- Keys to submitting a complete permit application.
- On-site sewage systems and treatment units requiring a maintenance agreement.

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 SECOND QUARTER PERMIT ACTIVITY

The Township of South Glengarry continues to experience a busy 2018 construction season. For the second quarter of 2018 we have received 149 permit applications, and issued 120 permits with a construction value of \$6.8 million.

The following table shows January 1<sup>st</sup> to June 30<sup>th</sup> permit activity for the current and previous 3 years.

Totals for Period Ending June 30	2015	2016	2017	2018
Permits issued	74	120	126	120
Construction value	\$11,962,735	\$6,268,289	\$12,141,495	\$6,799,887
Permit Revenue	\$135,851	\$97,003	\$146,003	\$108,021
Permit Applications	149	167	148	139



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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**

Director of Development & Chief Building Official

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#### **Gary Poupart**

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Building Official

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#### **Anne Lalonde**

Planning & Building Information Officer

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## 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 as a result of improper lot grading.

### **Township By-Law 16-10 “Grading & Drainage By-law”**

Prior to the issuance of a permit, for properties located within a Urban or Rural Settlement area or 0.4 hectares (1 acre) 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 and drainage 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 16-10 and Site Plan Control By-law 14-18.

## THE LEGAL CORNER

### **QUALIFICATIONS FOR DESIGNERS**

A person is not eligible to prepare a design or give other information or opinion concerning whether a building or part of a building complies with the building code in connection with an application for a permit unless they have the qualifications and meet the requirements set out in the building code to be a designer.

Refer to Ontario Building Code Act Subsection 15.11(5) for further information.

### **CONDITIONS OF REGISTRATION – DESIGNERS & OTHER DESIGNERS**

Designers and Other Designers are required to include the following information on all documents respecting design activities that they have reviewed and are taking responsibility for.

- The name of the registered person or firm and any registration number (B.C.I.N) issued by the director (Designers Only)
- The person's name and identifying number (B.C.I.N)
- A statement that the person has reviewed and takes responsibility for design activities
- The person's signature

Refer to Ontario Building Code Division C, Articles 3.2.4.7. and 3.2.5.6. for specific requirements and further information.