

HOW DO I APPLY FOR A RESIDENTIAL BUILDING PERMIT?

Complete an application form online www.niagarafalls.ca or at the

Building & Inspection Services
City Hall (Main Floor)
4310 Queen Street, Niagara Falls
(905) 356-7521 ext. 4344 or 4213

Two sets of scaled construction plans and a plot plan are required to be submitted. The following may also be required depending on the nature of the project:

- Lot grading plan
- Schematic plan of plumbing layout
- Approvals from other agencies (*i.e.* Health Department etc.)
- Mechanical Ventilation Systems details

WHAT HAPPENS NEXT?

Your application and plans will be checked for compliance with the Zoning By-law, the Ontario Building Code and other applicable regulations. You will be advised of any modifications required to your plans in order for your project to comply with the Building Code and Zoning By-law.

You will be advised when the permit will be ready and of the fee payable.

Your Building Permit will be issued when you have remitted the appropriate fees.

WHEN AM I REQUIRED TO REQUEST AN INSPECTION?

The owner, contractor or authorized agent must notify the Building & Inspection services in advance of the following stages of work as applicable:

- 1) The completion of the excavation and readiness to construct footings.
- 2) The completion of the foundation and the readiness to backfill.
- 3) The completion of the structural framing including the installation of mechanical services (e.g. plumbing, electrical, heating and ventilation ducts).
- 4) The commencement of construction of:
 - masonry fireplaces and masonry chimneys
 - factory built fireplaces and allied chimneys
 - solid fuel burning appliances and allied chimneys

(Gas fireplaces and appliances are regulated by Consumers Gas)

- 5) The completion of the insulation and vapour barrier and readiness to apply interior finishes.
- 6) Readiness to occupy.
- 7) The completion of the building.

(Please note that these are inspections required for small residential buildings. Additional inspections may be required for larger projects).