



The Permit Process

1. Your ideas.
2. Your design prepared by a qualified individual.
3. You complete the building permit application.
4. Application review and permit issuance by Municipality of North Grenville.
5. Construction inspections by Municipality of North Grenville.
6. Issuance of occupancy/ Final Completion Certificate by Municipality of North Grenville.

“The building permit process is the tool you should include in your project to ensure your project is designed and constructed in a safe, timely and cost effective manner. Plan your work, then work your plan!”

~Steven Leroux, Chief Building Official, Municipality of North Grenville

What is a Building Permit?

The Municipality of North Grenville building division issues permits for the construction, renovation and demolition of buildings as well as for certain changes of use. Ontario Building Code enforcement is carried out by the North Grenville building staff, except in the case of on-site sewage systems, which is conducted by the: Leeds, Grenville and Lanark District Health Unit (458 Laurier Blvd., Brockville 613-345-5685 www.healthunit.org)

Why do you need to obtain a building permit?

Building permits are required under the *Ontario Building Code Act*. By reviewing and approving building plans before any work is done, the Municipality can ensure that buildings comply with all applicable legislation and by-laws.

When is a Building Permit Required?

A building permit is required for:

- Any new building greater than 10m² (108 sq ft)
- Any addition to an existing building
- Any material alterations to an existing building which affects: the structural design of the building; mechanical, plumbing services, fire separations, exits, fire protection systems and/or the use of buildings or parts thereof
- A deck (considered an addition)
- Signs on or around your property
- Installing or reconstructing a chimney or fireplace
- Installing a wood burning stove or fireplace
- Installing a backflow prevention device and expansion tank
- Demolition or removal of all or a portion of a building
- Installing heat pump systems
- Conducting in ground water or sewer repairs

Other works requiring a permit:

- Drilling a well
- Installing a swimming pool

Municipality of North Grenville, Building Division

285 County Road 44, Kemptville ON K0G 1J0

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www.northgrenville.ca

Did You Know?

Construction performed on your property without the benefit of a building permit can impact the re-sale of your property and may result in delays to such transactions. Protect the value of your property with a building permit.

Plan Ahead!

While the Building Code does allow homeowners to design their own projects, working with a qualified BCIN designer, architect or professional engineer is recommended. This design process can reduce the costs, stress and time it takes to obtain a permit and complete your project.



How long will it take?

Residential application reviews can take up to 10 business days from the time of receiving a complete application to permit issuance.

Permit applications and fees can be found online at:

www.northgrenville.ca

www.northgrenville.ca/work/building-planning-and-development/planning-development



Good design creates good projects - it all starts with the design process.

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