

Shuniah Building Permit Application Processing

July 2, 2024

Timeline:

A permit for a residential building must be either issued or communication made within 10 business days.

If the application is incomplete, or there are zoning or building code issues, the clock stops when first communication is made with the applicant.

Application processing:

Your application will be reviewed to confirm that your project will comply with the Ontario Building Code and applicable laws. Examples: Municipal Zoning By-law and Lakehead Region Conservation Act(LRCA)

The review process may include:

1. **Zoning Plan Examination:** the planning department will check for compliance with the regulations and provisions of the Zoning By-Law such as proposed use, minimum setback requirements, lot coverage and building height, etc.
2. **Building Code Examination:** the CBO will review the proposed construction to ensure compliance with the Ontario Building Code, and applicable laws.
3. **Grading Approval:** depending on the project, staff will review the grading plan for compliance with municipal specifications.

Helpful tip – Use the Building Permit Application Checklist! The purpose of the checklist is for the applicant to ensure the application is complete upon submission which will then speed up the timeline for approval.

If during the review, additional clarification is required or deficiencies are identified, you or your authorized agent will be notified by using the contact information on your application form.

It is important to ensure that the requested information is re-submitted clearly addressing each request. **Depending on the type of deficiency, the issuance of the permit will be delayed until all the requested/required information is received and compliance is determined.** Processing times may vary depending on available resources, volume of applications and the completeness of your application.

When the review of your application is complete and all requirements have been met, you or your authorized agent will be notified by telephone, email, fax, or regular mail, that the permit is ready for pick-up at the Municipal Office.