

In order to assist you in applying for a building or septic permit, please review the following information to ensure that your application is complete **before** you submit it to the Township of Adjala-Tosorontio Building Department for review.

In accordance with the *Building Code Act*, the Building Department **cannot** accept an application unless **all** of the applicable applications, approvals, drawings and documents are provided by the owner or applicant at the time of submission and are completed in full.

Copies of the permit application and other forms may be printed from the Township's web site at www.adjtos.ca. Or, they can be picked up at the Building Department located at 7855 Sideroad 30, Alliston.

NOTES:

These are **general guidelines**, and your project may require some or all of the following requirements.

If you are unsure of any of the requirements for your project, contact our office and speak with a Building Official for clarification.

Development Charges may apply to your project. Contact our office for clarification.

For **Dwelling Units**...

Building Permit Application

- Be certain that the application and all forms are completed in full prior to submission
- Include the BCIN (Building Code Identification Number) information on Schedule 1, if applicable

- Include two copies of the site plan

Applicable Approvals

- A variety of additional permissions may be required, including confirmation of zoning compliance, entrance permits, and site plan agreements
- Agencies outside of the Township that you may need to contact include the County of Simcoe, the Nottawasaga Valley Conservation Authority, the Toronto Region Conservation Authority, and/or the Ministry of Transportation
- For assistance determining the agencies you may require permits from, please contact the Planning Department

Two Sets of Complete Architectural Drawings

- Include all elevations, floor plans and cross sections, specifying all applicable structural information and construction materials
- If unsure, contact our office and speak with a Building Official

Roof Truss Layout / Roof Framing Plan

- If using a truss roof system, Engineered Stamped Truss Specifications are required
- Otherwise a roof framing plan is required
- Contact our office and speak with a Building Official for the snow loads in your area as they are different throughout the Township.

Mechanical Ventilation Summary

- Must be completed by your heating contractor or H.R.A.I. designer

Heat Loss Calculation

- Must be completed by your H.R.A.I. designer

Energy Efficiency Design Summary

- Must be completed by your designer

Other Information – As Applicable

- If using a pre-engineered floor joist system, the joist layout from the manufacturer is required

- If using a slab on grade, Engineered Stamped drawings are required for slabs over 55 sq. m.
- Also provide specifications on any other pre-engineered building materials (eg. LVL's, headers, ICF construction, etc.)

Septic System Information

- Complete Schedules 1 & 2 of the permit application, providing the septic designer and installer information
- Two sets of drawings for the lay-out, calculations & the grain size analysis are to be provided by your septic installer or designer at the time of submission

Permit Fee Deposit – Dwellings & Septics

- You will be required to pay a deposit on your permit at the time of submission
- The deposit fee is \$555 per Dwelling Unit; including each On-Site Septic System
- The balance of the permit fees, and any applicable Development Charges will be due at the time of issuance of the permit

For **Demolition Permits** or **Pool Enclosure Permits**...

- Contact our office for these requirements
- There is NO deposit fee required on your demolition or pool enclosure permit, at the time of submission.
- The balance of the permit fee, will be due at the time of issuance of the permit

For **Dwelling Additions, Garages, Barns, etc**...

Building Permit Application

- Be certain that the application and all forms are completed in full prior to submission

- Include the BCIN (Building Code Identification Number) information on Schedule 1, if applicable

- Include two copies of the site plan

Applicable Approvals

- See Applicable Approvals for Dwelling Units
- In addition, accessory structures require construction of the principal structure first; Minimum Distance Separation requirements apply to agricultural structures containing livestock
- For additional information, please contact the Planning Department

Two Sets of Complete Building Drawings

- Include all applicable elevations, floor plans and cross sections
- If unsure, contact our office and speak with a Building Official

Roof Truss Layout / Roof Framing Plan

- If using a truss roof system, Engineered Stamped Truss Specifications are required
- Otherwise a roof framing plan is required
- Contact our office and speak with a Building Official for the snow loads in your area as they are different throughout Dufferin County

Mechanical Ventilation / Heat Loss

- Will be required if the building is heated

Permit Fee Deposit

- You will be required to pay a deposit on your permit at the time of submission
- The deposit fee is \$555 for large Residential, Commercial, Industrial or Agricultural projects.
- The deposit fee is \$222 for smaller projects
- The balance of the permit fees, and any applicable Development Charges will be due at the time of issuance of the permit

The following forms are available on the “Building Services” section of the County’s web site at:

www.adjtos.ca

- Permit Application
- Site Plan
- Agent Authorization
- Energy Efficiency Design Form
- Mechanical Ventilation
- Septic System – Design Criteria
- Septic System – As Built
- Undertakings:
 - General Review - Professional
 - Letter of Undertaking - Owner
- Plan Review Part 3
- Plan Review Part 9
- Previously Reviewed Dwellings
- Statement of Design

Township of Adjala- Tosorontio
Building Department
7855 Sideroad 30
Alliston, ON L9R 1V1
Phone: 705-434-5055
Fax: 705-434-5051



Township of
Adjala-Tosorontio

www.adjtos.ca

Building and Septic Permits

Application Information