



# TOWN OF TECUMSEH BUILDING SERVICES

## GUIDE TO OBTAINING A BUILDING PERMIT

### REQUIREMENTS FOR CONSTRUCTION or DEMOLITION OF A BUILDING - Residential or Non-Residential

#### **Building and Demolition Permit Information:**

The property owner is responsible for obtaining a building permit and ensuring that the location of the building being constructed or demolished is on the property of the owner. Zoning requirements including are available by contacting the Building Services at 519-735-2184, ext. 103 or by attending the Municipal Offices, Building Department, 917 Lesperance Road, Tecumseh, Ontario

#### **How to apply for a building permit:**

- **STEP #1**
  - Complete a **Regular Building Permit Application**, available on this website.
  - Complete only the corresponding checklist contained in the **Building Permit Application** for either residential or non-residential construction
  - Check with the Building Department to obtain the applicable zoning information including setback and lot coverage information.
  
- **STEP #2**
  - Submit 2 copies of a site plan showing the proposed building location.
  - Submit 2 copies of construction drawings including mechanical drawings, truss and floor systems (stamped engineered drawings if non-residential).
  - Tarion New Home Warranty Declaration (residential only)
  - Water Meter Application
  - Septic System Approval (if applicable)
  
- **STEP #3**

Further approvals may be required from the following: (Check with the Building Dept.)

  - Site Plan Control
  - Committee of Adjustments
  - Essex Regional Conservation Authority
  - Essex County Engineering Department
  - Ministry of Transportation
  
- **STEP #4**

Attend the Municipal Offices at 917 Lesperance to submit your completed application to the Building Department Clerk. Your application will be reviewed for completeness by

the Building Department. Subsequent to the review you will be contacted to either pick-up and pay for your permit or be requested to provide further information.

### **How to apply for a demolition permit:**

#### ➤ **STEP #1**

- Complete a **Regular Building Permit Application**, available on this website. (note: the designer or checklist information will not be required for a demolition permit)

#### ➤ **STEP #2**

Attend the Municipal Offices at 917 Lesperance to submit your completed application to the Building Department Clerk. Your application will be reviewed for completeness by the Building Department. Subsequent to the review you will be contacted to either pick-up and pay for your permit or be requested to provide further information.

Note: In most cases existing services will be required to be terminated at the lot line when a building is being demolished.

### **Permit fees:**

Permit fees can be found in the **Fee Schedule** on this website.

### **Prior to Construction:**

- Take all necessary steps to acquire locates for all utilities, including but not limited to **HYDRO, WATER, CABLE, TELEPHONE and GAS** lines prior to digging.
- Check all **DEEDS** to assure that the building is not erected on Easements or Right-of-Ways.
- It is the responsibility of the owner to make arrangements with the Building Dept. to have all the necessary inspections conducted. Inspections can be booked at **519-735-2184, ext. 103.**

*This information is provided as a guideline only. For additional information, please contact Building Services at 519-735-2184, ext. 103. These requirements are subject to change without notice.*