



# TOWN OF TECUMSEH BUILDING SERVICES

## GUIDE TO A NEW BUILDING PERMIT

### REQUIREMENTS FOR CONSTRUCTION and/or DEMOLITION OF A NEW BUILDING STRUCTURE or a NEW ADDITION for Residential, Commercial, Industrial, Institutional

The property owner is responsible for obtaining a building permit and ensuring that the location of the building is on the owner's property. Zoning setback requirements are available at 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. Check with the Building Department to obtain property setback and lot coverage information
  
- **STEP #2**
  1. Submit in PDF form a site plan showing the proposed building location.
  2. Submit in PDF form a copy of construction drawings including mechanical drawings, truss and floor systems (stamped engineered drawings if non-residential).
  3. Schedule I to be completed by contractor with BCIN unless drawings submitted are drawn up by an architect.
  4. Septic System Approval if applicable. (Schedule 2)
  5. Energy Efficiency Design Summary
  6. Residential, Mechanical, Ventilation Design Summary
  
- **STEP #3**  
Approvals may be required from the following: (Check with the Building Dept.)
  1. Site Plan Control (Town Planning Dept.)
  2. Committee of Adjustments (Town Planning Dept.)
  3. Essex Regional Conservation Authority (776-6209)
  4. Essex County Engineering Department (776-6441)
  5. Ministry of Transportation
  
- **STEP #4**  
Email in PDF for your completed application to the Building Department Clerk at [llevac@tecumseh.ca](mailto:llevac@tecumseh.ca). Your application will be reviewed for completeness by the Building Department. Subsequent to the review you will be contacted to pay for your permit or be requested to provide further information.

### **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 or email [llevac@tecumseh.ca](mailto:llevac@tecumseh.ca)** .

*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.*