



The Corporation of the Township of  
Alnwick/Haldimand

# Home Builder's Guide

January 2021



# Home Builder's Guide

The Corporation of the Township of Alnwick/Haldimand  
10836 County Road 2, P.O. Box 70, Grafton, ON K0K 2G0  
T: 905-349-2822 F: 905-349-3259



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## **PART I: Municipal Building Requirements Single Family Dwelling**

### **1.0 Introduction**

This guide is intended to advise the home-builder of the steps and procedures involved when applying for a building permit in the Township of Alnwick/Haldimand. It is not meant to replace the requirements of the Ontario Building Code, Municipal By-Laws or any other applicable laws.

If you have any questions regarding the contents of this guide, please contact Mr. Daryl Hall, Chief Building Official/By-Law Enforcement Officer at the **Alnwick/Haldimand Township Building Department at 1-905-349-2822, Ext. 27.**

**It is strongly suggested to make an appointment with Mr. Hall prior to applying for a building permit.** Mr. Hall's office hours are as follows:

Monday to Friday  
**9:00 a.m. to 12:00 p.m. (in office)**  
**1:00 p.m. to 4:30 p.m. (on site inspections)**

#### **Grafton Municipal Office**

10836 County Road #2  
Fax #: 905-349-3259  
Email: [dhall@ahtwp.ca](mailto:dhall@ahtwp.ca)

#### **\*\*Zoning Requirements\*\***

*Please note that prior to applying for a building permit, the Applicant should confer with the Chief Building Official and/or Municipal Planner who will review and confirm that the present zoning on the lands of the proposed building site comply with the applicable Comprehensive Zoning By-Law of the Township of Alnwick/Haldimand.*

### **2.0 Considerations or Permits Required Before Applying for a Building Permit**

In addition to the building permit which is required for a building project, other permits and approvals may be required in particular circumstances, e.g., Conservation Authority and Ministry of Transportation approvals. These approvals are considered applicable law. Generally, the applicable laws, which are set out in the Building Code, must be complied with prior to the building permit being issued.

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### 2.1 Fill Regulations Permit

Various areas of Alnwick/Haldimand Township are regulated by Lower Trent Conservation Authority and the Ganaraska Region Conservation Authority. All structures within regulated floodplains (such as along a river or near a water course) or an environmental- constraint area must receive the Authority's approval prior to permit issuance. All lands, as stated by the Authority's, is subject to the [Fill, Construction and Alteration to Waterway's Regulation and the Federal Fisheries Act.] Development, Interference with wetlands and alterations to shoreline and watercourse (pursuant to Ontario Regulation 163/06)

Lower Trent Conservation Authority  
441 Front Street, Trenton Ontario  
Phone: 1-613-394-4829 general line  
Fax: 1-613-394-5226  
Website: [www.ltc.on.ca](http://www.ltc.on.ca)

Ganaraska Region Conservation Authority  
P.O. Box 328, County #28/Highway #401, Port Hope, ON L1A 3W4  
Phone: 1-905-885-8173  
Fax: 1-905-885-9824  
Website: [www.grca.on.ca](http://www.grca.on.ca)

### 2.2 Entrance Permit/Set Back Permit

Entrance permit/set back permit approval must be obtained prior to issuance of a building permit, from the Public Works Department having jurisdiction over any roads or highways abutting the subject property. They are as follows:

Alnwick/Haldimand Township Public Works Department (Municipal Roads)  
10836 County Road 2, P.O. Box 70, Grafton, ON K0K 2G0  
Phone: 1-905-352-2465  
Fax: 1-905-349-3259 or 1-905-352-2544  
Contact Person: Brian McMillan, Public Works Manager

Northumberland County Transportation, Waste & Facilities Department (County Roads)  
555 Courthouse Road, Cobourg, ON K9A 5J6  
Phone: 1-905-372-3329  
Fax: 1-905-372-1696  
Contact Person: Katie Bruinsma, ext. 2278

Ministry of Transportation of Ontario, Bancroft (Provincial Highways)  
Field Operations Centre Port Hope, P.O. Box 300  
Phone: 1-905-885-6381  
Fax: 1-905-885-9273

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### **Entrance Permit Fee Schedule:**

**Township:** \$1,500.00 Entrance/Road Deposit  
(includes \$250.00 Administration fee & \$1250.00 Entrance/Road refundable deposit)

*NOTE: Entrance/Road refundable deposit is deemed to be a Building Deposit and will not be released unless Final Building Inspection is completed and approved.*

### **IMPORTANT NOTICE**

**If a municipal entrance installation proceeds without a permit or approval, the property owner will be subject to an additional \$100.00 fee.**

**County: Entrance Permit/Setback Permit**

Please contact Northumberland County for their current applicable fees and deposits

**M.T.O. Residential/Farm Land use or Commercial land use permit:**

Please contact MTO for their current applicable fees and deposits

### **2.3 Development Fees for Severed Lots**

The development charges for Alnwick/Haldimand Township Charges are to be applied to all construction projects and should be confirmed by the Chief Building Official prior to a building permit being issued.

If a prior impost fee or partial development charge was collected to the property at the time of severance, the difference between the fee paid at that time and the total development fee currently due shall be collected.

The Township of Alnwick/Haldimand will also apply development charges for Northumberland County and will apply these fees to your building permit at the time of issuance These fees can be confirmed on the Northumberland County website <https://www.northumberland.ca/en/business-and-development/planning-and-development.aspx> or by contacting them at 905-372-3329 ext 2408.

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## 3.0 Building Permit Q & A

### 3.1 What is a Building Permit and Why Is It Required?

A building permit is a document issued by a certified member in your municipality responsible for enforcing Ontario's Building Code and Ontario Building Code Act. A building permit is necessary when you wish to construct, renovate, demolish or change the use of a building.

Building permits allow your municipality to protect the interests of both individuals and the community as a whole. By reviewing and approving building permit applications before any work is done, the municipality can ensure that buildings comply with the Ontario Building Code, the Township of Alnwick/Haldimand Comprehensive Zoning By-Law No. 19-2019 and other applicable legislation.

#### **IMPORTANT NOTICE**

**If construction proceeds without a permit, the property owner will be subject to the doubling of the permit fee.**

### 3.2 How Do I Apply for a Building Permit?

Applications can be found at the Township office located at 10836 County Road 2, Grafton or on our website at <https://www.ahtwp.ca> under the "Business and Development" tab, "Building and Renovating tab". Fill in the application and submit to the Building Dept.

## 4.0 Building Permit Requirements

The property owner is required to obtain a building permit for the following:

- Commercial or industrial building
- Dwelling – single family
- Summer cottage (seasonal dwelling)
- Additions or alterations including leasehold improvements to any new or converted building
- Garage, carport, boathouse, etc.
- Swimming pool and fence
- Accessory building
- Building being moved in or out of the Municipality
- Institutional
- Agricultural building



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- Change of use of existing structures
- Major renovations

*NOTE: If the building to be constructed is less than 10 feet squared or a total 108 square feet, a building permit is not required but must conform to zoning requirement setbacks.*

## 4.1 Application Process and Requirements:

1. Application for Building Permit to Construct or Demolish to be completed in full, signed and submitted to Chief Building Official for review. A copy of the Registered Transfer Deed of Land will satisfy the Ontario Building Code Act requirement, which provides that all building permits must be issued in the name of the owner and signed by the owner or an agent who has been authorized in writing by the owner. Please also note that the cost for the 9-1-1 sign and hardware will be provided by the Chief Building Official at the time the building permit is applied for and issued.

### 2. Building Plans

**\*Please include 2 copies of the plans with each building permit application submitted.**

The requirements for a building permit may vary dependent upon the type of construction project you are planning. However, in most cases they are as follows:

#### 2.1 Site Plan/Lot Grading:

Every building permit application shall be accompanied by a site grading plan whenever any construction is to take place within 30 m (100 feet) of any property line, or habitable structure on an adjoining property, in accordance with Site Plan Control By-Law No. 116-2010.

Every required grading plan shall accurately contain the existing grades as well as proposed grades. Proposed grades shall ensure proper drainage of surface water to public drain systems and not across private property. Every required grading plan shall be **stamped by a currently licensed Ontario Land Surveyor or Professional Engineer,** in accordance with Site Plan Control By-Law No. 116-2010.

The Site Plan/Lot Grading Plan will include, but not limited to, the following:

- a) Plans showing the true dimension of the lot to be built upon, excavated or otherwise to be used or occupied;

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- b) Plans showing the location, height, floor area and dimensions of all existing and proposed buildings and structures to be developed on the subject lands;
- c) Plans showing the relationship of all existing or proposed buildings or structures to adjacent buildings and streets and the location and dimension of any yards, setbacks, landscaped open space, landscape features including retaining walls, outside storage, off-street parking and loading facilities;
- d) Plans showing such contours, elevations and cross-sections as may be required to determine surface drainage patterns, flood line elevations and the elevation of the lands and proposed buildings and structures relative to a public street, road or waterway;
- e) The general location of all services such as water supply, sewage disposal, solid waste collection, energy supplies and communication utilities.

## 2.2 **Foundation Plan:**

- foundation wall location and size
- footing location and size
- structural beam size, location and span
- floor joist size, spacing and span
- column size and location
- window location and sizes
- all plumbing fixtures and their location

## 2.3 **Floor Plan:**

- all rooms and their uses
- size of each room
- size and location of windows and doors
- size and location of hallways and stairs
- all plumbing fixtures and their location
- all outside dimensions
- structural information (floor, ceiling and roof framing: lintels and beams)

## 2.4 **Cross Section:**

- indicate construction of foundations, floors, roofs, and walls (Engineered roof and floor truss design and layout drawings are required where applicable.
- Indicate insulated areas and their RSI (R) values

## 2.5 **Elevations:**

- full views of front, rear and both sides of proposed and existing buildings
- finish details of exterior materials
- chimney heights



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## 5.0 Other Permits Required

### 5.1 Plumbing Permit

A plumbing permit is issued at the time of the building permit by the Chief Building Official. However, plumbing is inspected and approved by Northumberland County. The plumbing permit fee is listed in the fee schedule as an attachment to this guide.

### 5.2 Sewage System Certificate of Approval

The Certificate of Approval for the sewage system must be obtained from:

The County of Northumberland  
555 Courthouse Road  
Cobourg ON K9A 5J6  
905-372-3329

Applications for permits can be picked up at the county office or printed from the county's website: <http://www.northumberlandcounty.ca/en/plumbingseptic/plumbing-septic.asp>.

### 5.3 Occupancy Permit

The occupancy permit is granted by the Chief Building Official prior to the occupying of any building. Occupancy is granted as part of the inspection process noted in Clause 6.0 of this guide.

## 6.0 Inspections

- Notice for all inspections, as listed below, must be given a minimum of **two (2) working days** prior to the required inspection.
- If work is being carried out by a contractor, it is the responsibility of the property owner to ensure that the contractor calls for each necessary inspection. To book an inspection, please call The Building Department at 905-349-2822, ext. 29.
- Check for inspection approvals before carrying out the next phase of construction.

What inspections are required by the Township Building Department:

1. **Footing Inspection** (prior to pouring the footings, when footing forms are in place)
2. **Backfill Inspection** (prior to back-filling of foundations, when tile, gravel and asphalt emulsion are in place)

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3. **Framing Inspection** (when framing is complete which includes the installation of windows, shingles, exterior doors and plumbing, rough-in HVAC, exterior air barrier and/or continuous exterior insulations)
4. **Insulation Inspection** (after completion of insulation/vapour barrier and rough-in plumbing and electrical inspection)
5. **Occupancy Inspection** (prior to occupying the structure including final plumbing inspection)
6. **Interior & Exterior Final Inspections** (including lot grading).

## **PART II:** **Municipal Building Requirements** **Subdivision Lots**

### **1.0 Introduction**

Municipal Site Plan and Lot Grading Requirements are in effect for all subdivision lots.

The following constitutes the "Site Plan and Lot Grading" process for subdivision lots:

### **2.0 Site Plan and Lot Grading Process**

#### **2.1 Phase 1:**

- A copy of the approved Subdivision Grading Plans and requirements must be obtained from the Subdivision Design Engineering firm.
- The property on which the proposed home is to be sited, must be surveyed by either a qualified engineer or land surveyor to determine the existing lot elevations and site features (trees, depressions, ditches, etc.). Elevations will be required not only within the property and along lot lines (and at lot corners), but they will also be required up to 10 metres beyond the lot line, as well as within existing road ditches, edge of road, edge of pavement and centreline of road along the complete frontage of the lot as well as 15 metres beyond the frontage limit.
- A "Lot Grading Plan" must be prepared which is in keeping with the attached "Typical Lot Grading Plan" and will include the following:

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- the legal boundaries of the property, adjacent road allowances, and all easements
  - all required notes as required by the stormwater management study & engineer
    - all existing grades (see above)
  - contours from existing grades (and Subdivision Grading Plan if necessary)
  - existing vegetation limits, and other significant site features
  - all buildings and locations plotted to scale showing setbacks where appropriate to determine conformance with zoning by-laws
  - location of proposed or existing wells (if applicable) or water shut-off (if applicable)
  - location of proposed septic beds
  - proposed driveway locations
  - showing driveway width, and length
  - proposed culvert location and specifications (diameter and length, etc.)
  - all proposed elevations including:
    - proposed invert elevations for culvert
    - elevation of driveway at proposed culvert
    - elevation of driveway at garage
    - finished floor and top of basement elevations
    - finished garage floor elevation
    - elevation of proposed apron next to foundation elevation of proposed septic system bed
    - elevations within proposed swales (at beginning & end as well as adjacent to foundations)
- all proposed swales within property and along lot lines (where applicable)
- all proposed sheet flow arrows
- the signature of the designer (Designer must be either an experienced **O.L.S.** (Ontario Land Surveyor) or **Professional Engineer**)
- the date of the Site Plan Design
- The “Lot Grading Plan” must be submitted to the townships designated Engineer for review. The Engineer will review it to make sure that it is appropriate to the site and in general conformance with the “Subdivision Grading Plan”.
- If the Plan is acceptable the Engineer will sign the plan and forward it to the applicant and the Township Building Official.

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### 2.2 Phase 2

- If the Township Building Official is satisfied that all of the other requirements for building permits have been met, he will issue a permit for the construction of the foundation basement of the new building.
- Upon completion of the basement construction, the location and elevation of the basement wall will be verified by the Lot Designer and this information will be submitted to the Township Building Official for his review.
- If the information is acceptable, the Township will issue the building permit for a new building.

### 2.3 Phase 3

#### Subdivisions:

- Upon completion of the building and the lot grading, the Lot Designer will conduct a complete elevation/location survey and submit the results to the Engineer for his review.
- If the Engineer is satisfied that the grading information as submitted appears to be in compliance with the original "Lot Grading Plan", he will carry out an onsite inspection.
- If the Engineer is satisfied that all of the grading and construction is in compliance with the "Lot Grading Plan", he will issue a letter advising the Township.

#### Other Lots:

- Upon completion of the building and lot grading the Lot Designer will issue a letter advising the Township that he is satisfied that all of the grading and construction is in compliance with the original Site Plan.

#### **NOTES:**

- To avoid extra costs, the builder should be aware that all requirements of the "Site Plan and Lot Grading Plan" and proposed grading must be strictly adhered to.
- Layout of the building site and lot grading elements should be done by a qualified agent of the builder.
- Failure to conform to the requirements of the "Site Plan and Lot Grading Plan" will result in the loss of deposit, and this matter will be noted upon any request for compliance received by the Municipality (for future house sales etc.).

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## Permit Fee Schedule As per By-Law No. 75-2016

Class of Permit	Permit Fees	
	Base	Larger Scale Projects
<b>Residential Group 'C'</b>		
New Construction - Single Family, Semi-detached, Duplex (per unit), Multi-residential (per unit), Mobile Home	< 1,700 ft. <sup>2</sup> \$2,449.12	> 1,700 ft. <sup>2</sup> Base + \$0.68/ft. <sup>2</sup>
Residential Additions and Major Alterations	< 1,700 ft. <sup>2</sup> \$1,774.73	> 1,700 ft. <sup>2</sup> Base + \$0.68/ft. <sup>2</sup>
Minor Alterations, Pool, Deck, Residential Demolition, Garage, Carport, Sunroom, Shed, Boathouse	< 300 ft. <sup>2</sup> \$250.00	> 300 ft. <sup>2</sup> Base + \$0.33/ft. <sup>2</sup>
<b>Non-Residential Group 'A, B, D, E, F'</b>		
New Construction – Commercial, Industrial, Institutional	< 2,500 ft. <sup>2</sup> \$3,039.57	> 2,500 ft. <sup>2</sup> Base + \$0.49/ft. <sup>2</sup>
Major Alterations/Additions/Repairs/Tenant Improvements	< 2,500 ft. <sup>2</sup> \$1,802.77	> 2,500 ft. <sup>2</sup> Base + \$0.49/ft. <sup>2</sup>
Minor Alterations	\$1,661.67	
Demolitions	\$1,093.83	
<b>Miscellaneous</b>		
Farm Buildings	< 5,000 ft. <sup>2</sup> \$1,649.73	> 5,000 ft. <sup>2</sup> Base + \$0.16/ft. <sup>2</sup>
Other Permits – Renew, Moving Building, Sign, Designated Structures, Solid Fuel Burning Appliances, Alter or Replace Roof Structure	\$250.00	
Change of Use	\$250.00	
Stand Alone HVAC	\$250.00	
Plumbing Permit Fee	\$100.00 + \$15.00/fixture	

**Note: Construction without permit is subject to double the permit fee**