



POLICY FOR PARTIAL PERMITS

Policy Date: April 25, 2008

1. Building permits and requests for partial permits may be submitted subsequent to the second submission of the Site Plan application being received by the Planner.
2. Building permit applications and requests for partial permits on developments that have not received final Site Plan Approval are considered incomplete applications. *Please note all permit submissions are required electronically.*
3. Partial permits may be applied for at the discretion of the Chief Building Official and may be categorized as follows:
 - a) Site Servicing
 - b) Excavation and Shoring
 - c) Retaining Walls
 - d) Inside Buried Drains
 - e) Foundation
 - f) Structural
4. With the exception of a request for Site Services permit, **an application and payment of permit fees for the entire project must be submitted with all standard required documents prior to the submission of any requests for partial permits including requirements for review by a Control Architect.**
The Control Architect review is applicable where a Control Architect has been appointed by the Town's Planning Department to conduct the urban design review, the Control Architect's stamp or signature is required on the site plan and elevation drawings that will be submitted with the permit application for the entire project.
5. All partial permits shall be accompanied by drawings as outlined below along with a site plan clearly noting the scope of work for which the permit is being issued.
eg. ***Permit for Foundation Only.***

Site Servicing Permit

1. The site servicing permit is for the installation of all storm and sanitary drains and water service from the property line up to the building.
2. The site servicing permit requires a separate application with payment of a minimum fee of **\$687.00** in accordance with the [Town's Building By-law](#), a completed Plumbing and Drain Permit form, site servicing plans and the payment of a separate fee in accordance with the plumbing and drain fees outlined in the [Town's Building By-law](#).

3. The site servicing permit may be issued without an application for full building permit upon:
 - i) Delegated authority to the Director of Planning and Development Services to execute the Site Plan Agreement for the proposed development
 - ii) Topsoil Removal permit, if required, being issued by Engineering Division
 - iii) Clearance from Planning Engineer with respect to the coordination of final grading and drainage plans
 - iv) Other applicable law approvals in place including but not limited to Conservation Authority

Retaining Walls

1. Division A, article 1.3.1.1 of the Building Code requires a permit be issued for some retaining walls.
2. The retaining wall permit requires a separate application with the payment of a separate fee for retaining walls outlined in the [Town's Building By-law](#).
3. A site plan indicating location of the retaining wall and structural drawings.
4. The retaining wall permit may be issued upon
 - i) Clearance from the Planning Engineer with respect to the coordination of final grading and drainage plans indicating construction of a retaining wall.

Excavation and Shoring Permit

1. The excavation and shoring permit is for the excavation of the site and the associated shoring that is required to safely retain the soil.
2. An application for full permit must be submitted prior to or in conjunction with this partial permit request.
3. The excavation and shoring permit requires a separate application with the payment of a separate fee for alterations and repairs outlined in the [Town's Building By-law](#).
4. The excavation and shoring permit requires plans including engineering drawings and a site plan indicating the location of the shoring.
5. The excavation and shoring permit may be issued upon:
 - i) Delegated authority to the Director of Planning and Development Services to execute the Site Plan Agreement for the proposed development
 - ii) Topsoil Removal permit, if required, being issued by Engineering Division
 - iii) Other applicable law approvals in place including but not limited to Conservation Authority.



Inside Buried Drains (Drain Permit)

1. The inside buried drains permit is for the installation of all sanitary and storm drains which are buried and under the building.
2. The inside buried drains permit requires a separate application with payment of a minimum fee of **\$687.00** in accordance with the [Town's Building By-law](#), a completed Plumbing and Drain Permit form and payment of fees for the scope of work being done under this permit in accordance with the plumbing and drain fees outlined in the [Town's Building By-law](#).
3. The buried drains permit shall always be issued in conjunction with the foundation permit.
(see foundation permit for issuance requirements)

Foundation Permit

1. The foundation building permit covers all below grade structural construction including the ground floor structural system.
2. A separate application is required with payment of a minimum fee of **\$687.00** in accordance with the [Town's Building By-law](#). The work description on the application shall clearly state the request for foundation in connection with the full permit.
3. A site plan clearly indicating "for foundation only" and complete structural drawings. These drawings are in addition to the full set of drawings for the entire project.
4. The foundation permit may be issued upon:
 - i) Confirmation from the Planner that final comments and conditions from all circulated departments and agencies for the drafting of the Site Plan Agreement have been received.
 - ii) Confirmation from the Planner that all fees and securities required for the Site Plan Agreement has been received.
 - iii) Other applicable law approvals in place including but not limited to Conservation Authority, Ministry of Environment with respect to the filing of a Record of Site Condition and Ministry of Transportation.
 - iv) Payments of all permit fees that apply to both the foundation permit and full permit.
 - v) Payment of all Development Charges and Cash-in-lieu of Parkland.
 - vi) An Inside Buried Drain permit must be issued with the foundation permit. Plumbing for the above ground structure will be issued at full permit.



Structural Permit

1. The structural permit covers all related structural construction work for the complete building.
2. A separate application is required with payment of a minimum fee of **\$687.00** in accordance with the [Town's Building By-law](#). The work description on the application shall clearly state the request for below and/or above structural work in connection with the full permit.
3. A site plan clearly indicating "for structural only" and complete structural drawings. These drawings can be taken from the full set of drawings for the entire project.
4. The structural permit may be issued upon:
 - i) Confirmation from the Planner that final comments and conditions from all circulated departments and agencies for the drafting of the Site Plan Agreement have been received.
 - ii) Confirmation from the Planner that all fees and securities required for the Site Plan Agreement has been received.
 - iii) Other applicable law approvals in place including but not limited to Conservation Authority, Ministry of Environment with respect to the filing of a Record of Site Condition and Ministry of Transportation.
 - iv) Payments of all permit fees that apply to both the structural permit and full permit, unless payment of the full permit has been previously paid with the foundation permit.
 - v) Payment of all Development Charges and Cash-in-lieu of Parkland, unless payment has been previously paid with the foundation permit.
 - vi) An Inside Buried Drain permit must be issued with the structural permit unless it has been issued previously with a foundation permit. Plumbing for the above ground structure will be issued at full permit.

Full Permit

With respect to Site Plan approval a full permit may be issued when the applicant has returned the signed Site Plan Agreement to the Planner and the Planner has provided a confirmation to Building Division that the agreement has been executed.