

Schedule 3: Application Information

Two sets of drawings are required in duplicate. Once reviewed, one set will be retained by the Building Department and the other set returned to the Applicant. **All drawings and applications must be submitted at least ten (10) working days before a permit is required.**

The applicant shall submit a complete detailed set of drawings, drawn to scale for the following:

- 1) "plot plan" showing the "lot number", "plan number" or "concession number", street name", "north arrow", "dimension location of building to property lines", driveway location", location of well" and "septic system".
- 2) Foundation plan, floor plans, complete elevations, detailed wall and cross sections.

ADDITIONAL APPROVED PERMITS OR LETTERS OR CLEARANCE REQUIRED.

- 1) Essex Region Conservation Authority for construction or placing fill near Lake Erie or natural watercourses. Phone 776-5209.
- 2) If development abuts a County Road or Provincial Highway, you must obtain an Access Permit and a Setback Permit. Contact: Essex County Road Department @776-6441, Provincial Highway @358-4304
- 3) If development (driveway approach) abuts a municipal road, you must obtain an Access Permit. Contact Town of Essex Drainage Department @776-6476.

Building Code Act, Section 1, provides that:

- "construct" means to do anything in the erection, installation or extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere, and "construction" has a corresponding meaning.

- "demolition" means the doing of anything in the removal of a building or any part thereof

- "Abandonment and cancellation of application": **An application for a permit may be deemed to have been abandoned and cancelled six months after the date of filing, unless such application is being seriously proceeded with.**

For Office Use Only – This is Not a Permit

			Amount
Residential	- all finished floors - unfinished floors - accessory structures - house moving - fence - pool - renovations	\$0.75 cents/sq ft \$0.75 cents/sq ft \$0.13 cents/sq ft (min \$75.00) \$535.00 (all wards) \$55.00 \$55.00 \$0.55 cents/sq ft	
Demolition	- all structures	\$0.23 cents/sq ft (min \$75.00)	
Change of Use	- all structures	\$0.23 cents/sq ft	
Commercial/ Industrial	- office area - plant area - renovations	\$1.45 cents/sq ft \$1.04 cents/sq ft \$0.41 cents/sq ft	
Agricultural	- pole barns - silo, etc - greenhouses	\$0.13 cents/sq ft \$0.22 cents/sq ft \$0.13 cents/1st 2500 sq ft plus \$0.07 cents/sq ft on balance	
Plumbing	- new construction - other	\$557.00/unit \$140.00	
Septic System	- class 4 systems	\$954.00 (see appendix 'B')	
9-1-1 Signs		\$25.00 per sign	
Indemnity Deposits (Res/Ag)	- new, addition, demolition - accessory, pools, renovate - agricultural structures - mobile homes	\$1,000.00 (deposit) \$500.00 (deposit) \$250.00 (deposit) \$250.00 (deposit)	
(Com/Ind)	- new, addition, demolition - signs & renovations	\$1,500.00 (deposit) \$500.00 (deposit)	
Development Charges		Varies	
Sanitary Deposit		\$2,000.00	
Re-inspection	Inspections booked but work incomplete (deduct from indemnity deposit)	\$50.00 per add'l inspection	

A minimum of \$10.00 per \$1000 construction cost or minimum permit fee of \$75.00 will be charged for all projects not specifically listed above. Examples will include but are not limited to porches/decks, canopies, building alterations, fireplaces, retaining walls and any other unusual structures or projects not classified elsewhere in this schedule.