



REQUIREMENTS FOR A BUILDING PERMIT – RURAL AREA

Please confirm that all applicable requirements have been provided:

- **Prior to Building Department involvement or permit application, documented project approval from the Municipal Planning Department is required. Municipal Planners must be contacted at the Development Team Office – 905-885-2431***
- Site plan showing location of building(s) on the property and their distance to the property lines, the height of all proposed structures, and percentage of lot coverage.
- Two sets of construction plans, including specs for heating and ventilation equipment (HRVs, furnace and exhaust fans), engineering (floors, lintels, roof etc.)
- Complete application accompanied with Designer Information Form and Energy Efficiency Design Summary
- Northumberland County approval for septic system, if necessary – 905-372-1929
- Entrance permit, if frontage is on municipal road – 905-885-2431
- Entrance permit and setback permit if frontage is on a county road or provincial highway – (County) 905-372-3329 (MTO) 1-800-267-0295 x 4744
- G.R.C.A. approval if building site is in or near and environmental-constraint area or fill-restricted area – 905-885-8173
- Copy of deed may be required
- CSA approval for manufactured homes
- Requirements of subdivision agreements for River Park, Woodlands and Briarwood
- Development charge as per schedules “B1” and “B2” of By-law 54/2014, as amended
- Building permit fees: as per schedule “D” of Fees and Charges By-law 94/2015, as amended
- Plumbing permit fees: \$100.00 base fee plus \$15.00 per fixture
- Site Plan Agreement as per fees outlined in the Site Plan Application requires a survey and building location with services
- Building Deposit: \$3000.00
- Municipal number includes number, sign post and installation - \$75.00
- Survey with elevations may be required

Other fees may be applicable. Please refer to the Building Fee Schedule for the Municipality of Port Hope



REQUIREMENTS FOR A BUILDING PERMIT – URBAN AREA

Please confirm that all applicable requirements have been provided:

- **Prior to Building Department involvement or permit application, documented project approval from the Municipal Planning Department is required. Municipal Planners must be contacted at the Development Team Office – 905-885-2431***
- Site plan showing location of building(s) on the property and their distance to the property lines, the height of all proposed structures, and percentage of lot coverage.
- Two sets of construction plans, including specs for heating and ventilation equipment (HRVs, furnace and exhaust fans), engineering (floors, lintels, roof etc.)
- Complete application accompanied with Designer Information Form and Energy Efficiency Design Summary
- Northumberland County approval for septic system, if necessary – 905-372-1929
- Entrance permit if frontage is on municipal road – 905-885-2431
- Entrance permit and setback permit if frontage is on a county road or provincial highway – (County) 905-372-3329 ext. 344 (MTO) 1-800-267-0295 x 4744
- G.R.C.A. approval if building site is in or near an environmental-constraint area or fill-restricted area – 905-885-8173
- Development charge as per schedules “B1” and “B2” of By-law 54/2014, as amended
- Building permit fees: as per schedule “D” of Fees and Charges By-law 94/2015, as amended
- Plumbing permit fees: \$100.00 base fee plus \$15.00 per fixture
- Site Plan Agreement as per fees outlined in the Site Plan Application requires a survey and building location with services
- Building Deposit: \$3000.00
- AECL – Low Level Radioactive Waste Management Office for Inspection of soil 905-885-9488

Other fees may be applicable. Please refer to the Building Fee Schedule for the Municipality of Port Hope