



## Town of Kingsville

### Building Department

# COMMERCIAL AND INDUSTRIAL PERMIT INFORMATION PACKAGE

*Disclaimer: The fees and by-law information compiled within this guide are for reference purposes only. While we do our best to ensure the information is correct, all fees and by-law information are imposed pursuant to the relevant by-law. If there is any discrepancy between the information contained in this guide and the relevant by-law, the by-law prevails. Please contact the Municipal Office for a copy of the applicable by-law or for additional information*

### Welcome to the Town of Kingsville

The Town of Kingsville endeavors to ensure a healthy, vibrant and caring community. As part of the Development Services Department, the Building Division is responsible for issuing all building permits and enforcing the Ontario Building Code, By-Laws. The following is a guide for commercial and industrial projects.

Permits are required to ensure that construction meets the minimum standards set out in the Ontario Building Code. They are also required to ensure compliance with other applicable laws such as zoning by-laws and/or site plan control.

## Permit Requirements - Major Projects

Documents for permit applications will vary by the type of construction project. Every project will require an application to construct or demolish. This application is located on our web site at [www.kingsville.ca](http://www.kingsville.ca)

The following is a list of required documents for new permit applications:

All requirements of the Developers agreement must be complete and fulfilled prior to submitting an application to construct. This could include the following:

- Site plan approval
- All payments of fees and bonds
- Grade and site servicing-Public Works
- Fire Department Review

Once there is a registered agreement, the application to construct can be submitted. The application must include the following information (where applicable):

- Application to construct or demolish
- Architect, Engineers commitment review certificate (**see attached sample**)
- 3-Sets of completed drawings which would include
  - Architectural drawings
  - Mechanical drawings
  - Electrical drawings
  - Structural drawings
  - Site drawings
  - Building Code Matrix

All drawings must have all appropriate certifications.

- All other approvals (Refer to attached applicable law checklist)
- Planning Department approval

Please note the Town will not accept incomplete applications or plans.

## Building Department

The Building Department reviews all applications for building permits to ensure compliance with all applicable zoning by-laws, applicable laws and building code requirements.

Inspections are conducted as mandated by the Building Code, based on the type of project that is being constructed.

The Building Division staff are available to answer any questions you may have. For additional information call 519-733-2305 extension 636

Please note that incomplete applications or plans will not be accepted.

## Site Plan Control

Most Commercial / Industrial / Institutional and residential development within the Town of Kingsville are subject to Site Plan Control under the Planning Act. All alteration permits must comply with the approved Site Plan Letter of Undertaking or a Site Plan Agreement that is in place on the subject property.

## Permit Time Frames

An application is considered “**Complete**” if all forms, documents and applicable (including corrected deficiencies) information have been submitted and all fees and securities have been paid.

Commercial, Industrial, Farm Buildings exceeding 600 square metres and Retirement Home permits are usually issued within 20 business days of a complete application being submitted.

Post disaster buildings and Complex building permits are usually issued within 30 business days of a complete application being submitted.

Times frames may vary depending on your project, contact the Building department to confirm permit issuance time frames. Applications that are incomplete because of missing or incorrect information will be delayed or denied. **No work can commence** until the permit has been issued and all fees have been paid.

## Permit Requirements - Tenant Improvement and Renovations and Tenant Improvement for Restaurants with More than 30 Patrons

The following is a list of required documents for new tenant improvement applications

The application must include the following information (where applicable):

- Application to construct or demolish
- Architect, Engineers commitment review certificate
- 3 Sets of completed drawings:
  - 
  - Architectural drawings
  - Mechanical drawings
  - Electrical drawings
  - Structural drawings
  - Site drawing
  - Building Code Matrix -as applicable
  - SB-10 compliance
  - Adjacent occupancies just be indicated on drawings
- All other approvals (Refer to attached applicable law checklist)

All drawings must have all appropriate certifications.

Please note that incomplete applications or plans will not be accepted

## INSPECTION SCHEDULE

The following schedule outlines the typical required inspections for building projects.

The contractor is required to book inspections in addition to Architect and Engineer reviews.

The contractor must confirm that all work has been approved.

Permit drawings must be available on site at time of inspection.

Any work covered prior to inspections, must be uncovered by the contractor for proper inspection.

Inspection requests must be made minimum 24 hours in advance at 519-733-2305 extension 636, however when request volumes are high we may require 48 hours in advance notice.

1. **Storm and sanitary** sewer connection inspection.(water test required)
2. **Water Line** inspection
3. **Footing** inspection (prior to placement of concrete). Soil and Engineers inspection reports may be required
4. **Underground Site Services**
5. **Underground plumbing** inspection, water test or air test (“As-Built” drawings must be provided at completion of underground work)
6. **Rough plumbing** inspection (water test or air test)
7. **Water distribution inspection** (air test required)
8. **Fire stopping** inspection
9. **Water Line inspection** (air test required)
10. **Framing** inspection (Provide truss drawings and engineered shop drawings and ensure Town approved permit drawings are on site at time of inspection)
11. **Heating** inspection
12. **Insulation** & air/vapour barrier inspection.
13. **Final building, plumbing & heating / Occupancy Permits** (prior to occupancy)

## Final Documentation for Occupancy

The following documentation may be required prior to occupancy of any building.

- Architects letter of conformance
- All engineers letter of conformance
- Fire alarm certification
- Sprinkler certification
- Elevator certification
- Fire suppression certification
- Fire Department Approval
- “As-Built” site servicing drawings
- “As-Built” underground plumbing drawings
- All requirements of the site plan agreement must be complete including final grade approval
- Septic System Approval
- All other supporting certified documents

## Frequently Used Phone Numbers

- |   |                        |
|---|------------------------|
| 1. Building Department                        | 519- 733-2305 ext. 636 |
| 2. Planning Department                        | 519-733-2305 ext. 249  |
| 3. Municipal Services                         | 519-733-2305 ext. 230  |
| 4. Union Gas                                  | 1-888-774-3111         |
| 5. Ontario One Call (Call before your dig)    | 1-800-400-2255         |
| 6. Electrical Safety Authority                | 1-877-372-7233         |
| 7. Essex Region Conservation Authority (ERCA) | 519-776-5209           |
| 8. Windsor Essex County Health Unit           | 519-258-2146           |
| 9. Ministry of Transportation                 | 519-354-1400           |
| 10. Ministry of Environment                   | 519-254-2546           |
| 11. Ministry of Natural Resources             | 519-354-7340           |
| 12. Ministry of Municipal Affairs             | 416-265-4736           |
| 13. Ontario New Home Warranty (Tarion)        | 1-800-250-3589         |