



BUILDING PERMIT GUIDELINES – DESIGNATED STRUCTURES

Name _____ **Address** _____ **Date** _____ **Staff Initials** _____

The Building Code Act defines a Designated Structure as a building requiring a permit if:

- (a) **A retaining wall exceeding 1m** in height adjacent to; i.- public property
ii.- access to a building or
iii.- private property to which public is admitted
- (b) A pedestrian bridge appurtenant to a building
- (c) A crane runway
- (d) An exterior storage tank and its supporting structure that is not regulated by TSSA
- (e) A sign regulated by Division B 3.15 (refer to our Sign Guideline)
- (f) **A solar collector mounted on a building** & has a face area equal to or greater than 5m²
- (g) A structure that supports a wind turbine generator having a rated output of more than 3kW
- (h) A dish antenna that is mounted on a building & has a face area equal to or greater than 5m²
- (i) An outdoor pool (Defined as a public pool & does not include private pools. Refer to Township’s Pool Fence Bylaw)
- (j) An outdoor public spa (does not include private spas)
- (k) A permanent solid nutrient storage facility with supporting walls exceeding 1m in exposed height

		Required	Submission Status	Comments
Applicable Law	Zoning Certificate	✓		Not applicable for Solar
	Conservation Authority <i>Nottawasaga Valley Conservation Authority (NVCA)</i> <i>Lake Simcoe Conservation Authority (LSRCA)</i>			If applicable
	County of Simcoe			If applicable
	Ministry of Transportation (<i>MTO</i>)			If applicable
Forms	Building Permit Application	✓		(Letter of Agent if not the Owner)
	Schedule 1: Designer Information	Structural		Or sealed by an Engineer
	General Review Commitment Certificate <i>Designing Engineer / Architect to comment if require</i>			
Plans	SOLAR - Plan – Location on Roof OBC Part 4 Design (by Engineer)		✓	
	Engineers report on roof structure supporting solar		✓	
	Anchorage details		✓	
	RETAINING WALLS - Engineer sealed or Building Structural design on wall		✓	
	Cross section		✓	
Other designated structures – Contact Building Services Staff				
Letter of Authorization – (If Not the Owner Applying)				
Permit Fee		✓		As per Fees & Charges By-Law

Turn Over for More Information → →



- Be advised that additional information may be required following a full review of your permit application package.
- Permit Fee required at time of submission
- Minimum scale 3/16" = 1' or 1/4" = 1' preferred. Minimum page size 11" x 17" for Drawings

 **2 COPIES OF ALL PLANS / DOCUMENTS ARE REQUIRED**

Revised February 01, 2018