



Come for a visit. Stay for a lifestyle.

Building Permit Guide

Municipality of Trent Hills
Building Services

66 Front Street South
Campbellford, ON K0L 1L0
705-653-1900
building@trenthills.ca

This guide is for informational purposes only. It is the responsibility of the applicant to ensure all information is complete, accurate and up to date

Introduction

This guide is for informational purposes only. It is the responsibility of the Applicant/Designer to review the building code and ensure all information is complete, accurate, and up to date.

Important Notes

The design, construction and use of new homes shall comply with the Municipality of Trent Hills' Zoning By-Law as well as the Ontario Building Code (OBC).

Call Before You Dig

If you are planning a home improvement project that requires digging, you are responsible for getting locates on all utilities and services before digging. These services include:

- Natural gas pipes
- Telephone lines
- Hydro
- Cable lines
- Water and sewer pipes

Before you call you will need to know:

- Who is digging (it is recommended that the person doing the digging submits the [locate request](#)).
- When and where you are digging (address and description of the area that the digging is happening within).
- The type of work being done (fence, pool, landscaping, etc...) and the method of digging that will be used (by hand, machine, shovel, pick or spade).

Ontario One Call

Once you have this information, call [Ontario One Call](#) at [1-800-400-2255](tel:1-800-400-2255) for a free, 24/7 locate service or visit their website to submit an e-ticket.

For more information on locates and areas to avoid, visit [Dig Safe](#).

Apply for a Permit

The Ontario Building Code Act requires that all building permits be issued in the name of the property owner. Permit applications are to be signed by the owner or an agent of the owner who has been authorized in writing by the owner.

Complete an [Application for a Permit to Construct or Demolish](#) and submit the application along with required drawings, documents and other forms to:

Municipality of Trent Hills – Building Department

66 Front Street South
Campbellford, ON K0L 1L0
Monday to Friday from 8:30 a.m. to 4:30 p.m.

New permit applications, including any additional forms are to be submitted in person. Applicants will be notified when the permit is ready for pick up and the building permit fees.

Fees are payable by debit, cash, cheque or money order made out to the 'Municipality of Trent Hills'.

Rates and Fees

Visit our [fees and charges by-law](#) for a breakdown of the fees for building in Trent Hills. For assistance, contact the Building department at 705-653-1900 or email building@trenthills.ca.

Municipal development charges shall be as per [By-Law 2019-025](#) Schedule “B”, as amended.

Additional Forms/Requirements

Depending on the type and complexity of your project, you may be required to submit additional forms along with your permit application.

Entrance/Set Back Permit

Entrance/Set Back Permits shall be obtained from the Roads Department having jurisdiction over any roads or highways abutting the subject property.

Municipal Roads

Public Works

Phone: 705-653-1900

Website: <https://www.trenthills.ca/en/living-here/road-and-entrancepermits.aspx#Entrance-permits>

County Roads

Northumberland County Transportation, Waste & Facilities Department

555 Courthouse Road,

Cobourg, ON

K9A 5J6

Phone: 905-372-3329

Fees for county Entrance/Set Back Permits can be found at:

<https://www.northumberland.ca/en/living-here/roadpermits.aspx>

Conservation Authority

If you are planning to build near a watercourse or wetland in the Municipality of Trent Hills, you may need approval. Please consult the links below to confirm in which jurisdiction your property is located.

Contact the following conservation authorities to see if you need approval at your location:

- [Lower Trent Conservation Authority](#), T. 613-394-3915
- [Otonabee Conservation Authority](#), T. 705-745-5791

- [Crowe Valley Conservation Authority](#), T. 613-472-3137
- [Trent Severn Waterway](#), T. 705-750-4900

Plumbing Permit

[Plumbing Permit](#) Application -

Septic (Onsite) Sewage System Permit

A [Septic Permit Application](#) might also be required if you're installing, replacing or repairing a septic system.

Building Permit Requirements

To obtain a building permit you need two sets of plans drawn to scale. The plans may have to be drawn by a certified designer. The plans shall include a site plan (unless the construction is within an existing building), Elevation plans, FloorPlans and other plans that are necessary, plumbing heating...etc. If the site in which you are planning to construct on is in a regulated area, such as along a river or near a water course, the Conservation Authorities shall be contacted.

Site Plan

The information found on a site plan can also be found on a survey. The Site Plan shows everything to scale. It will have the legal description, street name, North arrow, property lines with dimensions, set-backs from all property lines and structures, proposed construction, building estimations, right-of-ways and easements, If there is no site plan a surveyor can be contacted.

Floor Plans

The floor plans are a birds eye view of all the floors in the building. The plans will be to scale showing the directions in which the building faces and what the measurements of the building. The plans will also show the materials that are to be used.

Cross Sections

Across section presents a view of a building along an imaginary cut, showing the structural elements of the building and exposing what is behind the walls. The Cross section can compare an existing structures materials to a new structure or even an additions materials. It can show what material you need such as sheets of galvanized steel, beams. ..etc. The plan will have the room names, heights and dimensions of the doors and windows, size and type of materials and finishes.

Elevation Plans

The Elevation Plans will show all exterior walls of the building. It should show all the windows and doors and their measurements. Exterior finishes and materials, finished floor levels to grade. It should also have the height of the building with the slope/pitch of the roofs.

There is often more required than just the Building Permit. You need other permits for certain jobs that have to have plans of their own to meet certain specifications.

Such as:

- Plumbing Permit
- Electrical Permit
- Septic Permit or Water and Sewer Hook Up
- Entrance Permit
- Demolition Permit (if needed)
- Once any other permits needed are approved you will receive your building permit and the go ahead to start building.

The Approval Process

Staff will

1. Check for compliance with the regulations and provisions of the Zoning By-Law such as, proposed use, minimum setback requirements, lot coverage and building height, etc.
2. Review the project for compliance with lot grading and servicing requirements.
3. Review the proposed construction to ensure compliance with the Ontario Building Code

During review if the plans examiner identified deficiencies on the drawing or requires addition information, the designer and/or applicant will be notified.

Please ensure the necessary information is submitted promptly, subject to the type of deficiency no further processing of your application may occur until the information is received.

When review of the application is completed and all requirements have been met, the Building Permit will be made available and the applicant will be notified.

Important Note:

It is unlawful to start construction without the necessary permits. If you start construction without the necessary permits, you may be “Ordered to Stop Work”, “Ordered to Remove All Structures” and/or “Ordered to Uncover” work already done, and/or prosecuted.

Inspections

Construction may start once the Building Permit has been picked up and paid for. Several inspections are required to ensure that all work is done according to the approved plans, including changes noted by the plans examiner. You will be issued a list of the required inspections for your project.

If work is being carried out by a contractor, it is the responsibility of the property owner to ensure that the contractor calls for all necessary inspections. Ensure inspection approvals are granted prior to carrying out next phase of construction.

Inspections:

Municipality of Trent Hills Building Department

66 Front Street South

Campbellford, ON K0L1L0

Phone: 705-653-1900

[Email us](#) to book an inspection

Important Notice

Failure to have a completed and approved inspection may result in having to uncover and expose work for inspection.

Electrical work

If your project includes electrical work, you will need to contact the [Electrical Safety Authority](#) in order to book an electrical inspection.

Plumbing Permits

If your project includes a plumbing permit, you will need to contact the County of Northumberland in order to book an inspection.

Plumbing & Septic Inspection

600 William Street

Cobourg, ON K9A 3A5

T. 905-372-1929 OR Toll Free: 1-800-354-7050 ext. 2551