



Municipality of  
**Dutton Dunwich**

## **Industrial/Commercial/Institutional Permit Application Submission Guide**

All application forms, drawings, and related documents may be submitted to the Municipality of Dutton Dunwich office or emailed to [building@duttondunwich.on.ca](mailto:building@duttondunwich.on.ca)

### **Required Application Forms**

- Building Permit Application including Schedule 1 Designer Information
- OBC Data Matrix
- General Review Commitment Form
- SB-10 Form
- For projects with new on-site sewage systems, complete Schedule 2
- Owner's Authorization Form (Required if Applicant is not the Owner)

### **Required Drawings and Information (2 copies of each)**

- Architectural Drawings Designed by a qualified person (BCIN, P. Eng., Arch., C.E.T. etc.)
- Structural Drawings Designed by a qualified person (BCIN, P. Eng., Arch., C.E.T. etc.)
- Plumbing, Mechanical and Electrical Drawings prepared by P. Eng
- Project Specifications (Architectural, Plumbing, Mechanical, and Electrical)
- Kitchen Exhaust Design (NFPA 96) prepared by P. Eng. (where applicable)
- Data Matrix prepared by qualified Designer or Architect
- Sprinkler Drawings and Hydraulic Calculations by P. Eng. (where applicable)

### **Fees and Charges**

See attached schedule

### **Other Approvals**

Approvals from other Agencies are required in many instances before a building permit application can be processed and before a permit is issued for construction. These approvals are not administered by the Chief Building Official. Please ensure all other required approvals are complete such as Conservation Area permits, Planning Approvals, Nutrient Management Plans/Strategies etc.

## **Next Steps**

Submit complete application including supporting documentation to the Municipality of Dutton Dunwich. Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit will be issued when review is complete and all fees are paid. Construction begins and inspections may be scheduled. The Chief Building Official checks major phases of construction until Occupancy and/or Final are complete.

**Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.**



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**SCHEDULE 'B'**  
**TO BY-LAW #2015-69**

**PERMIT FEES/REFUNDS**

- 1. Permit fees shall be calculated based on the formula below unless otherwise specified in this Schedule.
- 2. A minimum permit fee of \$95.00 shall be charged for all work unless otherwise indicated.

3. **PERMIT CLASSIFICATIONS AND FEES**

Residential (new) (based on finished floor area)

1<sup>st</sup> Floor..... \$0.50/sq.ft

2<sup>nd</sup> and 3<sup>rd</sup> Floor ..... \$0.25/sq.ft

Basement. .... \$0.06/sq.ft

Crawlspace ..... \$0.04/sq.ft

Workshop, Storage Areas, Garage, Open Porches & Decks (when  
Included with permit and attached to same ..... \$0.13/sq.ft

Additions, Alterations and Renovations where square footage can  
be determined as per above

Where square footage cannot be determined .....\$7.50 per \$1,000 of construction  
value, min. &95.00

Residential Accessory Building (garage, carport, etc.)

less than 250 .....sq.ft.\$95.00

251-500 sq.ft..... \$95.00 plus \$0.20 per sq.ft. over 250 sq.ft

501-1,000 sq.ft..... \$200.00 plus \$0.10 per sq.ft. over 500 sq.ft

over 1,000 sq.ft. .... \$240.00 plus \$0.08 per sq.ft. over 1,000 sq.ft

Industrial, Commercial, Institutional

New construction or renovations .....\$6.25 per \$1,000 of Construction,  
Minimum \$95.00

Agricultural (ie. barn, driveshed) non livestock

less than 250 sq.ft. .... \$95.00

251-500 sq.ft..... \$95.00 plus \$0.20 per sq.ft. over 250 sq.ft

501-1,000 sq.ft..... \$200.00 plus \$0.10 per sq.ft. over 500 sq.ft

1,001-1500 sq.ft..... \$240.00 plus \$0.08 per sq.ft. over 1,000 sq.ft

1,501-3,000 sq.ft..... \$295.00 plus \$0.04 per sq.ft. over 1,500 sq.ft

3,001 sq.ft. or greater..... \$350.00 plus \$0.03 per sq.ft. over 3,000 sq.ft

Agricultural (livestock & manure pit) .....

..... \$100.00 plus \$5.00 per \$1,000 of construction value

Change of use of building (no construction) ..... \$125.00

Renewal of permit prior to expiry (no construction  
started within six months after permit is issued) ..... \$75.00

Designated Structures (1.3.1.1 of the Building Code)

Retaining Wall (in excess of 1 metre in height).....	\$500.00/structure
Pedestrian Bridge (attached to building).....	\$500.00/structure
Crane Runway .....	\$500.00/structure
Exterior Tank & Support (not TSSA regulated).....	\$500.00/structure
Signs (regulated by Section 3.15 of Division B).....	\$500.00/structure
Solar panel with a face area in excess of 5 m <sup>2</sup> .....	\$500.00/structure
Dish antenna with a face area in excess of 5 m <sup>2</sup> .....	\$500.00/structure
Communication Tower .....	\$500.00/structure
Outdoor pool (water depth in excess of 3.5 m.....)	\$500.00/structure
Public pool .....	\$500.00/structure
Public spa .....	\$500.00/structure
Wind turbine generator (structure) (3 kW output or more) .....	\$500.00/structure
Industrial wind turbine generator (structure) .....	\$15,000.00/structure

Repair of existing septic system (tank, bed, or combination thereof) .....	\$300.00
Sewage System (new) .....	\$500.00
Demolition (all buildings) .....	\$75.00

(refundable deposit)

Wood stoves, chimneys, fireplace or other appliances .....	\$75.00
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Stand alone work (PLUMBING)

The greater of either .....	(minimum \$125.00) or \$10.00/fixture
Installation of Swimming Pool and fence (flat fee) .....	\$125.00
Signs as described in Sec 3.14 of the Building Code.....	Min \$125.00 or \$1.50/sq.ft
Building re-locations.....	\$100.00 plus travel costs plus fee for appropriate building listed above ( may require Damage deposit and or liability insurance)
Written responses to inquiries regarding septic .....	\$125.00
Special search requests of files for information regarding permits.....	\$40.00/hour

**REFUNDS**

Pursuant to Section 6 of this by-law, fees may be refunded based on the following calculations:

- (a) 95%, if administration functions only have been performed (receive application and process payment).
- (b) 85%, if permit has been issued and no inspections have been done.
- (c) \$40.00 shall be deducted for each field inspection performed after the permit has been issued.

**NOTE: Fees are based on the floor area measured from the exterior face of walls or the centre line of a party wall.**

**Fees for permits not specifically described in this Schedule shall be determined by the CBO.**