

Panning regulations apply to most construction or projects in our region. It is consequently best to assume that you will require a permit before beginning any work. The Northwest Regional Service Commission's building inspectors are there to support you from start to end of your project to ensure that it meets current legal requirements.

WHAT IS A BUILDING PERMIT?

A building permit is legal authorization to proceed with building construction, additions or renovations in keeping with the approved specifications. Permits are issued by the Northwest Regional Service Commission, which is responsible for providing this legal authorization.

WHO IS RESPONSIBLE FOR GETTING A BUILDING PERMIT?

As the owner, you are responsible for obtaining the necessary building permit for your project. In cases where the applicant is not the owner, applicants are responsible for ensuring that they are authorized to apply for a building permit.

WHY DO I NEED A BUILDING PERMIT?

A building permit is the best way to protect your investment. Your permit gives you access to the professional assistance provided by the Northwest Regional Service Commission's staff – from design through on-site construction – to help avoid any potential problems.

The purpose of a building permit is to protect the health and safety of the general public, your neighbours and your family. The permit application allows Northwest Regional Service Commission staff to review your project before you proceed in order to ensure that it complies with the National Building Code as well as planning and zoning provisions.

WHAT TYPES OF PROJECTS REQUIRE A BUILDING PERMIT?

Generally, a permit is required for the construction of any new building or, in the case of an existing building, most repairs, modifications or additions.

A building permit is also required for work relating to structures such as storage sheds, garages, pools, fences, patios, pergolas, retaining walls, etc.

Certain exceptions exist that vary from one municipality to the next. Please contact your building inspector to confirm whether you need a permit.

A permit is also required for any changes to the use of a building signage, relocation, repairs or demolition. Any type of earthwork such as filling, excavating or riverbank stabilization is also subject to a building permit.

WHAT WOULD HAPPEN IF I DID WORK WITHOUT A PERMIT?

It is illegal to begin building without a permit. You may not proceed with any type of construction, modification, conversion or demolition before obtaining a permit.

Work carried out without a permit may not comply with National Building Code standards, resulting in faulty construction. A non-compliant building may be impossible to insure or finance. You could even face legal action to enforce your compliance with standards.

ARE ANY OTHER PERMITS REQUIRED?

Your project may require additional approvals. The building inspector can assist you with the application process for any other applicable permits.

ALWAYS CONSULT PROFESSIONALS

The Northwest Regional Service Commission encourages you to always use the services of architects and technicians, even for small-scale projects. Their professional advice can help you avoid unpleasant surprises or budget overruns.

BEFORE YOU START WORK

Almost any construction project requires sound planning to ensure that it meets your objectives, budget and deadline. One of the most important steps in planning is to meet with an planner, who can guide you through determining:

- The type of construction (e.g., one or two dwellings) and applicable standards (zoning)
- Any specific constraints (watercourses, soil constraints, easements, etc.)
- Whether the lot is large enough (dimensions of setbacks, building, lot, other structures, parking lot, etc.)



This simple meeting will help you ensure that your project is headed in the right direction and plan future projects, thereby minimizing the risk of errors and long and costly proceedings.

Documents required for permit application

- Owner's identification
- Site identification (property deed)
- Description of work
- Estimated cost
- Anticipated start date
- Time required for completion

WHAT IS THE COST OF A BUILDING PERMIT?

Costs are determined based on the project type and may vary depending on the community and the applicable by-laws. Please refer to fact sheet "4- Rates – Permits and Services" for more information.

HOW LONG DOES IT TAKE TO GET A PERMIT?

Permits are issued only after all requirements have been met. An application for a new residence takes 5 to 10 business days to process after we have received all the necessary information. Submitting all the proper documents, may accelerate the processing time. Please contact us at the Northwest Regional Service Commission at any time « if you have any questions while your documents.

HOW LONG DO I HAVE TO COMPLETE MY PROJECT?

A building permit expires one (1) year after the date of issue. In some cases, a permit may be renewed for a modest fee. Keep in mind that any amendments made to by-laws during the course of your project could make it non-compliant.

QUESTIONS?

Our team is here to serve you!

Please do not hesitate to call us at (506) 735-2126 or visit our website at www.csrno.ca.

