



Building Guide – Frequently Asked Questions

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WHAT IS A BUILDING PERMIT



A building permit is formal permission from the Municipality to begin construction, renovation, or demolition of a building project in compliance with the Ontario Building Code Act and Municipal By-laws.

WHO NEEDS A BUILDING PERMIT



Residents who plan to construct, renovate, or demolish any building or designated structure in Springwater require a permit. The property owner is responsible for obtaining the permit. A property owner may authorize a contractor or other person to apply on their behalf. When someone other than the property owner is applying for the permit a [Letter of Authorization](#) must be submitted with the application.

WHAT PROJECTS NEED A BUILDING PERMIT



Some projects may include but are not limited to, if you are unsure, please contact the Building Department.

- ❖ Decks or platforms over 10 m² (108 ft²)
- ❖ New buildings over 15 m² (161 ft²)
- ❖ New buildings under 15 m² (161 ft²) that contain plumbing
- ❖ Building additions
- ❖ Change of Use
- ❖ Renovations (including finishing basements)
- ❖ Building demolitions
- ❖ Installation of prefabricated structures
- ❖ Installations of mobile homes and park model trailers

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- ❖ Plumbing systems
- ❖ Sewage systems
- ❖ Heating, ventilation, air conditioning (HVAC) systems
- ❖ Miscellaneous residential structures e.g. fireplaces, chimneys, private hot tubs, pool enclosures including inflatable pools, decks, carports, lean-tos etc.
- ❖ Temporary buildings – including tents over 60 m² (645 ft²)
- ❖ Structures designated under 1.3.1.1 Division A – Part 1 of the Building Code e.g.
 - Pedestrian bridges (appurtenant to a building)
 - Retaining walls (exceeding 1.0 m or 39 in) in height
 - Solar collectors equal to or larger than 5 m² (54 ft²) mounted on a building
 - Signs
 - Exterior storage tanks that are not regulated by Technical Standards and Safety Authority

Note: Regardless of the need to obtain a building permit, all structures must comply with Zoning requirements. To check your Zoning please contact zoning@springwater.ca

WHEN SHOULD I APPLY FOR MY PERMIT ?

We recommend that you submit your application about six to ten weeks before your anticipated start date. This will allow time for unexpected delays.

WHERE / HOW DO I APPLY ?

Permit applications are submitted through our [Web Portal](#) online. Complete the login information if you already have a portal account. If you do not, you will need to register to create an account. For further assistance with the process please view our [Digital Submissions Guide](#).

WHAT DOCUMENTS MAY I REQUIRE



Building Guides are available for many common building projects, but generally, you must submit the following documents:

- ❖ Building permit application form
- ❖ Building plans (including floor plans, structural details, cross sections, section details, notes sheet)
- ❖ Site plan (showing location of proposed and existing structures; dimensions between structures, setback dimensions from structures to property lines and sewage system components if applicable)
- ❖ Scale drawings are required for some projects; service line locations may also be required.

Note: Drawing requirements will vary based on the type of project. Please see our additional [Building Guides](#) for more information dependent on your type of project.

DO I REQUIRE ANY OTHER APPROVALS



Applicable approvals may include but are not limited to the following:

- ❖ Township of Springwater Finance
- ❖ Township of Springwater Planning and Development (e.g. Planning Certificate, Minor Variance, Special Agreement, Site Plan Control)
- ❖ Simcoe County District Health Unit
- ❖ Township of Springwater Transportation (e.g. Entrance Permits, Cut and Fill Permits, Road Occupancy Permit)
- ❖ Ministry of Transportation
- ❖ County of Simcoe

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- ❖ Nottawasaga Conservation Authority
- ❖ Ministry of Agriculture
- ❖ Ministry of Environment, Energy and Climate Change
- ❖ Ministry of Natural Resources and Forestry
- ❖ Provincial Land Use Permits
- ❖ Special Occasion Permits
- ❖ Sign Permits
- ❖ Electrical Permits

Note: Additional time may be required if any of the above approvals are required for your permit.

WHAT HAPPENS IF I MAKE CHANGES TO MY PLANS ?

Any changes to the approved plans must be reviewed before implementing the change. Re-review of any plans will take time, and additional service fees will apply.

WHERE CAN I FIND MORE INFORMATION PERTAINING TO MY PROJECT ?

We have several other Guides to help you with your specific project. They can be found at the following link: [Township of Springwater Building Guides](#)

Please note although every attempt has been made to provide accurate information throughout this guide, it is subject to change without notice and is provided **as a guide only**. It is not intended to be used instead of the current Municipal By-laws or the current edition of the Building Code.

IMPORTANT CONTACT INFORMATION



- **Township of Springwater**
 - 705-728-4784
 - [Staff Directory](#)
- **Agricultural Information Contact Centre (OMAFRA)**
 - 1-877-424-1300
 - [OMAFRA Website](#)
- **Bell Canada**
 - 1-866-310-2355
 - [Bell Website](#)
- **Call Before you dig – to obtain locates:**
 - **Ontario one-call** (Bell Canada, Enbridge and SCBN):
 - 1-800-400-2255
 - [Ontario one-call Website](#)
 - **Ontario Clean Water Agency** (Water and Sewer):
 - 705-729-2525
 - [Ontario Clean Water Agency Website](#)
 - **Hydro One:**
 - 1-800-434-1235
 - [Hydro One Website](#)
 - **Rogers** (Cable):
 - 1-855-738-7893
 - [Rogers Cable Website](#)
 - **Enbridge Home Services**
 - 1-877-362-7434
 - [Enbridge Website](#)
- **Canada Post**
 - 1-866-607-6301
 - [Canada Post Website](#)
- **County of Simcoe**
 - 705-726-9300
 - [County of Simcoe Website](#)
- **Electrical Safety Authority**
 - 1-877-372-7233
 - [Electrical Safety Authority Website](#)
- **Ministry of Environment**
 - 1-800-890-8511
 - [Ministry of Environment Website](#)
- **Ministry of Natural Resources and Forestry**
 - 1-800-667-1940
 - [MNRF Website](#)
- **Ministry of Transportation**
 - 1-866-636-0663
 - [MTO Website](#)
- **Municipal Property Assessment Corporation**
 - 1-866-296-6722
 - [MPAC Website](#)
- **Nottawasaga Valley Conservation Authority**
 - 705-424-1479
 - [NVCA Website](#)
- **Ontario Land Registry Office**
 - 705-725-7232
 - [Land Registry Website](#)
- **Ontario Well Registry**
 - 1-888-396-9355
 - [Well Records Website](#)
- **Simcoe Muskoka District Health Unit**
 - 705-721-7520
 - [SMDHU Website](#)
- **WAMCO Waterworks**
 - 705-734-3535
 - [WAMCO Website](#)