



Building Permit Guide

Municipality of Port Hope
Building Services

5 Mill Street South
Port Hope, ON L1A 2S6
905-885-2431

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

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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 and construction of a new homes must comply with the Municipality of Port Hope's 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](#).

Planning Approval

Before applying for a building permit, Planning must review your proposal to ensure that the project meets the requirements of the Zoning By-Law. The planning review forms and submission requirements can be found on the [Planning and Development Applications](#) page. If you require any assistance, please contact the Planning Department.

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:

Development Team office

[5 Mill St. S.](#)

Port Hope, ON L1A 2S6

Monday to Friday from 8:30 a.m. to 4:30 p.m.

New permit applications, including any additional forms can be submitted digitally in PDF format to our [Building permit email](#). Applicants will be notified of the building permit fees.

Prior to permit issuance, fees are payable by debit, cash or cheque made out to the 'Municipality of Port Hope'

Drawing Submission Guidelines

Before submitting your permit application refer to our [Design Guides and Requirements](#). You will find sample construction drawings for the following projects:

- House
- Deck
- Porch
- Garage/Accessory Building
- Addition/Renovation
- Accessory Apartment

Digital submissions

You can submit digital files on a USB flash drive or [Email Us](#). Digital files must:

- Be in PDF format, version 7 or later
- Be unsecured and not password protected
- Be flattened to a single layer
- Have a maximum size of ARCH E (36" x48" or 914.4mm x 1219.2mm)
- Be properly labelled

All scanned documents must meet the following requirements:

- Be at a resolution that is easily legible on screen, and the pages must not be skewed
- Do not reduce the scanned documents size

Paper Submissions

All paper submissions must be:

- Black and White (color is acceptable as long as it shows up when scanned)
- Drawn to scale
- Clearly legible

In Addition:

- All walls must be drawn as double lines to accurately show thickness
- You must distinguish between existing and proposed construction
- Every page should include the project and designer information

Rates and Fees

Visit our [fees and charges](#) webpage for a breakdown of the fees for building in Port Hope. For assistance, contact the Building Division at 905-885-2431 or [email us](#).

Municipal development charges shall be as per [By-Law 63-2019](#) Schedule "B", as amended.

County development charges shall be as per [By-Law 2020-36](#) Schedule "A", 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 must be obtained from the Roads Department having jurisdiction over any roads or highways abutting the subject property.

Municipal Roads

Works and Engineering

Phone: 905-885-2431

Website: <https://www.porthope.ca/en/living-here/road-permits.aspx>

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:

www.northumberlandcounty.ca

Provincial Highways

If construction is proposed adjacent to a provincial highway contact the Ministry of Transportation of Ontario at 905-885-6381 for information on setback requirements.

Website: <https://www.hcms.mto.gov.on.ca/ApplyForPermit/Entrance>

Ganaraska Region Conservation Authority

If any part of the lot is within an area regulated by the [Ganaraska Region Conservation Authority](#), a permit may be required.

2216 County Road 28
Port Hope, ON L1A 3V8
Phone: 905-885-8173
Email: info@grca.on.ca

Heritage Permit

Changes being made to a designated property will require a [Heritage Approval Application](#). Consult with the Planning Division prior to submitting an application.

Port Hope Area Initiative (PHAI) by: Atomic Energy of Canada Ltd.

The [Port Hope Project](#) involves the clean up of historic low-level radioactive waste in the Urban Area.

25 Henderson Street
Port Hope ON, L1A 0C6
Phone: 905-885-0291
Email: info@phai.ca

Plumbing Permit

Plumbing Permit Application and fees; \$150.00 base fee plus \$17.00 per fixture

Septic (Onsite) Sewage System Permit

[Septic sewage system permits](#) must be obtained from Northumberland County.

Applications for permits can be picked up at the county office:

600 William Street, Cobourg, ON or printed from the county's website.

Site Plan Agreement/Lot Grading Plan

New developments are subject to **planning** review. Prior to Building Services involvement or permit application, documented project approval from the Municipal Planning Department is required. Municipal Planners can be contacted at the Development Team Office – 905-885-2431 or planning@porthope.ca

Site plans must be prepared by an Ontario Land Surveyor (OLS) or Professional Engineer (P. Eng.) and shall include:

Plans showing the true dimension of the lot to be built, excavated, or otherwise used or occupied.

- Plans showing location, height, floor area and dimensions of all proposed and existing building(s) on the subject property.
- Plans showing the relationship of all existing or proposed building(s) to adjacent buildings, streets, setbacks, landscaped open space, landscape features such as retaining walls and off-street parking.
- Plans showing contours, elevations and cross sections as required to determine surface drainage patterns, flood line elevations and the elevation of lands and proposed building(s) relative to a public street, road or waterway.
- The general location of all services such as water supply, sewage disposal, solid waste collection, energy supplies and communication utilities belonging to the proposed building(s).

Surveys may be obtained from the Land Registry Office, 1005 Elgin Street West, Cobourg – 905-372-3813. If a survey is not available, accurate site dimensions must be obtained for the site plan drawing.

Building Permit Requirements

View the building permit requirements for all construction and renovations projects that require a building permit.

Urban Area

If your property is located within the urban area of the Municipality of Port Hope, you must include the following information with your permit application:

- Site plan (showing the location of all buildings on the property and the distance from the property line, height of all proposed structures and the percent of the property they will occupy)
- One Digital set or Two hardcopy sets of construction plans (including specifications for heating and ventilation and engineering)
- **[Complete the Building Permit and Designer Information Form](#)** and **[Energy Efficiency Design Summary](#)**
- A Site Plan Agreement may be required prior to obtaining a building permit. Visit **[Planning and Development Services](#)** to find out more information.

Additional approvals

Depending on the location and nature of your construction project, you may need to get the following approvals before you apply:

- Northumberland County approval for **[septic systems](#)**
- **[Entrance permit](#)** from the Municipality of Port Hope (if the property is on a Municipal roadway)
- Entrance permit and setback permit from **[Northumberland County](#)** or the **[Province of Ontario](#)** (if your property is on a county road or provincial highway)
- **[Ganaraska Region Conservation Authority](#)** approval (if the building is on or near an environmental-constraint area or fill-restricted area)
- **[Port Hope Area Initiative](#)** for inspection of soil.
- **[Heritage Approval Application](#)**

Rural Area

If your property is located within the rural area of the Municipality of Port Hope, you must include the following information with your permit application:

- Site plan (showing the location of all buildings on the property and the distance from the property line, height of all proposed structures and the percent of the property they will occupy)
- One Digital set or Two hardcopy sets of construction plans (including specifications for heating and ventilation and engineering)
- **Complete the Building Permit and Designer Information Form** and **Energy Efficiency Design Summary**
- A Site Plan Agreement may be required prior to obtaining a building permit. (Ex. If you are within the Oak Ridges Moraine) Please visit **Planning and Development Services** to find out more information.
- Copy of the deed to the land
- Survey with elevations by be required

Additional Approvals

Depending on the location and nature of your construction project, you may need to get the following approvals before you apply:

- Northumberland County approval for **septic systems**
- **Entrance permit** from the Municipality of Port Hope (if the property is on a Municipal roadway)
- Entrance permit and setback permit from **Northumberland County** or the **Province of Ontario** (if your property is on a county road or provincial highway)
- **Ganaraska Region Conservation Authority** approval (if the building is on or near an environmental-constraint area or fill-restricted area)
- CSA approval (for manufactured homes)

The Approval Process

- 1) Planning staff will 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) Engineering staff will review the project for compliance with lot grading and servicing requirements.
- 3) Building staff will 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. The permit fee may be doubled.

Inspections

Construction may start upon issuance of the Building Permit. 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 Port Hope Building Department

5 Mill Street South

Port Hope, ON

L1A 2S6

Phone: 905-8858-2431

[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.