

Building Permit Requirements

Model Homes (Dwelling Units for Display Purposes)

Application Requirements

Qualifications

- The land must be zoned for residential purposes
- The dwelling units shall be for display purposes only and shall not be occupied until the land is included in a subdivision which has been registered within the meaning of the Planning Act
- The land must be located within a proposed plan of subdivision which has been draft approved within the meaning of the Planning Act
- The number of dwelling units erected shall not exceed 1 dwelling unit for every 4 hectares or part thereof of the land within the plan of subdivision draft approved within the meaning of the Planning Act, to a maximum of 10 dwelling units

Authorization to make Application

- Submit a written request to the attention of the Manager of Plans and Permits. The request must specify the number of dwelling units proposed and the location of the proposed dwelling units (lot # and 21T number).

The request must be accompanied by the following documents:

1. A copy of the notice of the passing of a zoning by-law
 2. A copy of the notice of draft approval
 3. A copy of the draft plan (indicating the area of the plan)
 4. Verification from the solicitor for the applicant or alternate acceptable confirmation of the owner of the land on which the dwelling units are to be constructed
- Applications will not be accepted until all of the above noted documentation is provided and verified by the Manager of Plans and Permits

Permit Application Requirements

- Completed certified model application for each model type (including certified model application fee of \$12.75 / m² GFA)
- Completed permit application for each dwelling unit proposed (substitute 21T # for registered plan # on the application), schedules and applicable law checklist
- 2 complete sets of the following plans and specifications:
 - Site plan stamped approved by the subdivision engineer and the subdivision control architect
 - Architectural plans with elevations stamped by the subdivision control architect
 - HVAC layout and calculations
 - Trusses and all other engineered or pre-engineered elements
 - Subdivisions not serviced by municipal water or sanitary sewers are subject to additional approvals. Confirm these requirements **before** filing an application
- Building Permit Fee deposit of \$1530 per dwelling unit. The balance is payable upon permit issuance.

Building Permit Issuance

The applicant will be contacted upon completion of the plans review and advised of any outstanding issues including:

1. Balance of fees owing (Fees are \$10.71 / m² based upon gross floor area. GFA is exclusive of garage and unfinished basement)
2. Confirmation of payment of development charges from the Finance Department. (For information contact the Finance Dept. at 905-874-2255)

PLEASE NOTE

Separate permits must be obtained for signage including flags.
If it is intended to operate a sales office from a model home other approvals may be required. Please inquire prior to commencing sales operations.

Permits

Tel. 905-874-2401
Fax 905-874-2499

Inspections

Tel. 905-874-3700
Fax 905-874-3763

Zoning Services

Tel. 905-874-2090
Fax 905-874-2499