



Farm Buildings

Building Permit Information Guide

Municipal Office

Mail to: Box 70, 263 Main St.
Odessa, Ontario
K0H 2H0
Phone: 613-386-7351
www.loyalist.ca

**18 Manitou Cres
Amherstview, ON**

Office Hours

Winter
September through April
Mon – Fri 8:30 am – 4:30 pm

Summer
May through August
Mon – Thu 8:15 am – 4:30 pm
Fri 8:15 am – 12:15 pm

Introduction

The creation, expansion or renovation of a farm building may require a building permit. Farm buildings that may require a permit include:

- Livestock housing facilities
- Concrete or steel manure storage structures
- Feed storage structures

A Nutrient Management Strategy or Minimum Distance Separation II calculation may be required prior to applying for a building permit. Contact the Planning Technician at 613-386-7351, ext. 176 for more information.

How to Obtain a Building Permit

Review this guide and contact the Building Department to discuss the requirements for your specific project.

Prepare drawings, plot plan, complete permit application and obtain necessary documents.

Submit application to Building Department

Applications will be reviewed by staff for sufficiency of completion. Applicants will be notified within 2 business days if the application is incomplete. Incomplete applications will be placed on hold until all necessary information is received. Complete applications will be reviewed within 10 business days.

A Building Inspector will contact you to inform you of any additional information required or to advise the permit has been approved.

Visit the Township office to pick up the permit, sign paperwork and pay fees. The permit is not considered issued until all fees have been paid.

Permit Fees

2026 Building permit fees for farm buildings are calculated at \$18.73 per \$1,000 of construction cost. Construction cost is calculated at \$20 per square foot. The minimum building permit fee of \$100 applies to all permits.

Commitment to Accessibility

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, extension 100, during office hours or email info@loyalist.ca.

Building Department

Development Services Analyst

Ashley Watson
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awatson@loyalist.ca

Chief Building Official

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Building Inspectors

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Administrative Assistant

Jane Austin
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Building Permit Application Checklist

Items required for a complete building permit application submission:

- Completed building permit application form
- Schedule 1: Designer Information form
- Copy of Deed/Land Transfer (copies may be obtained at Service Ontario, Napanee)
- Agent Authorization form (required if the property owner is not submitting the application)
- \$100 Deposit
- Approvals from other agencies as required (CRCA, KFL&A Public Health, MTO, OMAFRA etc.)
- Township Entrance Permit for projects with a construction value greater than \$10,000
- MDS II for livestock facilities or concrete/steel manure storage
- Nutrient Management Strategy for livestock facilities or concrete/steel manure storage
- Site plan indicating the following:
 - Property address;
 - Dimensions and area of the property;
 - Square footage of all existing structures on the property;
 - Dimensions of proposed structure;
 - Distance from the proposed structure to all property lines, easements, rights-of-way, and other structures;
 - If MDS II is required, distance from the proposed structure to nearest neighbour's dwelling;
 - Location of well and septic system and distance from proposed structure (if applicable)
 - Location of water and sewer lines (if applicable)
 - Site plans may be hand drawn but must be clear and drawn to scale.
 - A legal survey may be required to verify actual distances.
- 2 sets of construction drawings (11" x 17" and PDF version) consisting of fully-dimensioned plan view, cross-section view and elevations
- Truss layout from manufacturer or roof details if hand-framing
- Drawings stamped by an Ontario Professional Engineer for structural slabs greater than 55m²
- Drawings stamped by an Ontario Professional Engineer for prefabricated buildings
- Drawings stamped by an Ontario Professional Engineer for buildings greater than 600 m²



Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

NOTE: A copy of the deed to your property is required prior to permit issuance.

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or	Authorized agent of owner	
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ()		Fax ()	Cell number ()	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.			
Individual BCIN: _____			
Firm BCIN: _____			
I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.			
Individual BCIN: _____			
Basis for exemption from registration: _____			
The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



AGENT OF RECORD LETTER

(If the owner is NOT the applicant)

(If multiple owners, an Authorization Letter from each owner is required)

---PLEASE PRINT CLEARLY---

If an agent is representing the owner(s), they must complete the following:

I, (we) _____
(name(s) of owner, individuals or company)

being the registered owner(s) of the subject property, hereby authorize _____
(name of agent)

To prepare, submit and obtain a building permit, on my behalf, for the project at:

(property address)

(Please check appropriate box)

Construct Install Alter Renovate

(Describe work below)

(print name of owner)

(print name of agent)

(signature of owner)

(signature of agent)

_____/_____/_____
(day) (month) (year)