



Township of Ignace  
34 Highway 17 West  
Ignace, Ontario P0T 1T0  
Ph: (807) 934-2202 Fax: (807)934-2864

## ***Municipal Building Permit Application***

**A non-refundable permit fee of \$50.00 will apply to all building permit applications when submitting for processing.**

**Gordan Cuthbertson, Chief Building Official (CBO)  
34 Highway 17 West Ignace, ON P0T 1T0**

**[cbo@ignace.ca](mailto:cbo@ignace.ca)**

**Cell: (807) 708-7548 Office: (807) 934-2202 Fax: (807)934-2864**

Please be advised that administration and office staff cannot fill out forms for applicants. It is up to the individual to ensure that all required information is completed to avoid delays in processing of applications.

Thank you for your assistance.

THE CORPORATION OF THE  
**TOWNSHIP OF IGNACE**

**BUILDING PERMIT PACKAGE/ ADVICE TO APPLICANTS & BUILDERS**

**Building Permits - What are they?**

A building permit is your formal permission to begin construction or demolition. It means that the municipality has approved plans for any new structure, addition or renovation. Approved plans must comply with the Ontario Building Code, local zoning by-laws, and other applicable laws and regulations.

Building permits regulate types of construction allowed in the community and ensure that building standards are met. The building permit process protects each homeowner's interests, as well as those of the community at large, and provides for the erection of safe structures.

Permits help ensure that any structural change is safe, legal and sound. It is unlawful to start construction or demolition before you get a permit. In many cases, your contractor will get permits on your behalf. However, remember it is the building owner who is ultimately responsible for complying with all building requirements.

You need a building permit if you plan to:

- Construct a new building
- Renovate, repair or add to a building
- Demolish or remove all or a portion of a building
- Change a building's use
- Install, change or remove partitions and load-bearing walls
- Make new openings for, or increase the size of, doors and windows
- Build a garage, carport, balcony or deck
- Excavate a basement or construct a foundation
- Install or modify heating, plumbing, air conditioning systems or fireplaces
- Reconstruct a chimney

You do not need a building permit to:

- Replace existing, same-size doors and windows, subject to distance from property lines
- Build a roofless deck under two feet (0.61m) high that is not attached to a building
- Build a utility shed under 107 ft<sup>2</sup> (10m<sup>2</sup>) subject to distance from property lines
- Erect a small portable car shelter (tarp style, no foundation)
- Install eaves troughs, provided that drainage is contained on your property
- Install kitchen or bathroom cupboards without plumbing
- Paint or decorate

***For all electrical permits and required inspections contact the Electrical Safety Authority at: 1-877-372-7233.***

***All septic field and leaching bed installations need to be permitted and inspected by the Northwestern Health Unit. Contact them at 1-800-830-5978 or email Dough Vergunst (Chief Building Official) at [dvergunst@nwhu.on.ca](mailto:dvergunst@nwhu.on.ca) for application information.***

What happens if you do not get a permit?

If you start construction but do not have the necessary permits, you may be ordered to stop work, be prosecuted, and even ordered to remove work already done. Contact the building department if you are not sure whether you need a permit for your project.

Building inspections when and why?

Building inspectors review projects during key stages of construction to ensure work complies with the building code and the approved plans. Inspectors may visit several times, depending on the project; they must be able to see the part of the work under inspection. Inspectors require a minimum of 48 hours notice to book an inspection.

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**How do I apply for a building permit?**

The applicant must file an application in writing on prescribed forms. Every application must be signed by the applicant. The applicant must be the owner of a building or property or a person authorized in writing by the owner to apply for a permit on the owner's behalf. Every application must be accompanied by prescribed plans and specifications and the applicable permit fee payable to the Township of Ignace.

**Where to apply for a permit?**

You can make an application for any type of permit during regular office hours, Monday through Friday 9 am to 4:30 pm at the Township of Ignace, 34 Highway 17 West, Ignace, ON P0T 1T0, Ph: (807) 934-2202 Fax:(807) 934-2864 Email: [info@ignace.ca](mailto:info@ignace.ca)

**How long does it take to obtain a building permit?**

The time required for the processing of a building permit application varies in accordance with:

- The quality and completeness of submitted drawing plans and site plan
- The degree of compliance of the project with applicable regulations and zoning
- The size of the project and current workload of staff

**What types of permit plans are required?**

Permit plans must contain sufficient information to determine whether the proposed work conforms to all applicable regulations. The site plan outlines the dimensions of the property, driveways, septic, wells, and all existing and proposed buildings. Major projects may require a current plan of survey certified by a registered Ontario Land Surveyor. If you feel you have good working knowledge of current construction practices and the Ontario Building Code (OBC) regulations, an owner may design the plans (where the OBC outlines: these plans are required to be prepared by a qualified designer and/or Ontario architect and/or Ontario engineer). Applications may not be accepted/permits cannot be issued, when the plans are inadequate or incomplete. All plans must be in conformance to the minimum requirements of the OBC. A good set of plans is the best way to see your project completed on time and meeting the allotted (and possibly under) budget.

**Who will review permit plans?**

Permit plans will be reviewed by building inspection staff for compliance with the Zoning By-Law, Ontario Building Code and other related standards and by-laws.

**Who will obtain the approvals from other agencies?**

It is the responsibility of the applicant to secure required approvals and permits from other agencies (where applicable), **prior to the issuance of a building permit**. Septic and Driveway permits are two of the most important. Building inspection staff will advise the applicant of the required approvals from other government agencies upon permit application, e.g. Health Unit approval and permission to install septic systems, MTO permission to install a driveway entrance, Lakehead Region Conservation Authority for permission to build on or near Use Limitation zones (shorelines, etc.).

**What are the fees required when applying for a building permit?**

The fee for the building permit will depend on the project. The permit fees are calculated by the Chief Building Official in accordance with the Permit Fees By-Law and are based upon the floor area of construction.

**For further building information, please contact:**

Gord Cuthbertson, Chief Building Official (CBO)  
34 Highway 17 West Ignace, ON P0T 1T0  
[cbo@ignace.ca](mailto:cbo@ignace.ca) Cell: (807) 708-7548 Office: (807) 934-2202 Fax: (807)934-2864

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**NO BUILDING SHALL COMMENCE WITHOUT A BUILDING PERMIT.** All building shall have the mandatory inspections completed or a "STOP WORK» order will be issued and will stay in effect until such time as the inspections have been completed. Inspections are carried out on Mondays or at the arrangement of the Chief Building Official (CBO). Inspections can be arranged by contacting the Municipal Office or calling the CBO direct. The CBO has the authority to ask that all non-visually accessible components and materials be opened or exposed if the mandatory inspections have not taken place.

The Chief Building Official will issue the permit once all required information has been received and reviewed. The CBO will deal only with the land owner (permit applicant) for site inspections and not with general contractors once the permit has been issued. Communications with the CBO to co-ordinate inspections with the progress of the construction project is the responsibility of the permit applicant. Please review the standard stages of inspections included with this package.

**PLEASE NOTE:** It may take the Municipal Property Assessment Corporation (MPAC) **up to three years to assess** your new construction for taxation purposes. Ensure that you keep this in mind as you could receive a supplementary tax billing for three (3) years' worth of back taxes for any construction done. Arrangements can be made with the Municipal Treasurer to prepay taxes to ensure that a credit balance is in place. The assessment used will only be an estimate and the actual amount may be higher or lower according to MPAC's ruling.

All construction must follow the Ontario Building Code and must meet or exceed their criteria for construction and/or demolition. It is the responsibility of the permit holder to meet these requirements and those listed below. Failure to do so will delay the review and evaluation of plans.

### 1. Working drawings

A set of working drawings in print and electronic format shall accompany this application and must provide the following:

#### a. Site plan

- Dimensions of lot (frontage & depth)
- Location of all existing structures
- Proposed location of new structures or additions (distance from lot lines and other structures)
- Location of well(s) and/or septic system
- Location of entrance
- lot description (north to be indicated)
- All relevant information pertaining to the construction

#### b. Floor plans

- Basement
- First floor
- Second floor
- To include electrical, heating, ventilation and plumbing

#### c. Joist and truss layout

#### d. Wall section and building section

#### e. Building elevations

#### f. Details

### 2. Filing of Plans

Plans must be filed and approved before a building permit will be granted. Plans may be drawn by the owner, BCIN Designer, or and Ontario architect only.



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**3. Ownership**

Proof of ownership of the subject property is required.

**4. Entrance permit**

No building permit will be issued until the Municipal Road Foreman has approved an entrance permit to the subject property. Complete an Entrance Application (included with this package) if required.

**5. Site Inspections**

Builders are responsible for notifying the municipal office at least one week in advance to arrange for inspections.

**6. Building on Provincial Highways**

The Ministry of Transportation of Ontario (MTO) has jurisdiction over all entrances leading onto provincial highways as well as having building set back requirements. MTO approval in writing is a **prerequisite for the issuance of a building permit**. For more information on driveway entrances on provincial highways visit their website:

<http://www.mto.gov.on.ca/english/engineering/management/corridor/entrance.shtml>

**7. Septic systems**

**Prior to the issuance of a building permit**, you must contact the Northwestern Health Unit and apply for a permit to install a septic system. Visit their website for further information.

<https://www.nwhu.on.ca/ourservices/EnvironmentalHealth/Pages/Sewage%20Permits.aspx>

Once you receive your permit, include the pink permit copy with your building permit application. Once the system is installed and inspected, you will receive a *Completion Certificate* from the Health Unit. You must submit a copy to the Chief Building Official. This Completion Certificate is required prior to the issuance of an occupancy permit.

**8. Telephone service**

Where telephone service is to be installed or altered, Bell Canada should be advised in advance.

**9. Potable water**

You must submit a certificate of potable water from the Ministry of Health prior to the issuance of an occupancy permit.

**10. Electrical Inspections**

Electrical inspection permits must be issued by Electrical Safety Authority before electrical installations or alterations are undertaken. Contact the ESA at **1-877-372-7233** to discuss electrical projects.

**11. Abandonment/cancellation of an application**

A permit may be deemed to have been abandoned and cancelled six (6) months after the date of filing if work has not commenced or if the construction of the building is suspended or discontinued for a period of more than one year.

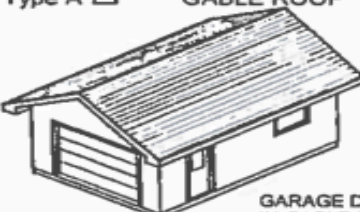
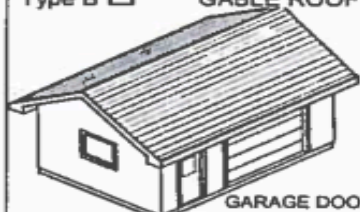

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**Detached Garage/Shed**

**DRIVEWAY:** Driveway location and design must be approved by the Public Works Department

Applicant _____	Address _____	Date _____
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Type A <input type="checkbox"/> <b>GABLE ROOF</b>  GARAGE DOOR IN GABLE END	Type B <input type="checkbox"/> <b>GABLE ROOF</b>  GARAGE DOOR IN LOADBEARING WALL	Type C <input type="checkbox"/> <b>HIP ROOF</b> 
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**Building Information (Dimensions)**

Width \_\_\_\_\_ Length \_\_\_\_\_

Eaves " : Side \_\_\_\_\_ Ends \_\_\_\_\_

Wall Height \_\_\_\_\_ Total Height \_\_\_\_\_

Side yard : Left \_\_\_\_\_ Right \_\_\_\_\_

Rear Yard \_\_\_\_\_

Separation distance to house (6'6" Min) \_\_\_\_\_

Easements:

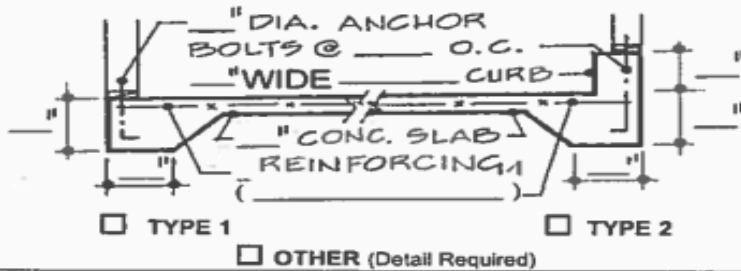
L. Side \_\_\_\_\_ R. Side \_\_\_\_\_ Rear: \_\_\_\_\_

\* MINIMUM 1 FT FROM PROPERTY LINE

**Construction Information (Size, Material)**

1. Walls 2" X \_\_\_\_\_ " @ \_\_\_\_\_ " Centres
2. a) Eng. Trusses @ \_\_\_\_\_ " Centres
- b) Rafters 2" X \_\_\_\_\_ " @ \_\_\_\_\_ " Centres
- Joists 2" X \_\_\_\_\_ " @ \_\_\_\_\_ " Centres
3. Roof Sheathing \_\_\_\_\_ " Plwd \_\_\_\_\_ " Chipboard
4. Roofing: Shingles \_\_\_\_\_ Roll \_\_\_\_\_ Metal \_\_\_\_\_
5. Wall Sheathing \_\_\_\_\_ " Plwd \_\_\_\_\_ " Chipboard
6. Exterior Finish \_\_\_\_\_

**Foundation Information**



Lintel Sizes	#	Size
Overhead Door	{ } - 2" X	_____ "
Man Door	{ 2 } - 2" X	_____ "
Window	{ 2 } - 2" X	_____ "

**CAUTION:**

A separate building permit will be required if a **SOLID FUEL BURNING APPLIANCE** (e.g. woodstove) is used in the proposed building.

**GARAGE/SHED PLAN:** Recommended Scale – One Square = 2'0"  
*NOT TO BE USED FOR SITE PLAN DRAWING*

**Plan Information Required**

- Floor Plan Showing Dimensions
- Width and Length
  - Opening Locations
    - Garage Door \_\_\_\_\_ W \_\_\_\_\_ H
    - Man Door \_\_\_\_\_ W \_\_\_\_\_ H
    - Windows (1) \_\_\_\_\_ W \_\_\_\_\_ H
    - (2) \_\_\_\_\_ W \_\_\_\_\_ H
  - Interior Partitioning
  - Additional Information (see below)

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A review of this project application information did not include a review of minimum separation clearances from overhead electrical distribution wires (conductors) and transformers or other matters for which specific information was not provided. The owner/applicant is required to seek and obtain such other approvals as may be necessary. In all cases, the most restrictive condition applies. Where other restrictions cause any change to the location or construction of this project, such changes must be reviewed and approved by the Chief Building Official prior to construction.

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**The Ontario Building Code (OBC)** requires that inspections be carried out at various stages of your building project. Failure to comply could result in "stop work orders" being placed on your property, orders to remove material, demolition of the structure (at your expense), or ultimately, fines could be levied. You are responsible for contacting the Chief Building Official **at least 2 business days** prior to requiring the requisite inspection. Please note that the following inspection(s) must be carried out by the Chief Building Official prior to proceeding to the next stage of construction.

Contact the CBO at the Office: (807) 934-2202, on his Cell: (807) 708-7548, or through Email: [cbo@ignace.ca](mailto:cbo@ignace.ca)

SPECIAL NOTE: ADDITIONAL INSPECTIONS OR CALL BACKS WILL BE CHARGED ACCORDINGLY

BUILDING PERMIT # \_\_\_\_\_ ISSUANCE DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**(MANDATORY) (X)**

Site	Before commencement of construction (site/soil)	
Foundation	- The completion of excavation	( )
	- The readiness to construct footings	( )
Drainage	- Installation of building drain/weeping tile	( )
	- Rough in of underground plumbing/piping	( )
Framing	- The completion of all structural framing	( )
Plumbing	- Rough in of interior distribution/drainage piping	( )
Insulation/vapour barrier	- All insulation and vapour barriers	( )
	- Completion of all caulking/sealants/air barrier	( )
	- Installation of all exhausting equipment	( )
Building services	- HVAC equipment installation	( )
Occupancy	- Health & safety for occupancy stage	( )
	- Septic use certification from TBDHU	( )
	- Ministry of Health (potable water certificate)	( )
	- Proof of Electrical Safety Authority inspection	( )
Final inspection	- 100% completion of building, site and services	( )

NOTES:

Your co-operation in this matter is important as lawyers and banking facilities request building inspection certifications stating that the various stages of work have been completed to the satisfaction of the building inspector and Ontario Building Code. This is not only when applying for a mortgage or insurance but when sale transactions take place as well. **This permit will be deemed "void" if no inspections have been completed within six (6) months from the date of issue.**

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**CUSTOMER SERVICE INITIAL FEEDBACK**

The Township of Ignace is committed to providing high quality customer service. We value all of our customers and strive to meet everyone's needs. We welcome your comments to help us monitor and improve our services and experiences. Please submit your completed form to any of the following:

Mail or deliver to:

Township of Ignace  
34 Highway 17 West  
Ignace, ON P0T1T0

Fax to:

807-934-2864

Email to:

info@ignace.ca

Please tell us the date and time of your contact with us: \_\_\_\_\_

Did we respond to your customer service needs?     Yes     No (Please explain below)

**Was our customer service provided to you in an accessible manner?**

Yes     No     Somewhat (Please explain)

Please provide the details of your customer service experience.

If you wish to be contacted by the Municipal Clerk, please provide the following information:

Full Name:	
Telephone #:	
Address:	E-Mail Address:
Personal information contained on this form is collected pursuant to Ontario Regulation 429/07, the Accessibility Standards for Customer Service and will be used for the purposes of responding to your request. Questions should be addressed to the Clerk, Township of Ignace, 34 Highway 17 West Ignace, ON P0T 1T0 or at (807)934-2202	

FOR OFFICE USE ONLY:

Request	Received By:	Date Received:
COMMENTS		



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<b>E. Builder (optional)</b>				
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:
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
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).			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) 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> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
v) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
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

<b>E. Builder (optional)</b>			
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:	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>			
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.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____			
<b>G. Required Schedules</b>			
iii) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.			
iv) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.			
<b>H. Completeness and compliance with applicable law</b>			
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.		<input type="checkbox"/> Yes	<input type="checkbox"/> 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> .		<input type="checkbox"/> Yes	<input type="checkbox"/> 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.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>3. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</p> <p>4. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of Applicant</span> </p>			

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 2: Sewage System Installer Information

<b>A. Project Information</b>			
Building number, street name:		Unit number:	Lot/Con:
Municipality:	Postal Code:	Plan number/ other description:	
<b>B. Sewage system installer</b>			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C) <input type="checkbox"/> No (Continue to Section E) <input type="checkbox"/> Installer unknown at time of application (Continue to Section E)			
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name:		BCIN:	
Street address:		Unit Number:	Lot/con:
Municipality:	Postal code:	Province:	E-mail:
Telephone Number:	Fax:		Cell Number:
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p style="text-align: center;"><u>OR</u></p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p style="padding-left: 40px;">I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol>			
_____		_____	
Date		Signature of Applicant	

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

TOWNSHIP OF IGNACE - BUILDING PERMIT FEE WORKSHEET

<b>Applicant</b>	<b>PERMIT No.</b>
<b>Project Location</b>	

	<b>Building Component Description</b>	<b>*Area</b>	<b>Cost</b>	<b>Permit Fee</b>	
Residential Construction	<b>*Residential Dwellings</b>	Main Floor Area	ft <sup>2</sup> X \$.70 / ft <sup>2</sup>	=	
		Second Floor Area	ft <sup>2</sup> X \$.35 / ft <sup>2</sup>	=	
		Attached Garages	ft <sup>2</sup> X \$.25 / ft <sup>2</sup>	=	
	<b>*Accessory Buildings</b>	Main Floor Area	ft <sup>2</sup> X \$.20 / ft <sup>2</sup>	=	
		Detached Garage	ft <sup>2</sup> X \$.30 / ft <sup>2</sup>	=	
	<b>*Alterations and Additions</b>	Floor Area	ft <sup>2</sup> X \$.50 / ft <sup>2</sup>	=	
		<b>(Minimum Permit Fee Of \$75.00)</b>		<b>Subtotal</b>	
Commercial, Farm, Industrial & Institutional Construction	<b>Building Component Description</b>	<b>*Area</b>	<b>Cost</b>	<b>Permit Fee</b>	
	<b>*Commercial, Industrial and Institutional Building Construction</b>	Floor Area	ft <sup>2</sup> X \$.80 / ft <sup>2</sup>	=	
	<b>*Farm Construction</b>	Floor Area	ft <sup>2</sup> X \$.30 / ft <sup>2</sup>	=	
		<b>(Minimum Permit Fee Of \$150.00)</b>		<b>Subtotal</b>	
Other Permit Fees	<b>Building Component Description</b>	<b># of Units</b>	<b>Cost</b>	<b>Permit Fee</b>	
	Application Fee for All Permits (Non Refundable Deposit)	X	\$50.00	= \$50.00	
	Levy for Construction w/o Issuance of Permit - 50% of permit or \$100 whichever is greater			=	
	Inspections not included in permit fees	X	\$75.00	=	
	Fee to extend any expired permit (must be applied for prior to expiry)	X	\$75.00	=	
Other Permits	Change of Design/Use Permits	X	\$75.00	=	
	HVAC, Fireplace, Wood Burning Appliance Permits – includes 1 inspection	X	\$75.00	=	
	Moving / Demolition Permits – includes 1 inspection	X	\$50.00	=	
	Occupancy Permit – New Dwellings Only - Refundable on Issuance of Occupancy Permit (non-refundable after 1 year)	X	\$250.00	=	
	Patio/Deck Permits – includes 1 inspection	X	\$75.00	=	
	Temporary Building Permits – includes 1 inspection	X	\$50.00	=	
	Plumbing Permits – includes 2 inspections	X	\$100.00	=	
	Swimming Pool Permits – includes 1 inspection	X	\$75.00	=	
Designated Structures Permits	Commercial Towers & Commercial Communication Towers – includes 4 inspections	X	\$1,000.00	=	
	Non-commercial Wind Towers – includes 4 inspections	X	\$500.00	=	
	Retaining Walls – includes 3 inspections	X	\$250.00	=	
<b>Total Building Permit Fee</b>				<b>\$</b>	

**\*NOTE** The building permit fee calculated herein may be adjusted upon completion of a plans review if these estimates prove inaccurate. Areas are calculated based on outside dimensions.