



To arrange an inspection or if you have any questions, please contact:

Murray Gahan, Chief Building Official

613-432-8166, Ext.304

mgahan@town.renfrew.on.ca

The following documents must be submitted before a building permit can be issued:

- 1) A completed building permit application form (which you can find at <http://www.town.renfrew.on.ca/permits.php> or you can pick it up at the Development & Works Office, 127 Raglan Street South, Renfrew, Ontario)
- 2) The deed to the property.
- 3) Two (2) full set of construction drawings. These drawings must include as much of the following as may be needed to fully describe the proposed construction:
 - a) A typical wall section from footing elevation to roof line;
 - b) Running beam dimensions and spans;
 - c) Column footing dimensions and spacings;
 - d) Joist dimensions, spacing, and spans;
 - e) Number and location of plumbing fixtures and how these will be serviced by waste and vent lines.

A building permit cannot be issued until the Chief Building Official has examined and approved these documents.

In addition, all plumbing work undertaken in the Town of Renfrew shall be carried out by a plumber who is licensed by the Province of Ontario and the Town of Renfrew. However, if the work is being carried out by the property owner, then no license is required by either the Province or the Town.

The Chief Building Official is required to inspect and approve your work as it progresses.

YOU MAY NOT BUILD BEYOND THE FOLLOWING CONSTRUCTION PHASES WITHOUT THE APPROVAL OF THE CHIEF BUILDING OFFICIAL:

- 1) Readiness to construct footings (prior to pouring concrete);
- 2) Substantial completion of footing and foundation (prior to backfill);
- 3) Substantial completion of framing (prior to the installation of any insulation);
- 4) Lateral water, sanitary, and storm services (prior to backfill);
- 5) Water test on all plumbing, waste, and vent lines (prior to any insulation being installed);
- 6) Insulation and vapour barrier (prior to installation of drywall);
- 7) Construction completed and ready for occupancy (prior to occupancy).

We Suggest that you notify the Chief Building Official at least (2) days in advance of each of these stages so inspection can be scheduled and your work is not delayed.

Failure to comply with these requirements is a violation fo the Town's Building By-law established under the Building Code Act.

Note: It is the applicant's responsibility to contact Renfrew Hydro (1-613-432-4884) to make electrical service arrangements.