

Driveway Permit Guide

This guide is intended as a reference document to assist you in submitting a Driveway Permit Application. This guide also explains the process once a permit application is submitted. Please note that failure to submit a complete permit application may result in delays in issuing the permit. If you have any questions about the Driveway Permit Application process, please contact the building department at 519-348-8429 ext. 230.

No person shall cause a driveway to be surfaced with materials other than gravel until a Building Permit for the installation of the driveway has been issued in compliance with the following requirements. All water service valves and inspection caps located within the driveway area shall be elevated and accessible to the finished surface of the proposed driveway material.

Information required with application for permit

Property information shall include

- 1) Identification of front and side lot lines
- 2) Existing foundation and setbacks
- 3) Add identified grades and existing drainage requirements to the front of the lot
- 4) Confirm location all services on the property i.e. gas, water, hydro, cable TV, telephone, sanitary and storm sewers
- 5) Confirm finished elevations of water shutoff valve, sanitary and storm inspection caps
- 6) Identify elevation and location of sidewalks and street curbs (if applicable)
- 7) Surfacing material and specifications of concrete, asphalt, paving brick or other acceptable material
- 8) Parking area and space requirements as defined in 5.19 of Comprehensive Zoning By-law No. 100-1998

Minimum Specification

- 1) Concrete shall be designed, mixed, placed, cured, and tested in conformance with CAN3-A438-M.
- 2) Compressive Strength of unreinforced concrete after 28 days shall be not less than 32 MPA for all exterior flatwork.
- 3) Admixtures shall conform to CA3-A266.1-M, "Air Entraining Admixtures for Concrete" or CAN3-A266.2-M, "Chemical Admixtures for Concrete", as applicable.
- 4) Asphalt surfacing shall be a minimum mix of HL3 Spec. OPS 310
- 5) Concrete paving units shall meet ASTM C936

Where a sidewalk is required and not yet installed, no permanent driveway surfacing shall be permitted until such time that the sidewalk has been established.

Where a sidewalk has been completed prior to the installation of the driveway, the sidewalk shall not be removed to allow the driveway to be installed continuously through the sidewalk area.

Where a driveway has been completed and a problem arises with access to a water valve or sewer inspection cover, the property owner shall be responsible for any repairs required on their respective property and the Municipality shall be responsible for any repairs to the property line.

Where a repair has been made, the Municipal Standard for the replacement of the portion of the driveway on the municipal property shall be to the minimum requirements for the concrete or asphalt standard noted above.

Application Submission Checklist

- Completed Building Permit Application form including Schedule 1 – Designer information form. Permit applications can be emailed to dchaffe@westperth.com or submitted in person to the Building Department at the West Perth Municipal Office (169 St. David St., Mitchell, ON).
- Building Permit Application Fee: Refer to fee schedule
- It is the Owner's responsibility to call before you dig, Ontario One Call 1-800-400-2255
- Two copies of your survey or accurate, scaled drawings for your project indicating the location of the required property information as outlined above.