

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.

Application for a Permit to Construct or Demolish

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

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.