



Building Permit Requirements

Township of Havelock-Belmont-Methuen

Prior to the issuance of a Building or Demolition Permit, one or more of the following may be required in addition to the application,

1. Amendment to Zoning By-law
2. Committee of Adjustment – Minor Variance
3. Permit Peterborough Public Health
185 King St – Jackson Square
Peterborough ON
(705) 743-1000
4. Permit Crowe Valley Conservation Authority
70 Hughes Lane
Box 416
Marmora, ON K0K 2M0
(613) 472-3137
5. Permit Entrance
a) Township of Havelock-Belmont-Methuen
Brian McMillan
Public Works
(705) 778-2481 OR
b) County of Peterborough – Roads Department
(705) 775-2737 Ext. 320
6. Approval Terri Cox
Risk Management Official/Risk Management Inspector
tcox@otonabee.com
Phone: 705-745-5791 Ext 219/ Fax 705-745-7488
7. Site Plan drawn by a competent draftsman or equal according to attached requirements.
8. Two sets of Building Construction Plans, drawn by a competent draftsman or equal.
Plans shall include:
 - Foundation / Basement Plan
 - First Floor Plan
 - Second Floor Plan
 - Heating / Ventilation (HVAC) design and calculations (by a qualified designer)
 - All wall sections and details
 - Section through attached garage
 - Elevations – 4 views
9. Building Application and Fee
10. Development Charges Fee

** Professional Engineer approval may be required by the applicant following a review of the application and plans.*

After the Issuance of a Permit, the applicant is required to:

- Call the office for required building and plumbing inspections. **48 hours notice is required for all inspections.**
- Inform the Building Official of any changes to the building plans. Changes need to be approved.

SITE PLAN REQUIREMENTS

The following shall be shown clearly on the site plan:

- Drawn to the appropriate scale
- Include all existing buildings and sizes
- Lot dimensions
- All four setbacks to building (proposed and existing)
- Septic locations (proposed and existing)
- Surface water drainage by arrows (not to flow to adjacent properties)
- Any retaining wall
- North arrow
- Street name and number
- Legal description of property
- Right-of-way width (fire road)
- Proposed and existing swales and ditches
- Foundation or sump drainage (to dry well or ditch)
- Proximity to above ground electrical wires

Commercial properties also need to include:

- Hours of operation
- Proposed signs and locations
- Proposed illumination and location

Chief Building Official, John Smallwood

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Administrative Assistant, Sonia Aaltonen

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