



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 (Cloudpermit),

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 <http://www.crowevalley.com/>
info@crowevalley.com
5. Permit **Entrance**
 - a) **Township of Havelock-Belmont-Methuen**
Public Works
(705) 778-2481 OR 705-778-2308
 - b) **County of Peterborough – Roads Department**
(705) 775-2737 Ext. 320
6. Approval **Terri Cox for Source Water Protection Areas**
Risk Management Official/Risk Management Inspector
tcox@otonabee.com
Phone: 705-745-5791 Ext 219/ Fax 705-745-7488
7. Permit **Ministry of Transportation-Highway Corridor Management**
You may need a permit if on or near a provincial highway.
Go to Highway Corridor Management Online Services
<https://www.hcms.mto.gov.on.ca>
8. Site Plan drawn by a competent draftsman or equal according to attached requirements.
9. One set of Building Construction Plans, drawn by a competent draftsman or equal. Plans, submitted into the Cloudpermit Online application system, 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

10. Building Application and Fee to be calculated on Cloudpermit.
11. Development Charges Fee if applicable.

** 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

Travis Toms, Chief Building Official
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