



**Municipality of Brighton**  
613-475-1162, Fax: 613-475-2599  
67 Sharp Road, Brighton, ON, K0K 1H0  
[www.brighton.ca](http://www.brighton.ca)

## January 2021

Rick Jones, Chief Building Official, 613-475-1162 ext. 101

Patrick Parkinson, Deputy Chief Building Official, 613-475-1162 ext. 116

Mary Ann Seguin, Building & Planning Admin. Asst., 613-475-1162 ext. 100

[rjones@brighton.ca](mailto:rjones@brighton.ca)

[patparkinson@brighton.ca](mailto:patparkinson@brighton.ca)

[mseguin@brighton.ca](mailto:mseguin@brighton.ca)

## General Information for Deck Construction

The following items must be supplied with an application for a Building Permit for a Deck.

All plans must be prepared by a Certified B.C.I.N. Designer. \*\* Note: A home owner or contractor may prepare construction drawing if accept responsibility for them under Declaration of Designer - Schedule 1.

Additional information available at: [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca)

**Permit applications must be submitted with a 'minimum of 2 weeks' prior to construction.**

## Required for a Deck Permit:

1. **Application for Permit to Construct or Demolish** (Completed in full and signed.)

2. **Declaration of Designer - Schedule 1** (Completed in full and signed.)

3. **Site Plan**

Location of structure(s) on the property with driveway, dimensions of deck, distances of deck to all property lines and easements, location of septic system (if applicable).

4. **Building Plans - 2 copies**

\*\*\* Printed plans must have a minimum of 1/8" lettering size (font size 14) or larger.

Provide one (1) drawing / elevation per page.

Refer to the Deck Guide for assistance if needed.

Include: Foundation plan of concrete piers with rebar and posts

Floor plan with beams and spans, and mid-span blocking

Ledger board fastening and joist hangers

Cross-section detailing with height from grade

Rail / Guard details with blocking

5. **Permit Fee Summary** sheet with payment of \$160.00

Cheque made payable to the "Municipality of Brighton".

5. **Confirmation from Lower Trent Conservation Authority and County of Northumberland**

See the following page for details.

## **Prior to Issuance of a Building Permit, the following must also be submitted**

### **Lower Trent Conservation Authority**

Due to all the low lying lands within the Municipality, check with LTCA to see if you require a permit and have in writing upon submission of any building permit. Construction or development proposed (if located near a watercourse, lake, stream, pond, canal, wetland, etc. or an erosion sensitive area or steep slopes). You can use the LTCA Map Viewer. <http://www.ltc.on.ca/maps/regulations/>  
If your property has the green screening area over your land, please contact LTCA for approval. Use on-line enquiry form: <http://www.ltc.on.ca/planning/pi/form/#> or email: [information@ltc.on.ca](mailto:information@ltc.on.ca)  
LTCA office located at: 714 Murray Street, Trenton, ON, K8V 5P4. Phone # 613-394-3915

### **County Roads - Setback Approval**

If your property abuts a County Road, confirm that you do or do not require a Setback Permit.

Email Tyler Clark at: [clarkt@northumberlandcounty.ca](mailto:clarkt@northumberlandcounty.ca) or 1-905-372-3329 ext. 2278

County of Northumberland, 555 Courthouse Road, Cobourg, ON, K9A 5J6

<https://www.northumberland.ca/en/living-here/resources/Documents/2020-Setback-Permit.pdf>

### **Inspections Required**

Building Department - 613-475-1162

Rick Jones, Chief Building Official, ext.101; Patrick Parkinson, Deputy Chief Building Official, ext. 116

No inspections will take place before the building permit has been issued.

#### **48 hours advance inspection notice is required**

to inspect the following before continuing construction.

- 1. Footings / Sono Tubes** (before concrete is poured)
- 2. Framing** (before deck boards are placed)
- 3. Final** (when guards and railing installed)

## Building Department Check List - 2021

**The following must be supplied with an application for a building permit.  
Please allow two (2) weeks for obtaining your building permit.**

<b>PROPERTY ADDRESS:</b> _____	
<b>BUILDING DEPARTMENT VERIFICATION</b>	<b><u>Applicants Verification</u></b> (check boxes to indicate you have each item included with this application)
<b><u>Approvals Required - Prior to Submitting your Application</u></b>	
	<input type="checkbox"/> Have you verified your Compliance to the Zoning By-law with the Planning Department?
	<input type="checkbox"/> Lower Trent Conservation Authority <u>Approval</u> - view the subject property on LTCA website: <a href="http://www.ltc.on.ca/maps">www.ltc.on.ca/maps</a> or phone: 613-394-3915. If property is in the sensitive screening area, a permit may be required.
	<input type="checkbox"/> <u>Setback Approval</u> with County of Northumberland (if abutting on a County Road) <a href="http://www.northumberland.ca">www.northumberland.ca</a>
<b><u>Site Plan</u></b> All Site Plans require location of structure indicating all setbacks (distances) to the property lines,	
	<input type="checkbox"/> <u>Rural properties</u> - include: Dwelling Structure with driveway indicating all Setbacks, the deck location and setbacks, and the setback to the Septic location
	<input type="checkbox"/> <u>Urban Properties</u> - include: Dwelling Structure with driveway indicating all Setbacks, the deck location and setbacks.
<b><u>Building Application</u></b>	
	<input type="checkbox"/> Permit Fee Summary
	<input type="checkbox"/> <b>Cheque</b> payable to "Municipality of Brighton" for payment in full based on Permit Fee Summary
	<input type="checkbox"/> Application for a Permit to Construct or Demolish - SIGNED
	<input type="checkbox"/> Authorization form - if Agent applying for permit application on behalf of owner
	<input type="checkbox"/> Declaration of Designer - Schedule 1 - SIGNED <b>OR</b> Commitment to General Review By Engineers/Architect
	<input type="checkbox"/> Copy of Registered Survey
	<input type="checkbox"/> Copy of Registered Deed
<b><u>Building Plans</u></b> (each page needs to be labeled with one (1) drawing / elevation per page)	
	<input type="checkbox"/> Refer to the Deck Guide for assistance if needed.
	<input type="checkbox"/> Foundation plan of concrete piers with rebar and posts
	<input type="checkbox"/> Floor plan with beams and spans, and mid-span blocking
	<input type="checkbox"/> Ledger board fastening and joist hangers
	<input type="checkbox"/> Cross-section detailing incl height of grade to deck floor height and deck floor to top of railing / guards
	<input type="checkbox"/> Rail / Guard details with blocking

**For further information regarding forms, please refer to the General Information Sheet.**

## 2021 - Permit Fee Summary

**Inspection cancellation fee within 24 hours** (when inspection has been booked and works are not complete) = **\$50.00**

Revisions to Plans after Building Permit is issued \$123.00

Revisions to plans after permit issued, non-residential per sq.ft. of revised building area \$0.10 per sq.ft.

Property Roll #	Address of Construction	Location (Con., Lot, Part, Plan)
1408		

Property Owner	Address	Phone / Email / Cell

Builder's Name	Address	Phone / Email / Cell

**New - Residential**

1st Floor	<input type="text"/>	sq.ft.		
2nd Floor	<input type="text"/>	sq.ft.		
Finished Basement	<input type="text"/>	sq.ft.		
(Including finished basement) <b>Total</b>		<b>sq.ft. @ \$1.00 =</b>		\$ <input type="text"/>
<b>Garage</b>		<b>sq.ft. @ \$0.65 =</b>		\$ <input type="text"/>
<b><u>New Residential Building Total</u></b>				<b>\$ <input style="border: 2px solid black;" type="text"/></b>

**New - Commercial & Institutional**

Area of  sq.ft. x \$1.15 / sq.ft. = \$

**New - Industrial**

Area of  sq.ft. x \$0.50 / sq.ft. = \$

**Renovations & Alterations - Residential**

(minimum \$150.00)

\$8.00 per \$1000.00 of Building Value of Construction = Value of \$  x \$8.00 / \$1,000 = \$

**Renovations - Commercial & Institutional**

(minimum \$200.00)

\$14.00 per \$1000.00 of Building Value of Construction = Value of \$  x \$14.00 / \$1,000 = \$

**Renovations - Industrial**

(minimum \$200.00)

\$8.00 per \$1000.00 of Building Value of Construction = Value of \$  x \$8.00 / \$1,000 = \$

**Accessory Building**

(minimum \$150.00)

Area of  sq.ft. x \$0.65 / sq.ft. = \$

**Agricultural - Option 1 or 2**

(minimum \$150.00)

(1) \$100.00 plus(+) \$0.30 per sq.ft. of - Area of  sq.ft. x \$0.30 + \$100.00 = \$

(2) \$100.00 plus(+) \$9.00 per \$1000.00 of Contract Building Value - Value of \$  x \$9.00 / \$1,000 + \$100.00 = \$

**Demolition Permit - \$205.00**

\$

**Building Total - from above**

**\$**

## 2021 - Permit Fee Summary

Building Total (carried from page 1)

\$

**Change of Use Permits** (minimum \$200.00)

\$10.00 per \$1000.00 of Building Value of Construction = Value of \$ \_\_\_\_\_ x \$10.00 / \$1000. = \$ \_\_\_\_\_

**Decks or Pools** (or other structures not specified herein) - **\$160.00**

\$ \_\_\_\_\_

**Temporary Building or Trailer** - **\$100.00 per 3 month period**

(minimum \$300.00)

\$ \_\_\_\_\_

**Occupancy Permit** - **\$119.00**

\$ \_\_\_\_\_

**Plumbing Permit Fee** - (\$150.00 plus \$17.00 per fixture)

(calculated from County of Northumberland Plumbing Permit Application)

**Total Plumbing Permit Fee**

\$

**Services Fees - Municipal**

Entrance Permit: \$500.00 (Includes Blue Rural Address Plate (911 sign))	\$ _____
Blue Rural Civic Address Plate (911 sign) @ \$50.00	\$ _____
Urban: Water Service (Infilling lots - confirm rates with municipality)	\$ _____
Urban: Sanitary Service (Infilling lots - confirm rates with municipality)	\$ _____
Water Meter - 5/8 inch - @ \$225.00	\$ _____
Initial Water Turn on / Inspection Fee <b>\$60.00</b> (additional fee \$60.00 per trip)	\$ _____

**Total Services Fees**

\$

**Municipality of Brighton Development Charges – Sept. 3, 2020 TO Sept. 2, 2021**

<u>Residential and Non-Residential</u>	<u>Urban</u>	<u>Rural</u>
Single Detached / Semi Dwelling (Per Unit)	\$ 10,530.00	\$ 8,537.00
Row / Other Multiples (Per Unit)	\$ 8,737.00	\$ 7,083.00
Apartment (2+ bedrooms)	\$ 7,518.00	\$ 6,094.00
Apartment (Bachelor & 1 bedroom)	\$ 5,524.00	\$ 4,478.00
Commercial - Non-Residential (per Sq. ft.)	\$ 6.33	\$ 5.05

\$

**Northumberland County Development Charges – Oct. 1, 2020 TO Sept. 30, 2025**

<u>Residential and Non-Residential</u>	
Single Detached / Semi Dwelling (Per Unit)	\$ 2,994.00
Row / Other Multiples (Per Unit)	\$ 2,338.00
Apartment (2+ bedrooms)	\$ 1,988.00
Apartment (Bachelor & 1 bedroom)	\$ 1,512.00
Special Care / Special Dwelling Units	\$ 1,272.00
Commercial - Non-Residential (per Sq. ft.)	\$ 1.45

\$

**Building / Lot Grading Deposit for New Dwellings** - **\$2,000.00**

(Refundable) No deposit refunds after the 2nd Anniversary of Date of Issuance of the Building Permit - BL # 107-2020

\$

**Total Permit Fee Payable**

\$



**MUNICIPALITY OF BRIGHTON**  
67 Sharp Road, Brighton, ON, K0K 1H0  
613-475-1162  
[www.brighton.ca](http://www.brighton.ca)

## **AUTHORIZATION OF AGENT**

I / We, \_\_\_\_\_,  
(Property Owner/s)

**being owner(s) of the land at:**

\_\_\_\_\_  
Property legal/civic address

hereby authorize \_\_\_\_\_,  
(Agent)

**To apply, on my/our behalf, for a Building Permit on my/our property  
located in the Municipality of Brighton**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

# Application for a Permit to Construct or Demolish

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

For use by Principle Authority			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to: <b>MUNICIPALITY OF BRIGHTON</b> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
A. Project information			
Building number, street name		Unit number	Lot /con.
City/Town	Province	Postal code	Plan number/other description
Project value est. \$		Area of work (m <sup>2</sup> )	
B. Purpose of application			
<input type="checkbox"/> New Construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant    Applicant is: <input type="checkbox"/> Owner    OR <input type="checkbox"/> Authorized Agent of Owner			
Last name	First name	Corporation or partnership	
Street address		P.O. Box	Lot/con.
City/Town	Province	Postal code	E-mail
Telephone number	Fax		Cell number
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		P.O. Box	Lot/con.
City/Town	Province	Postal code	E-mail
Telephone number	Fax		Cell number

<b>E. Builder (optional)</b> <input type="checkbox"/> Same as Applicant				
Last name		First name		Corporation or partnership (if applicable)
Street address			P.O. Box	Lot/con.
City/Town		Province	Postal code	E-mail
Telephone number		Fax		Cell number
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If 'yes' to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
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.			<input type="checkbox"/> Yes	<input type="checkbox"/> 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> .			<input type="checkbox"/> Yes	<input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
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 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.



## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name		Unit No.	Lot/con.
City/Town	Province	Postal Code	Plan number/other description
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
City/Town	Province	Postal Code	E-mail
Telephone number	Fax		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<input type="checkbox"/> House	<input type="checkbox"/> HVAV-House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing - House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting, and Power	<input type="checkbox"/> Plumbing - All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
I _____		declare that (choose one as appropriate):	
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm registered, in the appropriate classes/categories.			
Individual BCIN: _____			
Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.			
Individual BCIN: _____			
Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.			
Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1)(c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.