



MUNICIPALITY OF HURON EAST

Guideline: PERMIT REQUIREMENTS FOR ANY INDUSTRIAL, INSTITUTIONAL OR COMMERCIAL STRUCTURES

To obtain a building permit to construct an **Industrial, Institutional or Commercial** structure within Huron East you are required to provide the following documentation and information at time of application:

- 1) A completed building permit application form.
- 2) The building permit fee.
- 3) a site plan showing the following:
 - a) size of lot;
 - b) lot number, concession number, plan number, as well as 911 number or urban street number and road name;
 - c) location size and use of all buildings and structures proposed and existing on the lot;
 - d) location, size and use of all neighboring buildings and structures abutting the property;
 - e) location of all wells, water courses within 1000 feet;
 - f) any existing or proposed driveways on the property;
 - g) location of parking and number of parking spaces;
 - h) Location and size of loading and off loading areas.
- 4) A soils report by a professional engineer may be required for the proposed location.
- 5) Engineer's sealed plans for the structure, including fire alarm and sprinkler plans when applicable.
- 6) Signed copies of the "Letter of Undertaking" and "General Review Commitment" from all project engineers.
- 7) Approval from the appropriate Conservation Authority if in a regulated area and a copy of the building permit from the Conservation Authority when required.
- 8) Original sealed copies of all pre-engineered components used in the structure, e.g. roof trusses, girder trusses, etc.
- 9) Copy of the certificate from the pre-cast plant for any pre-cast concrete components used in the project.
- 10) An approved sewage disposal system unless sanitary sewers are available.
- 11) An approval for disposal of industrial, institutional, or commercial liquid waste from the site.
- 12) Approval for disposal of garbage from the site.
- 13) Approval from MOEE for emissions from the proposed site.

- 14) Approval from the Office of The Fire Marshall and the local Fire Department for the proposed use.
- 15) approval from other agencies that may be involved, e.g. Ministry of Labor, Ministry of Health, etc.
- 16) Approval for any proposed driveway access from the appropriate authority including a copy of the driveway permit if applicable, including the permit fee if for Huron East access permit.
- 17) Approval from the Ministry of Transportation including the appropriate building permit if located near a Provincial Highway.
- 18) Approval from the County of Huron Roads Department if located near a County road along with the appropriate access permit.
- 19) In some situations any one or all of the following prepared by a professional consultant with appropriate knowledge, may be required.
 - a. needs assessment;
 - b. environmental impact study;
 - c. an illumination impact study;
 - d. traffic impact study;
 - e. noise impact study;
 - f. drainage impact study including a master drainage plan for the site;
 - g. a landscaping and lot grading plan;
 - h. water needs study;
 - i. a vibration impact study;
 - j. heritage impact assessment.
- 20) Approval from the Municipality of Huron East, County of Huron and or the Ministry of Transportation for the lot drainage plan as well as approval from the appropriate authority for connection to existing drains.
- 21) Approval from the appropriate hydro authority for the supply of the necessary hydro electric power for the proposed site.
- 22) Approval from the appropriate authority including a copy of the approved permit for any signs proposed for the site.
- 23) An approved development agreement with the Municipality of Huron East may be required.
- 24) Approval from the TSSA (Technical Standards & Safety Authority) for any fuel fired appliances, boilers, and elevating devices when applicable.
- 25) Any other documents or information required by the municipality regarding the project.

If you need assistance in understanding these requirements, please contact the municipal building department at 519-527-1710. We will be pleased to help you.