

## Routine Disclosure Request

Certain records can be requested without submitting a formal Freedom of Information request. These documents can include:

- Building plans (accessible by the property owner or an authorized agent)
- Land surveys or site plans
- Septic permits or site drawings

### How to Request Records

You can submit your Routine Disclosure application form to [building@newtecumseth.ca](mailto:building@newtecumseth.ca). To find a copy of the application form you can visit our website.

When the process is complete, we will send you an email with an invoice. Once the invoice is paid with our Customer Service team, we will email you your request.

**Please note that we may not have a copy of the requested records on file.**



## Contact Information

### Planning Department

[planning@newtecumseth.ca](mailto:planning@newtecumseth.ca)

(705) 435-3900 Option #5

### Engineering Department

[engineering@newtecumseth.ca](mailto:engineering@newtecumseth.ca)

(705) 435-3900 Option #5

### Public Works Department

[publicworks@newtecumseth.ca](mailto:publicworks@newtecumseth.ca)

(705) 435-3900 Option #4

### Lake Simcoe Region Conservation Authority (LSRCA)

[info@LSRCA.on.ca](mailto:info@LSRCA.on.ca)

905-895-1281 or 1-800-465-0437

### Nottawasaga Valley Conservation Authority (NVCA)

[permits@nvca.on.ca](mailto:permits@nvca.on.ca)

705-424-1479

# Building and Renovating

Building Standards Branch

## Before You Begin

Before you apply for your permit, check to make sure your project would be permitted with the following authorities:

- **Planning Department**  
regarding zoning and setback requirements.
- **Engineering Department**  
regarding any grade changes that may occur during your construction.
- **Public Works Department**  
regarding new entrances or connections to Town services.
- **Conservation Authorities**  
If your property falls within the boundaries of a conservation authority you may need their approval. You can check on their website to see if your property is within their regulated area.

## How to Apply

When you are ready to apply, submit your complete application to the Building Department email; [building@newtecumseth.ca](mailto:building@newtecumseth.ca).

## What to Submit

- Building permit application forms
- Site Plan and/or grading plan (if applicable)
- Drawings may include architectural, septic, mechanical

The building permit application forms as well as sample plans and other helpful information can be found on the Town website.

For more information, visit our website at [www.newtecumseth.ca](http://www.newtecumseth.ca) or follow the QR Code directly to the Building and Renovating page.



Can't find what you're looking for?  
Contact us by email or phone:

**Email:** [building@newtecumseth.ca](mailto:building@newtecumseth.ca)  
**Phone:** (705) 435-3900

## Frequently Asked Questions

When do I pay for my permit?

- An invoice is sent out when the permit is ready to be issued.

How long is my permit open for?

- After your permit is issued you have 6 months to start construction and 12 months from the last inspection.

What happens once my permit gets issued?

- We send your permit card and plans by email. The permit card should be printed and displayed onsite. It will include a list of required inspections for your project and instructions for booking your inspections.

## Inspections

Inspections must be booked a minimum of 24 hours in advance.

Inspection requests can be made by emailing our team at [inspections@newtecumseth.ca](mailto:inspections@newtecumseth.ca) or by phone at 705-415-1909.