

BUILDING PERMIT PROCESS

The following is the current service level for Permits and Inspections conducted by the Building Services Division:

1. Building Permit Applications

- The Building Branch will only be accepting building permit applications through digital means.
- Please email your application to the Building Department Email; building@newtecumseth.ca
- Drawings shall be submitted digitally and be in a PDF format. The drawings shall be scaled and legible. Pictures of drawings will **not** be accepted. Building staff will circulate digital applications to the required internal departments (Planning, Engineering, Fire, Finance etc.) for their approvals and/or comments. Should the circulated Department have questions or comments they will reach out to you directly.
- Email communication is the preferred method of communication

2. Payments for Building Permits & Compliance Letters

- Payments for permits are due when the permit is ready to be issued. An email will be sent to notify you that your permit is ready along with the invoice of the outstanding fee. Once the fee is paid and processed your Permit Card and Site Copies will be emailed directly to you.
- Payment for building permit fees, development charges and compliance letters can be done with Visa & Mastercard (max \$750) and can be taken over the phone, or by cheque (payable to the Town of New Tecumseth) and deposited to the Town Hall drop box.

3. Inspection Booking

- Be advised that inspections must be booked a minimum of 24 hours in advance before 3PM, Monday to Friday excluding holidays.
- Inspection requests can be made by emailing inspections@newtecumseth.ca or by telephone 705-415-1909
- When submitting an inspection request please provide the following:
The permit number, address of the inspection, type of Inspection being requested, contact name and telephone number.