



Hamilton

## **PLEASE READ BEFORE COMMENCING ANY WORK!**

A building permit is required **PRIOR** to commencing construction.

**NOTIFY THIS DEPARTMENT BEFORE STARTING CONSTRUCTION.  
PLEASE ENSURE THAT YOUR BUILDING PERMIT IS POSTED ON SITE.**

*Notify this Department for each of the following inspections, where applicable:*

- a) Readiness to construct the footings.
- b) Backfill, which may include; substantial completion of the footings and foundation, damp proofing, Stone, weeping tile and decking or lateral support of foundation walls.
- c) Roughing out of plumbing system.
- d) Completion of structural framing.
- e) Completion of insulation, vapour barrier installation., and air barrier installation.
- f) Installation of building drains and building storm drains.
- g) Installation of heating, ventilating and air-conditioning systems and equipment.
- h) In addition, where applicable, the commencement of the construction of:
  - I. Masonry fireplaces and masonry chimneys.
  - II. Factory-built fireplaces and connected chimneys.
  - III. Stoves, ranges, space heaters and add-on furnaces using solid fuels and connected chimneys.

For final inspection, call Inspector and submit a survey showing the location of the building on the lot, as built, and the date of completion of the building.

**NOTE: FINAL INSPECTION CANNOT BE CARRIED OUT UNTIL THE BUILDING IS READY FOR OCCUPANCY.**

Accessory building and exterior portions of heating and air-conditioning systems, etc., are subject to setback requirements of the Zoning By-Law. Installation before approval and issuance of a permit may require costly re-location or removal.

**YOU MAY CONTACT THE BUILDING INSPECTORS AT: 905) 546-2424 EXT. 7777,  
BETWEEN THE HOURS OF 8:00 A.M. AND 3:00 P.M.**

The **Ministry of the Environment and Climate Change** requires you to have a plan to control emissions from your construction or demolition site. Dust and other air pollution from demolition and construction can impact greatly on the health and quality of life of people working and living close to these sites. Section 49 of Ontario Regulation 419/05 states that no contaminant shall be carried beyond the limits of the property on which your construction or demolition is taking place unless every step necessary to control the emission of the contaminant has been implemented. The easiest way to control these emissions is to prepare a contaminant control plan. A plan should include, but not be limited to:

1. Identification of the main sources of emission such as: On site traffic, Unpaved or paved roads/areas, Styrofoam rasping for stucco & Material spills
2. Potential causes for any high dust or contaminant emissions resulting from the identified sources.
3. Preventative and control measures in place to control any emissions identified.
4. Inspection and maintenance procedures to ensure effective implementation of any preventative or control measures.

Failure to control emissions from your site may result in stop work orders, tickets, or charges. If you have any questions or concerns regarding this letter, please call the

**Hamilton District Office of the Ministry of the Environment and Climate Change at 905.521.7650**

## **OTHER APPLICABLE LEGISLATION**

As a holder of a valid building permit issued under section 8(1) of the Ontario Building Code Act, be advised that there is other applicable legislation which your proposed construction may be subject to. For your information, listed below are some applicable legislation you should be aware of and may wish to pursue to determine applicability and their requirements. For an additional comprehensive list, refer to Div. A. Article 1.4.1.3. of the Ontario Building Code.

**Electrical Safety Authority** -- All electrical wiring must be inspected by the Electrical Safety Authority (ESA), at 1-877-372-7233. Ensure that the minimum horizontal clearance requirements from existing power lines comply with the ESA requirements.

**Public Trees on the Road Allowance or on Public Property** -- Construction and/or equipment on site may affect publicly owned trees on the road allowance. For application of the Tree By-Law, please contact the Environmental Services Office at (905) 546-2424 ext. 7375.

**Driveway Access** -- New driveway approaches and/or culverts may require a permit issued by the Traffic Department. Contact for Residential at (905) 546-2424 ext. 4578 or Commercial at (905) 546-2424 ext. 5675.

**Commercial Sewer & Water Permits** -- Call (905) 546-2424 ext. 2822.

**Smoke Alarms/ CO<sub>2</sub>** --Existing residential dwellings are required to be equipped with smoke alarms on all floor levels as per the Ontario Fire Code. CO<sub>2</sub> Detectors are required adjacent to each sleeping area. Contact Hamilton Fire Prevention at (905) 546-2424 ext.1380.

**Licence(Business establishment)** -- May be required from the Parking & By-law Services Division at (905) 546-2782.

**Ministry of Labour - Construction Health & Safety Branch** -- Notice of Project required to be submitted for all projects valued at \$50,000 or more. Please call (905) 577-6221.

**Locate Service** --Call Before you Dig at 1-800-400-2255 for services location prior to excavation.

**Technical Standards & Safety Authority**— gasoline, fuel oil, waste oil, piping, and above or underground tanks Installation, Call 1-877-682-8772.

**Contractor's Licence** -- A Regional Trade Licence may be required by contractor. Contact Parking & By-law Services Division at (905) 546-2782.

**Health Department** -- Contact the Health Department/Environmental Health Branch at (905) 546-3570.

**Alcohol and Gaming Commission** -- Regarding licensing indoor and outdoor areas (416) 326-8700.

**Worker's Compensation Board** -- All BUSINESSES having work completed should ensure that contractors are in good standing with the W.C.B. Please contact the Revenue Department at (905) 523-1800.

**TransCanada Pipelines** -- Prior to any excavation or blasting activity on or within 30 metres of a pipeline right-of-way, please call 1-800-827-5094 and/or 1-800-400-2255.

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## **Revised Lot Grading Policy - Criteria and Standards for New Development as of 01/01/12**

**Financial Securities** - Securities required by the City have changed for consistency and to ensure conformity with the revised standards. Refer to Section 2.5.1.1 and 2.5.1.2 of the policy.

**Plot Plan Approval** - Design criteria for lot grading has been enhanced requiring consultants to specify existing and proposed features on the plot plan. Most notably, the plan must now show the top of the footing and the top of foundation wall elevations. Refer to Policy Section 2.5.4.3 for more detailed information.

**Lot Grading Approval** - The Lot Grading Approval and Certification process has also been enhanced. The City now requires: the builder's surveyor take elevations at different stages of house construction; provide the City with an as-built plot plan; and final approval of lot grading cannot occur until after at least (1) winter has passed and the sodding of the lot is complete. Refer to Policy Sections 2.5.3, 2.5.5 and 2.5.6 for more detailed information.

The new Lot Grading Policy, Criteria, and Standards may be viewed on the City's website at:

<http://www.hamilton.ca/CityDepartments/PlanningEcDev/Divisions/GrowthManagement/EngineeringDesignAndConstruction.htm>

Questions regarding the approved policy, contact: Growth Management Division 905-546-2424 Ext. 2822