

Building in Merrickville-Wolford

When you Require a Building Permit

A Building Permit is required to be obtained under the Ontario Building Code Act (BCA) for the following:

- All new buildings over 15m² (161ft²), including prefabricated structures and shipping containers.
- Additions (i.e. bedrooms, family rooms, bathrooms, etc.)
- Structural Renovations.
- Mobile homes and park model trailers.
- Plumbing systems, including Sewage Systems.
- Decks attached to a structure or exceeding 10m² (108ft²);
- Solar collectors affixed to a structure.
- Solid Fuel Burning Appliance (i.e. Fireplaces (gas or wood), Wood Stoves and Pellet Stoves);
- Swimming Pools.
- Retaining walls over 1 meter (3.3 feet) in height.
- Change of Use of a structure.
- Move or relocate structures over 15m² (161ft²);
- Demolitions of structures over 15m² (161ft²);
- All other structures in accordance with the BCA.

This is a general list. Your project may require specific instructions. Please contact the Chief Building Official before starting any construction or demolition project.

When you Don't require a Building Permit

- Replace existing same-size doors and windows.
- Construct any detached structure less than 15m² (161ft²) in size; however, these structures must comply with other applicable By-law (i.e. Zoning), regulations, contain no plumbing and not used for human habitation.
- Replace roofing shingles or exterior cladding, unless structural work is undertaken, insulation is added, or air barrier is added, or innovative products are used that require alternative solutions
- Install or replace kitchen or bathroom cabinetry with no plumbing re-location
- Erect a fence, unless it surrounds a swimming pool
- Install, replace or alter electrical fixtures (excluding smoke or CO alarms). Note that an inspection by the Electrical Safety Authority (ESA) may be required.

Note: Although a building permit may not be required, Zoning By-law provisions still apply, and your project may require approvals from other Agencies. Please contact the Chief Building Official before starting any construction or demolition project.

If you build without a Building Permit

It is illegal to start work without a Permit. Anyone who starts work without a Building Permit is in contravention of the Municipal Building By-law and the BCA. The Township requires people who build without a Permit to obtain the required Building Permit, pay an additional Administrative Fee and obtain all other required permissions/approvals (i.e. planning approvals, agency approvals). They may also be required to submit Engineered stamped plans; to uncover foundation, walls, etc. for inspection, etc. If you do not see your proposed structure on this sheet please contact the Chief Building Official for information. The primary purpose of a Building Permit is to promote public safety through the application of appropriate uniform building standards, which includes public health and safety, fire protection, resource conservation, environmental integrity and accessibility.

This is a guideline only, please contact the following:

Chief Building Official for Building Permit Inquiries:
cbo@merrickville-wolford.ca or 613-269-4791 Ext 258

Manager, Community Development for Zoning By-law/Land Use Planning Inquiries:
Manager, Community Development edo@merrickville-wolford.ca or 613-269-4791 Ext 242

Electrical Safety Authority (ESA) for any Electrical Installation:
esa.cambridge@electricalsafety.on.ca or 1-877-372-7233

Conservation Authority (CA) for – docks, boathouses or work around Shoreline:
- Rideau Valley Conservation Authority (RVCA) info@rvca.ca or 613-692-3571, 1-800-267-3504
Parks Canada Agency (PCA) for work around the Rideau River 1-888-773-88