

TOWN OF HANLEY



Permit Approval Process

- Step 1** Applicant to allow 2 – 3 months or more lead time prior to project start (digging the hole) to arrange for property plans to be drawn up (ie: architectural, structural & site plan) before applying for a building permit.
- Step 2** Obtain an application for a development permit. Fill it out and be sure to include the site plan required. The purpose of the development permit is to ensure that what you are proposing falls into the property zoning for your property., There is no cost for this permit, but it is required prior to applying for a building permit. If what you are proposing falls under a discretionary use in the zoning bylaw, then the application must be submitted to Council for their consideration. Administration cannot grant a permit for a discretionary use. If the permit is approved, you can then proceed to the next step of applying for a building permit.
- Step 3** Gather the right number of plans, then submit to the Town of Hanley to start the permit approval process. Foundation plans are required to be stamped by a structural engineer. The **only deviation** from this requirement is if the foundation is to be built on a slab.
- Step 4** The Town will then send the application and plans to Municode Services for a plan review.
- Step 5** The building official reviews the plans, looking for National Building Code infractions, and list Notes for the builder to change or introduce when building. The turn around time of this step is dependent on the workload of the municipality's administration/building official, Council meeting and the mailing time.
- Step 6** The building official returns the reviewed submission (including one set of the plans) to the Town. The Town then notifies you that the permit is formally approved by the municipal administration, pending payment of the permit fee.

NOTE: The building official requires two sets of plans. The Town cannot submit the application until two sets of plans are submitted. The same holds true for having foundation plans having to be stamped by a structural engineer. Please be advised that while you may not agree with these policies, they are necessary to avoid future liability.