



The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

Industrial/Commercial/Institutional Permit Application Submission Guide

All application forms, drawings, and related documents may be submitted to the Municipality of West Elgin office or emailed to building@westelgin.net

Required Application Forms

- Building Permit Application including Schedule 1 Designer Information
- OBC Data Matrix
- General Review Commitment Form
- SB-10 Form
- For projects with new on-site sewage systems, complete Schedule 2
- Owner's Authorization Form (Required if Applicant is not the Owner)

Required Drawings and Information (2 copies of each)

- Architectural Drawings Designed by a qualified person (BCIN, P. Eng., Arch., C.E.T. etc.)
- Structural Drawings Designed by a qualified person (BCIN, P. Eng., Arch., C.E.T. etc.)
- Plumbing, Mechanical and Electrical Drawings prepared by P. Eng
- Project Specifications (Architectural, Plumbing, Mechanical, and Electrical)
- Kitchen Exhaust Design (NFPA 96) prepared by P. Eng. (where applicable)
- Data Matrix prepared by qualified Designer or Architect
- Sprinkler Drawings and Hydraulic Calculations (where applicable)

Fees and Charges

See attached schedule

Other Approvals

Approvals from other Agencies are required in many instances before a building permit application can be processed and before a permit is issued for construction. These approvals are not administered by the Chief Building Official. Please ensure all other required approvals are complete such as Conservation Area permits, Planning Approvals, Nutrient Management Plans/Strategies etc.



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Next Steps

Submit complete application including supporting documentation to the Municipality of West Elgin. Application is reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees. Permit will be issued when review is complete and all fees are paid. Construction begins and inspections may be scheduled. The Chief Building Official checks major phases of construction until Occupancy and/or Final are complete.

Incomplete permit applications will delay permit processing time. Construction shall not start until permit has been issued.