

Application Checklist/Steps				
#	Required Activity	Applicable Fee(s)	Procedure/Contacts	Complete Y/N
<p>NOTE: Depending on the nature of the proposed construction, there may be additional requirements to the steps listed below. To ensure compliance with all requirements, consult the Building Department prior to commencing the application process.</p>				
1	Obtain Source Water Section 59 Approval (Required to ensure building activities and planned activities pose no drinking water source threats.)	N/A	Complete source water referral form. Submit to: Quinte Conservation Amy Dickens, Risk Management Official 613-968-3434 adickens@quinteconservation.ca 2061 Old Highway 2 RR2 Belleville ON, K8N 4Z2 www.quintesourcewater.ca	
2	Obtain Entrance Permit (Required to construct, change or relocate a driveway/parking lot entrance or elements related to an entrance e.g. curbs/gutters.)	\$75 Application Fee + \$500-residential OR \$1000-commercial /industrial (refundable deposit upon inspection & approval)	Complete entrance permit application. Submit to: Public Works Department Via: Deseronto Town Hall 331 Main St. Deseronto, ON K0K 1X0	
3	Obtain Road Cut Permit (Required for the purpose of repairing or replacing of water, sewer, natural gas, telephone lines, etc.)	\$40 Application Fee + \$1,000 (refundable deposit upon inspection & approval)	Complete road cut permit application. Submit to: Public Works Department Via: Deseronto Town Hall 331 Main St. Deseronto, ON K0K 1X0	
4	Obtain Water & Sewer Lateral Permit (Required to reimburse the municipality for any cost incurred by the municipality in the construction, supply & installation of the sewer service lateral & water service lateral.)	\$1000/water lateral \$1000/sewer lateral (refundable deposit upon inspection & approval)	Complete water/sewer lateral permit application. Submit to: Water/Wastewater Department Via: Deseronto Town Hall 331 Main St. Deseronto, ON K0K 1X0	
5	Obtain Building Permit Upon Completion of Steps 1-4 (Copies of approved permits/referrals must be submitted with all building permit applications.)	Refer to Building, Plumbing and Sewage System Permit-Fee By-Law 10-15 for applicable fees.	Complete building permit application and submit with required step 1-4 approvals. Submit to: Building Department (BISC) Via: Deseronto Town Hall 331 Main St. Deseronto, ON K0K 1X0 Office Hours: Tues: 2-4pm & Thur 9-11am	

Key Contacts

Building Department:

Don Reed, Chief Building Official

Office Hours: Tues: 2-4pm & Thurs: 9-11am

613-396-2440, cbo@stirling-rawdon.com

Economic Development Department:

Dana Valentyne, Community Development Officer

613-396-2440 Ext: 202

dvalentyne@deseronto.ca

Office Location: Deseronto Town Hall, 331 Main St. Deseronto, ON K0K 1X0

General Guidelines

All applications must be completed in **full**.

Drawings or specifications are required for **all building permits** (2 copies).

All residential permits shall be issued or denied within **10 working days**.

All multi-residential or commercial permits will be issued or denied within **30 working days**.

Inspections will be carried out within 2 working days from the time the work is ready to be inspected.

Appointments must be scheduled for all inspections.

To schedule an inspection appointment, call the Building Inspection Services Committee (BISC) main office at **1-866-414-0088** TOLL FREE.