



# TOWN OF TECUMSEH BUILDING SERVICES

## GUIDE TO OBTAINING A LOT GRADING PERMIT

### REQUIREMENTS FOR LOT GRADING PERMITS

#### Lot Grading Permit Information:

The homeowner is responsible for obtaining all required permits. The dumping on, grading of or removal of topsoil from any property cannot be undertaken without a permit. Grading includes any alteration to the grade of, excavation of, filling of or changing of the drainage characteristics of land.

**Note:** The grading of land in the agricultural area is generally prohibited with some exceptions. For further information see the **Lot Grading By-law** available on this website.

#### How to apply to for a Lot Grading Permit:

➤ **STEP #1**

Complete a **Quick Building Permit Application** which is available on this website.

➤ **STEP #2**

Prepare a site and lot grading plan for your property showing the following:

- the proposed and existing elevations (include the existing elevations of the adjacent properties),
- the proposed lot grading work including any alteration to the grade of, excavation of, filling of or changing of the drainage characteristics of the property along with any associated storm water control measures,
- The location of all existing and proposed structures (houses, garages, sheds, barns, pool houses, etc.).

The lot grading plan must ensure that:

- the grade is not raised such that it could cause storm water runoff onto abutting properties and,
- drainage works or other measures are installed to prevent run-off to adjacent properties where necessary.

➤ **STEP #3**

Attend the Municipal Offices at 917 Lesperance to submit your completed application to the Building Department Clerk. Your application will be reviewed for completeness by the Building Department. Subsequent to the review you will be contacted to either pick-up and pay for your permit or be requested to provide further information.

**Permit fees:**

Permit fees can be found in the **Fee Schedule** on this website.

**Drainage Considerations:**

- Final Grading must comply with the engineered elevations shown on the Lot Grading Plans as engineered for your Subdivision. Any changes or alterations must be approved by the Building Department prior to the start of construction. Engineering certification of the altered grades may be required.
- Alternative measures to control rainwater will be required if the raising of the elevation of the yard is proposed. Alternative measures may include but not be limited to the construction of swales, retaining walls or drainage works.
- When structures or pools interfere with the rear yard drainage system, steps must be taken to relocate the drain to assure proper drainage of the site. Additional run-off control measures may be required.

**During and After Construction:**

- Take all necessary steps to acquire locates for all utilities, including but not limited to **HYDRO, WATER, CABLE, TELEPHONE and GAS** lines prior to digging.
- Your property may be inspected during construction to ensure compliance with the lot grading plan.
- It is the responsibility of the homeowner to make arrangements with the Building Dept. to have a final inspection of the lot grading. Inspections can be booked at **519-735-2184, ext. 103.**

*This information is provided as a guideline only. For additional information, please contact Building Services at 519-735-2184, ext. 103. These requirements are subject to change without notice.*