

## **Information for Building Permit Applicants:**

### **Locates:**

**Before your grade can be set by staff at Public Works, you will need to contact Ontario One Call and request service locates for your property. Ontario One Call can be reached at 1-800-400-2255 or [www.on1call.com](http://www.on1call.com). Locates are required before a stake can be placed for your grade. Please note that service locates can take up to a week to receive from all of the locating utilities. Once all locates have been received, please contact Public Works to have your grade set.**

### **Grade:**

**When you are ready for the grade, please contact Public Works 274-9893 to arrange for a day and time for your grade set. Please note that we require 48 hours notice for setting grade.**

**Also, please ensure that the location for the building is clear of all debris, materials, vehicles, etc so that there is a clear line of site for surveying or your grade will not be set.**