



Public Works Bond Return Guide

Information Package for Building Permit

Purpose

To ensure that all work done within the Town right-of-way as a result of construction or servicing on private property through way of a building permit is done properly and with no damage to Town infrastructure.

Process

1. Public Works bond return is created through the building permit application process. The bond to be paid is \$2500, \$2300 of which is refundable upon successful inspection.
2. The applicant listed on the building permit is responsible (or their delegate) to call the Public Works Department (PWD) at 519-969-4143 to schedule an inspection. The following items must be completed prior to scheduling:
 - a. Sod to be complete/grass seed to have sprouted with 80% coverage.
 - b. Sanitary and Storm cleanouts to be cut to grade and accessible.
 - c. Service location card submitted to PWD by applicant.
 - d. Driveway approach and sidewalk to be completed.

Note: If sewer cleanouts are located in the driveway, please call PWD for an additional inspection at the time when the granular base is prepared and prior to hard surface placement.
3. PWD staff carry out the inspection and find:
 - a. No deficiencies - \$2300 is refunded to the name on the building permit
 - b. Deficiencies – Public Works staff will send a letter to the owner and the building permit applicant outlining deficiencies.
4. Once the deficiencies have been rectified, return to step two.

Inspection Items

Sanitary Clean Out

Must be cut to grade, accessible, straight, have no breaks, no cracks, sewer cleanout cap installed (caps to be steel if in driveway). Sewer connections must be clear and free of debris.

Storm Clean Out

Must be cut to grade, accessible, straight, have no breaks, no cracks, sewer cleanout cap installed (caps to be steel if in driveway). Sewer connections must be clear and free of debris.

Water Shutoff/Curb Stop

Must be placed at grade, accessible, straight. If shutoff is in driveway, a blue steel cleanout cap marked “water” is to be installed.

Service Location Card

Applicant to provide PWD with a sketch of cleanout and water shutoff locations. Sketch must illustrate basic front profile of house with two measurements to each service, one from each corner of house. Service Location Card is to be submitted to the PWD or emailed to publicworks@lasalle.ca. Example shown below.

Water Hydrant

Must be accessible, no paint chipped, flange bolts at bottom minimum 0.1m above grade.

Driveway Approach (where there is road curb)

To be plain white concrete from back of curb to property line with no damage. Broom finish required in direction parallel to the road.

Driveway Approach (where there is no road curb)

To be 1.0m asphalt adjacent to roadway, and asphalt or plain white concrete to property line with no damage. Broom finish required in direction parallel to the road.

Sidewalk

No damage as a result of house construction. Broom finish required in direction perpendicular to road where sidewalk runs through driveway.

Curb

No damage as a result of house construction.

Roadway

No damage as a result of house construction.

Ditch Infill or Driveway Culvert

Culvert clean and set, endwalls complete, ditch restored, catchbasin clean and set to grade.

Landscaping

Front lawn and boulevard area to be sodded or seeded (with 80% coverage).

Street Trees

Street trees are to be planted by the developer, but will be inspected to ensure no damage to the tree has occurred due to building construction.

Improper Use of Sanitary Sewer

This is monitored on an ongoing basis. If a builder is found to have drained storm water from the site to the sanitary sewer, the Town reserves the right to seize the entire bond.

Timelines

- Inspection will take place within 30 days of notification from owner.
- Once bond return is created, scheduling must be done within 3 years of that date, otherwise bond return is seized.
- Once notified of a deficiency, permit holder has 6 months to address issue and reschedule inspection, otherwise bond return is seized.
- Once inspection is passed, applicant will receive \$2300 refund within 30 days.

Service Location Card Example

