

New Residential Construction

(Single Family / Semi-detached / Townhouse / Duplex / Apartment)

This package is provided to help you complete your permit application in order to receive a building permit. All building permit applications, permit issuance, inspections and code compliance are regulated under the Ontario Building Code.

You may miss vital information to complete your application and inspections if you fail to read and follow the information contained in this Building Permit Application Package.

Please call 613-432-8166 if you require further assistance.

Planning Approval

If the proposed project is not a single or semi-detached dwelling, the applicant must first go through a Planning Department approval process before applying for a building permit.

NOTES:

1. The drawings contained in this package are not to scale and may not contain all of the information necessary for permit review. Use the examples as a guideline only and ensure there is enough information that clearly indicates the proposed construction.
2. The building department does their best to provide as much information to the applicant as possible, however, not all requirements that may affect your application or design can be identified. It is best to consult with your qualified designer for more information.

APPLICATION GUIDELINES

The next **8 steps** will help you complete your application successfully.

1. **Pre-Construction:** We encourage the applicant to pre-consult with the Planning Department and Building Department by calling 613-432-8166 to discuss the proposed building design.
2. **Provincial Application Form:** All sections shall be completely filled in by the applicant (if the applicant is not the owner, a **Letter of Authorization** will be required). All questions related to the application will be directed to the Applicant or the Designer.
3. **Provincial Schedule 1 Form:** The Province requires that a person engaged in the business of providing design activities must have qualifications and must be registered. Please ensure your Designer completes **Schedule 1**. (Homeowners are exempt from these qualifications for their own home, but must still complete the Schedule 1).
4. **Declaration of Applicant for Building Permit (Tarion Warranty Corporation):** Must be completed for all new residential projects (see Section "F" in the Application for a Permit to Construct or Demolish Form).

5. **Fees:** \$8/\$1000 construction value. Please ensure you have the correct payment ready at the time of application, cheque or cash accepted. Lot Development Fees will apply as well and a separate cheque will be required to cover this fee.

6. **Drawings:** Two copies of each of the following drawings are required for a complete application: If the drawings are provided by a registered designer, the drawings must be signed by the designer and contain the designers registration numbers and a statement that the designer has reviewed and taken responsibility for the design activities.
 - ✓ Site Grading and Services Drawing Detail: provide a drawing which shows all existing services and details existing grading and shows all proposed alterations.
 - ✓ Site Plan: Provide a drawing based on a legal survey which shows property lines, setbacks from property lines to existing and proposed building(s), distances between buildings and parking details.
 - ✓ Plans: Foundation Plans, Floor Plans, Building Elevations, Building Sections, Wall Sections. Provide enough information to demonstrate compliance with the Ontario Building Code.
 - ✓ Roof Truss: Truss drawing, engineered by a Manufacturing Company (if not showing conventional framing on plans).
 - ✓ Floor Design: Floor joist layout drawing, engineered by a manufacturing company (if not showing conventional framing on plans).
 - ✓ Mechanical Ventilation Design and Specifications. Including a duct design and layout.
 - ✓ SB-12 Energy Efficiency Design Summary Sheet.
 - ✓ Heat Loss/Gain Calculations.

Note: for projects that do not fall under Part 9 of the OBC the review of an Architect and/or Engineer is required for the design and on-site installation.

7. **Contacts:**
 - a) Conservation Authority Approval if near a river or wetlands.
 - b) Health Unit Approval – For private services only (septic).
 - c) Planning Approval – Must conform to the Zoning By-Law.
 - d) Geotechnical Report by Soils Engineer (where applicable).
 - e) Structural Review Letter by Structural Engineer (where applicable).
 - f) Mechanical Ventilation Design Summary (to be completed by Heating Contractor).

8. **Application Checklist:** Once you have gathered all the information for your permit application, use the checklist in this package to ensure you have everything you need to make a complete application. This checklist will also be used by building staff at the time of application.

B. **APPROVAL PROCESS**

Upon receipt of a **complete application**, building staff will review the proposed work and within 10 business days advise that:

- a) The application is approved and that the permit is available to pick up at reception upon payment of the building permit fee; **or**
- b) The application proposes work which does not comply. Detailed reasons will be provided.

Applicants cannot begin work until after the building permit has been issued. Staff advises that materials should not be ordered until the permit is approved.

C. **INSPECTION GUIDELINES**

The following will help you complete you inspections successfully.

1. **Site Copy Drawings:** Once a Permit is issued; you will receive a building permit and your 'site copy' drawings and documents. All site copies must be on site at time of construction and at time of inspection. Your building permit is to be posted on site in a place visible to the public.
2. **Booking Inspections:** The application for building permit provided a sheet to indicate which inspections will be required and the number to book an inspection prior to the work being covered. Call by 4:00 pm and we will book inspection for the next business day. Please refer to the civic address, the permit number and provide a contact number when calling for an appointment. The province requires a Municipality to provide an inspection within 48 hours of requested inspection.
3. **Occupancy Inspection:** The following are required prior to receiving an occupancy permit:
 - Hydro Final Certificate of Inspection (Electrical Safety Authority 1-888-ESA-SAFE);
 - All professional certificates (if any) of site review for soils.
 - Structural Review Letter for on-site installation of Professional Engineer`s design (e.g. where reinforcing steel is required and designed by the engineer in the foundation)
 - Water Potability Test Report.
 - Well Compliance Certificate.
 - Septic Completion Certificate.
4. **Final Inspection:** The following are required prior to closing a permit file:
 - Copy of as-built survey showing foundation location and setbacks (if applicable);

- Confirmation that altered grading complies with approved grading plan (by Engineer in subdivision).

5. Responsibilities:

- The owner or contractor is responsible for booking inspections and for providing revised drawings (where changes or modifications are made to the designs already submitted). Additional permit fees may apply for revisions to approved drawings.

APPLICATION CHECK LIST

Bring this application checklist with you at the time you apply for a permit. Someone will notify you within two business days whether the application has been deemed complete. Failure to submit any of the following may delay the application and permit approval process.

PROJECT ADDRESS		
Received	Not Received	Detail of Documents & Fees Required
		Application Form Completed (by owner or applicant with letter of authorization)
		Schedule 1 completed by Qualified Designers (Architects & Engineers are exempt)
		Commitment to General Reviews by Architect and Engineers (where required)
		2 Copies of the Site Plan (legal survey – planning approved)
		2 Copies of the Grading & Draining Plan (may be on site plan)
		2 Full sets; Foundation, Floor plan, Elevations, Sections, Details, Schedules etc
		2 Copies: Floor Joist Layout (for engineered floor joist systems)
		2 Copies: Roof Truss Layout (for engineered roof truss systems)
		2 Copies of Professional Engineer Drawings or Review Letter (where required)
		SB-12 Energy Efficiency Design Summary Sheet
		Heat Loss/Gain Calculations
		Mechanical Ventilation Design Summary
		Duct design and layout
Approvals		
		Planning Approval (for Multi-Residential excluding semi's)
		Conservation Authority Approval (near river or wetlands)
For Private Services Only		
		Health Unit Approval

Ensure you have the following prepared at occupancy stage:

- Potable Water Test Report
- Professional review certificate where a Professional Engineer is taking responsibility for all or part of the proposed construction
- Electrical Safety Authority Certificate of final inspection
- Septic Completion Certificate from Health Unit (where applicable)
- Well Compliance Certificate (where applicable)

Ensure you have the following prepared at final inspection stage:

- Other approvals or documents not previously submitted.
- Confirmation that grading complies with approved grading plan (by engineer in subdivision).
- Building Location Survey, showing foundation location and setbacks (where required).
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Permit Review: 10-15 days if application is complete (ref. Division C Part 1 Article 1.3.1.3.).

House Qualification: Buildings that are 3 storeys or less, less than 600m² with C Occupancy Classification where there is no dwelling unit above another dwelling unit and/or a detached accessory structure under 50m² (ref. Division A Part 1 Article 1.1.2.4. & Division C Part 3 Article 3.5.2.1.)

The purpose of this checklist is to provide assistance to permit applications and does not address all the requirements in the Ontario Building Code and other applicable law. The Municipality has the right to refuse an application if incomplete.

Please call the Building Department at 613-432-8166 for further information.

(For Office Use)

<u>NOTES:</u>		
	<u>APPLICATION IS RECEIVED</u>	