



# Residential Addition

## **This Permit Package Includes:**

- 1. Requirements for Permit Submissions (pg 2)**  
**Leeds, Grenville and Lanark Health Unit fee schedule (pg 3)**
- 2. Application for a Permit to Construct or Demolish,  
Construction Details & Site / Sketch Plan (pg 4-7)**  
Pages 4-7 **MUST** be completed in **FULL** & returned to the  
Township with applicable building plans  
*\*failure to complete in full may result in delay of permit assessment /  
issuance*
- 3. Schedule 1 Designer Information form (pg 9),  
Schedule 2: Sewage System Installer Information  
(pg 10), Energy Efficiency Design Summary (pg 11-12)**
- 4. Residential Addition Guide (pg 13-16)**
- 5. Schedule A - Class of Permits & Permit Fees (pg 17)**

**Do Not Commence** any  
Construction, excavation, installation prior to receiving your permit.

## **Requirements for Permit Submissions:**

- (i) All Areas of Permit Application (pg 4-7) MUST be completed prior to submission**
  
- (ii) Residential Additions where the addition is 15% or more than the existing residence square footage septic system approval via the Leeds, Grenville and Lanark District Health Unit is required (*Note: Please refer to the following page for their fee schedule and address information*)**
  
- (iii) Plans MUST be submitted with a P.Eng stamp or by a qualified and/or registered designer with a BCIN number issued by The Ministry of Housing Unless the building is a:**
  - Construction of a building that is owned by that person (residential only)**
  
  - The extension, material alteration or repair of a residential unit containing not more than 2 dwelling units where no dwelling unit is located above another dwelling unit (required to be qualified but not registered with the Ministry)**
  
  - Detached residential accessory building that does not exceed 538 sq. ft. (50m<sup>2</sup>)**
  
  - Farm building less than 6460 sq. ft. (600 m<sup>2</sup>) and 2 storeys or less**

Head Office:  
458 Laurier Blvd  
Brockville, On  
K6V 7A3

Tel: (613) 345-5685  
Fax: (613) 345-2879



25 Johnston St.  
Smiths Falls, On  
K7A 0A4

Tel: (613) 283-2740  
Fax: (613) 283-1679

## FEE SCHEDULE, BUILDING CODE ACT – PART VIII

**EFFECTIVE SINCE: July 1, 2019**

APPLICATION	FEE	HST	TOTAL FEE
<b>SEWAGE SYSTEM PERMIT</b> - For private sewage systems with flows up to 10,000 litres/day (See Note #1)	\$721.00	N/A	<b>\$721.00</b>
<b>TERTIARY SEWAGE SYSTEM PERMIT</b> (See Note#2)	\$798.00	N/A	<b>\$798.00</b>
<b>Permit Renewal/Revision with no inspection</b>	\$62.00	N/A	<b>\$62.00</b>
<b>Permit Renewal/Revision with site inspection</b>	\$206.00	N/A	<b>\$206.00</b>
<b>Third Party Certificates</b>	\$62.00	N/A	<b>\$62.00</b>
<b>SITE INSPECTIONS</b> – Including: Septic Tank Replacement Only, Alterations, Class 2 & 3 Sewage Systems.	\$360.00	N/A	<b>\$360.00</b>
<b>MAINTENANCE INSPECTIONS</b> – Minor Variances/Zoning By-Laws/Building Renovations/Septic Re-inspections	\$206.00	N/A	<b>\$206.00</b>
<b>SEVERANCE APPLICATIONS</b> - If an inspection is required	\$443.00	N/A	<b>\$443.00</b>
<input type="checkbox"/> <b>Multiple Severances</b> When more than one application is submitted pertaining to a particular land holding, the fee is \$180.00 for each <b>additional</b> application if submitted at the same time	+\$180.00	N/A	<b>+\$180.00</b>
<b>SUBDIVISION PLAN REVIEW</b> Non Communal Sewage Systems	\$200.00 per lot up to a max. fee of \$5,000.00	+ 13% HST	
<b>FILE SEARCHES</b>	\$103.00	N/A	<b>\$103.00</b>

These fees include the cost of legal services, reviews of studies, consultant services, administration, education, and promotion activities.

- Note #1:** The Ministry of the Environment will be responsible for sewage works where the design capacity is in excess of 10,000 litres/day under the Ontario Water Resources Act.
- Note #2:** Tertiary Treatment Systems (**Level 4 Treatment**) are Ecoflo, Eljen, Waterloo Biofilter, ATL, EnviroSeptic, Norweco, and Biomicrobics and require Maintenance Agreements upon installation completion.

**A 3% Service Fee will be applied to credit card payments.**

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

<b>For use by Principal Authority</b>				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
<b>A. Project information</b>				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
<b>B. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
		Applicant is:    Owner or    Authorized agent of owner		
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
<b>D. Owner (if different from applicant)</b>				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.





# Site Sketch/Plan

Permit No. \_\_\_\_\_

Assessment Roll No. \_\_\_\_\_

1. **Lot Dimensions:** Lot Area \_\_\_\_\_ acres ±; Lot Dimensions \_\_\_\_\_ ft. ±

2. **Setbacks from Proposed Structure to Lot Lines (View from Road):**

Left Side Yard: \_\_\_\_\_ ft.

Right Side Yard: \_\_\_\_\_ ft.

Front Yard: \_\_\_\_\_ ft.

Rear Yard: \_\_\_\_\_ ft.

3. **Dimensions of: - Proposed Structure:**

Width: \_\_\_\_\_

Length: \_\_\_\_\_

Height: \_\_\_\_\_

Area Sq. Ft.: \_\_\_\_\_

**Distances to:**

**septic (tank and tile bed) Note:** New construction is to be a minimum of 5 ft. from septic tank and 17 ft. from tile bed. New construction not to be within mantle area.

**well**

***\*Please Include all of the above on the Site Sketch***

**To Be Completed in Full - Incomplete application forms will result in delay of processing**

Sufficient information shall be submitted with each application to enable the Chief Building Official to determine if the proposed work will conform with the Building Code Act, regulations thereunder & any other applicable law.

## ROLES AND RESPONSIBILITIES OF THE BUILDER OR TO WHOM A PERMIT IS ISSUED

- Comply with BCA/OBC; 8.(11)
- Complete applications with required information; BCA 7.,8.(2e), [C]1.3.1.3.(5)
- Obtain permit prior to construction; 1.(1)
- Obtain permit prior to Change of Use unless exempt by [C]1.3., BCA 1.(2), 8.(1), 34.(1)
- Post permit; BCA 34.(1), [C]1.3.2.1(1)
- Copy of drawings on site; BCA 34.(1), [C]1.3.2.2.(1a.b)
- Notify CBO of changes; BCA 8.(12)
- Adhere to plans, specs.; BCA 8.(13)
- Fences to enclose site; BCA 7.(1i.j)
- Notify on stages of construction; BCA 10.(2), [C]1.3.5.1(2)
- Occupy unfinished building after inspection; BCA[C]1.3.3.1.(2), 1.3.3.2.(1)
- Provide as constructed plans; [C]1.3.6., BCA 7.(1g)
- Not hinder but assist; BCA 19.
- Obey Stop Work Order; BCA 14.(4)
- Respect posted orders; BCA 20.1.

Before the work starts ensure that all contractors have WSIB clearance numbers (1-800-387-0750). The law has changed.

Failing to register with the WSIB by January 2014 and working without a clearance number means penalties and significant fines for contractors and those who hire them.

[www.wsib.on.ca](http://www.wsib.on.ca)

- Minimum clearance to hydro lines or poles is 5 meters horizontally or vertically. Electrical Safety Authority (ESA) 1-877-372-7233
- Minimum clearance to pipelines is 30 meters from the pipeline right-of-way. Pipeline Public Awareness 1-855-458-6715
- Compliance with Zoning By-law and other applicable law

Call Before You Dig – It's Free. In Ontario:

1-800-400-2255 or [www.clickbeforeyoudig.com](http://www.clickbeforeyoudig.com)

Ontario One Call: 1-800-400-2255. [www.on1call.com](http://www.on1call.com)

Pipeline Emergency: 1-888-982-7222

Pipeline Landowner Inquiries: 1-866-372-1601

### **DECLARATON OF BUILDER, APPLICANT OR OWNER:**

I \_\_\_\_\_ declare that I have read and understand the above information and agree to abide by these roles and responsibilities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of Designer</span> </p>			

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

## Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name	Unit number	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C) <input type="checkbox"/> No (Continue to Section E) <input type="checkbox"/> Installer unknown at time of application (Continue to Section E)			
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2 now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p>			

# Energy Efficiency Design Summary

(Part 9 Residential)

This form to be completed & signed by the person who reviews and takes responsibility for the energy efficiency design of the project  
Information on completing this form is contained on the reverse

For use by Principal Authority	
Application No:	Model/Certification Number

## A. Project Information

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

## B. Compliance Option

<input type="checkbox"/> <i>SB-12 Prescriptive</i> [SB-12 - 2.1.1.]	Table: _____ Package: _____
<input type="checkbox"/> <i>SB-12 Performance*</i> [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> <i>Energy Star®*</i> [SB-12 - 2.1.3.]	* Attach BOP form. House must be labeled on completion by Energy Star
<input type="checkbox"/> <i>EnerGuide 80®*</i>	* House must be evaluated by NRCan advisor and meet a rating of 80

## C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Windows+Skylights+Glass Doors		Other Building Conditions
Gross Wall Area = _____ m <sup>2</sup>	% Windows+ _____ %	<input type="checkbox"/> ICF Basement <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post&Beam
Gross Window+ Area = _____ m <sup>2</sup>		<input type="checkbox"/> ICF Above Grade <input type="checkbox"/> Slab-on-ground

## D. Building Specifications

Building Component	RSI / R values	Building Component	Efficiency Ratings
<b>Thermal Insulation</b>		<b>Windows &amp; Doors<sup>1</sup></b>	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		<b>Mechanicals</b>	
Walls Above Grade		Space Heating Equip. <sup>2</sup>	
Basement Walls		HRV Efficiency (%)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES 1. Provide U-Value in W/m <sup>2</sup> .K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	
Slab (all ≤600mm below grade, or heated)			

## E. Performance Design Verification [complete applicable sections if SB-12 Performance, Energy Star or EnerGuide80 options used]

**SB-12 Performance:**  
 The annual energy consumption using Subsection 2.1.1. SB-12 Package \_\_\_\_\_ is \_\_\_\_\_ Gj (1 Gj =1000MJ)  
 The annual energy consumption of this house as designed is \_\_\_\_\_ Gj  
 The software used to simulate the annual energy use of the building is: \_\_\_\_\_  
 The building is being designed using an air leakage of \_\_\_\_\_ air changes per hour @50Pa.

**Energy Star:** BOP form attached. The house will be labeled on completion by:

**Energy Star and EnerGuide80:**  
 Evaluator/Advisor/Rater Name: \_\_\_\_\_ Evaluator/Advisor/Rater Licence #: \_\_\_\_\_

## F. Declaration [by the person who reviews and takes responsibility for the energy efficiency design]

I certify that I have reviewed the design documents submitted with the permit application, that the information contained on this form is consistent with the design documents, and that information used in any annual energy use calculations, if applicable, is a true representation of the design documents.

Name	Signature	Date:
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# Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form is completed by the person responsible for the energy efficiency design of the project, and must be submitted with the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit will be refused. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website at [www.mah.gov.on.ca](http://www.mah.gov.on.ca), or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the *SB-12 Prescriptive* design tables,
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *Energy Star* standards, or
4. Evaluate the design according to *EnerGuide* technical procedures and achieve a rating of 80 or more.

## COMPLETING THE FORM

### B. Compliance Options

Indicate the compliance option being used.

- *SB-12 Prescriptive* requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- *SB-12 Performance* refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- *Energy Star* houses must be designed to *Energy Star* requirements and be labelled on completion by Enerquality or other agency. The *Energy Star* BOP form must be submitted with the permit documents.
- *EnerGuide80* houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with *EnerGuide* administrative and technical procedures.

### C. Project Design Conditions

*Climatic Zone:* The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

*Windows, Skylights and Glass Doors:* If the ratio of the total gross area of windows, sidelights, skylights and glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the *SB-12 Prescriptive* option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

*Fuel Source and Heating Equipment Efficiency:* The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which *SB-12 Prescriptive* compliance package table applies.

*Other Building Conditions:* These construction conditions affect *SB-12 Prescriptive* compliance requirements.

### D. Building Specifications

*Thermal Insulation:* Indicate the RSI or R-value being proposed where they apply to the house design. Under the *SB-12 Prescriptive* option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

### E. Performance Design Summary

This section is not required to be completed if the *SB-12 Prescriptive* option is being used.

## AIRTIGHTNESS REQUIREMENTS FOR NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. A blower door test to verify the air tightness of the house must be conducted during construction if the *NRCan EnerGuide80* option is used, or if the *SB-12 Performance* or *Energy Star* options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

## ENERGY EFFICIENCY LABELING FOR NEW HOUSES

*Energy Star* and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.

# Township of Elizabethtown-Kitley

**Main Administration Office**  
6544 New Dublin Rd  
RR 2  
Addison, ON K0E 1A0



Ph: (613) 345-7480  
(800) 492-3175  
Fax: (613) 345-7235  
Email: mail@ektwp.ca

## RESIDENTIAL ADDITION GUIDE

This information package is intended to help you, the homeowner/contractor, to better understand the procedures in obtaining a building permit and other approvals which may be required. Also provided in this package is a list of required inspections.

We strongly urge you to read all of this information carefully and keep it handy for future reference. If you should have any questions, please contact the appropriate department.

We wish to emphasize that the Chief Building Official enforces the Ontario Building Code. Questions concerning Zoning or land use By-Laws should be directed to the Planning & Development Department. Issues respecting property drainage and lot grading may be registered on title to the property.

Please note that this package is intended to outline the procedures for obtaining a building permit for the construction of an accessory building within the scope of Part 9 of the Ontario Building Code.

Part A	Application for A Building Permit
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To apply for a building permit the following must be submitted.

**Plans and specifications**

Two set of drawings and specifications (including site plans) are required. After examination for conformance to the Ontario Building Code, one set of plans will be returned to the applicant and must be kept on site at all times (inspections will not be conducted without them.)

Construction must be in accordance with the plans. If any changes are required, revised drawings must be submitted to the Building Department for review.

Part B	Required Drawings and Specifications
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**Site Plan**

- dimensions of the lot
- location of all existing buildings, decks and other structures
- location and dimension of proposed addition
- distance of all setbacks (front, rear & sides for the addition)
- location of all easements
- grading and drainage
- walkways, driveways
- legal description of lot
- street name
- location of septic field and tank (if applicable)

**Foundation Plans**

If the addition is constructed with a full foundation (4'-6' below grade), showing the following:

- size and location of both strip and column footings
- size and location of foundation wall
- thickness and strength of concrete for poured foundation
- thickness of concrete block (if used for foundation)
- location of floor drain
- location and size of any checks in foundation

## **Floor Plans**

- uses of spaces
- size and location of doors and windows
- size and location of lintels, beams and posts/columns
- location of plumbing fixtures (if any)
- size, spacing and direction of roof framing members
- location and size of attic access

## **Cross Section**

Showing the construction of the following assemblies:

- roof
- exterior wall (brick or siding and insulation, if any)
- interior wall
- foundation wall (including insulation, if any)
- thickness and compressive strength of the floor slab
- thickness of crushed stone provided
- size of footing
- size of sill plate and anchor bolt size and spacing
- soffit and fascia treatment
- finish grade location
- floor to ceiling heights
- roof pitch

## **Elevation Drawings**

Showing all sides of the building indicating the following:

- location and size of all doors and windows
- exterior finishes
- grade levels
- finished floor to finished ceiling height
- flashing
- foundation indicated below grade (if applicable)
- location and type of roof vents

## **Detail Drawings**

Provide detail drawings of any elements which may not be clearly shown or obvious on the above noted drawings.

## **Structural Elements**

Structural elements not prescribed in Part 9 of the Ontario Building Code may be required to be designed by a competent person or by a Professional Engineer.

The Building Permit card **MUST** be posted so it can be seen from a public right-of-way.

The Owner of the property is responsible to notify the Building Department at 613-345-7480 at least **48 hours** in advance of the stages of construction for the necessary inspections.

The following **MUST** be completed before any inspection, and a copy of the reviewed plans **MUST** be on site, otherwise the inspection *will not* be carried out.

**Backfill Inspection** (*For full foundation, prior to backfilling*)

- column footings, anchor bolts
- required foundation wall bracing
- a Geotechnical Soil Report may be required depending on the soil

**Framing Inspection** (*Ready for insulation*)

- wall framing
- construction of roof, including shingles
- installation of all exterior doors and windows
- electrical roughing completed

**Insulation and Vapour Barrier Inspection** (*If applicable, ready for drywall*)

- placement of insulation in all required locations
- installation of vapour barrier
- sealing of all wires, receptacles, in walls and ceilings

**Final Interior Inspection**

- interior finishes
- functional lighting systems
- attic access hatch

**Final Exterior Inspection**

- exterior finishes
- flashing and caulking

**Final Grading**

- all site work is completed



**SCHEDULE A  
(TO BY-LAW NUMBER 13-10)**

**CLASSES OF PERMITS AND PERMIT FEES**

<b>Classes of Permits and Permit Fees</b>		
	<b>Class of Permit</b>	<b>Fees*</b>
<b><i>Residential</i></b>		
1	New Single Unit Dwelling, Semi-Detached or Duplex (includes attached garage space)	\$0.75 per square foot, all floor areas excluding basement. If finished basement, add \$0.20/sq. ft.
2	Additions to Single Unit, Semi-Detached or Duplex Dwellings, includes attached garage area	\$0.75 per square foot <b>OR</b> \$100.00 minimum, whichever is greater.
3	Alterations and Repairs to Single Unit, Semi-Detached or Duplex Dwellings	\$0.75 per square foot <b>OR</b> \$100.00 minimum, whichever is greater.
4	Detached Residential Accessory Buildings, and any additions to such buildings	\$0.50 per square foot <b>OR</b> \$100.00 minimum, whichever is greater.
5	Decks, freestanding or attached	\$0.50 per square foot <b>OR</b> \$100.00 minimum, whichever is greater.
<b><i>Industrial, Commercial, Institutional or Public Buildings</i></b>		
6	New Buildings	\$0.25 per square foot <b>OR</b> \$300.00 minimum, whichever is greater.
7	Additions to Buildings	\$0.25 per square foot <b>OR</b> \$300.00 minimum, whichever is greater.
8	Alterations, Repairs and Minor Renovations	Greater of \$100.00 or \$5.00 for every \$1,000 of cost
<b><i>Farm (Farm Registration Number May Be Required)</i></b>		
9	New Farm Building	Greater of \$100.00 or \$0.10 per square foot to a maximum of \$500.00
10	Alterations, Repairs and Additions to Farm Buildings	Greater of \$100.00 or \$0.10 per square foot to a maximum of \$300.00
<b><i>Miscellaneous</i></b>		
11	Wood Stove or Fireplace Permit	Flat Rate \$100.00
12	Plumbing Permits	Flat Rate \$100.00
13	Demolition Permit	Flat Rate \$100.00
14	Transfer of Permit	Flat Rate \$100.00
15	Change of Use Permit	Flat Rate \$100.00 plus permit fee
16	Conditional Permit	Flat Rate of \$100.00 plus permit fee and a signed Agreement
17	Request for a Deferral of Revocation	Flat Rate \$100.00
18	Minimum Permit Fee	\$100.00 unless otherwise indicated
19	Pools (By-law 01-14 and By-law 05-32)	\$75.00
20	Outdoor Furnaces (By-law 07-08)	\$200.00

\* Per square foot fees calculated based on exterior dimensions