

Township of Elizabethtown-Kitley

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SINGLE FAMILY DWELLING 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.

SUPPORTING DOCUMENTS

To be issued a building permit, the following supporting documents must be submitted with the application form:

Part A HOUSE PLANS AND SPECIFICATIONS

One complete set of drawings and specifications (including site plans) are to be submitted to the Building Department and will remain on file. After examination for conformance to the Ontario Building Code, a set of plans 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.

I. Foundation Plans

Plans to be fully dimensioned to scale showing the following:

- size and location of beams
- size and location of both strip and column footings
- size and location of foundation wall footings
- thickness and strength of concrete for poured foundation
- thickness of concrete block (if used for foundation)
- location and assembly of any load bearing walls (including strip footing size)
- location of partitions (if any-laundry room, recreation room etc.)
- joint size, spacing and direction of floor framing above
- stair location including required framing of opening
- location of floor drain/sump pit, furnace, hot water tank, laundry facilities, etc.
- location and size of basement windows
- location and size of checks in foundation, if any (sunken living room, garage doors etc.)
- location of any A/C, smoke alarms (interconnected and located near staircase) and CO detectors

II. Floor Plans

One plan per storey, fully dimensioned and to scale showing the following:

- uses of all rooms and spaces
- size and location of doors and windows
- size and location of lintels, beams and posts/columns
- location of plumbing fixtures, kitchen layout and other appliances
- stair location including required framing of opening
- joint size, spacing and direction of floor framing above
- size, spacing and direction of roof framing members
- location of A/C operated smoke alarms (interconnected)
- location and type of fireplace (if masonry, provide detailed drawings)
(if prefabricated, provide manufacturer's installation guide and chimney type)
- carbon monoxide detector location (provide manufacturer's specifications)
- floor finishes

Floor Plans cont'd

- location and size of attic access
- location and size of any skylights and required framing
- location and size of all kitchen and washroom exhaust fans (Mechanical Ventilations)
- roof framing (shop truss drawing may be submitted at later date)

III. Cross Section

Drawn to scale showing the following:

- section taken through staircase showing:
 - a. Dimension of risers, runs and treads
- showing the construction of the following assemblies:
 - a. Roof
 - b. Exterior wall (brick or siding)
 - c. Interior wall
 - d. Foundation wall (including insulation, vapour barrier, dampproofing, drainage layer, etc.)
 - e. Floor assemblies (including basement slab)
- size of footing, weeping tile and crushed stone cover
- size of sill plate and anchor bolt size and spacing
- soffit and fascia treatment
- finish grade location
- eave protection (material and width)
- finish grade location
- floor to ceiling heights
- roof pitch
- guard/handrail heights and stair dimensions
- room and spaces identification
- backfill height

IV. Elevation Drawings

Showing all sides of the building, drawn to scale indicating the following:

- location and size of all doors and windows
- exterior finishes
- grade levels
- finished floor to finished ceiling height
- chimney height and location
- flashing
- foundation indicated below grade
- location and extent of landings, steps, porches, etc.
- location and type of roof vents

V. Detail Drawings

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

VI. Calculations for Mechanical Ventilation

Provide calculations showing compliance with Sec. 9.32 of the Ontario Building Code. Such calculations should include, but is not limited to, number of air changes per hour, breakdown and total air volume of interior space, static pressure, etc.

- location and size of HRV (or other method of compliance for mechanical ventilation)
- location and size of fresh air intake
- location and size of return air exhaust
- location of the connection to furnace

VII. Structural Elements

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

Part B	Site Plans
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A copy of a site plan is required and will remain on file. The site plan shall be drawn to scale (or have accurate measurements noted, and shall show the following:

- dimensions of the lot
- proposed location and dimensions of all building, decks and other structures (existing & proposed)
- proposed distance of all setbacks and dimensions
- grading and drainage
- walkways, driveways
- exterior mechanical equipment (ie. air conditions, heat pumps, etc.)
- legal description of lot
- street name
- location of septic field and tank

Part C	Owner's Responsibilities (Inspections)
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1. Posting of Permit

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

2. Listing of Inspections

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.

a) Footing Inspection

b) Backfill Inspection

(Prior to pouring of basement slab and backfilling)

- damproofing, drainage layer, drain tile, crushed stone, column footings, anchor Bolts

- required foundation wall bracing
- keep in mind that a Geotechnical Soil Report may be required depending on the soil conditions

c) **Underground Plumbing Inspection**

- all underground piping must be installed (shall include water test or 5lb air test)

d) **Roughing Plumbing Inspection**

- all waste, vents and water pipes shall be installed (shall include water test or 5lb air test)

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

- all floor and wall framing
- construction of roof, including shingles
- installation of stairs
- installation of all exterior doors and windows
- fireplace roughing including chimney chase (if applicable)
- mechanical, electrical and plumbing roughing

f) **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, pipes, exhaust equipment etc. in walls and ceilings
- fire stopping

g) **Final Interior Inspection**

- interior finishes
- all guards and handrails
- smoke alarms
- carbon monoxide detectors
- self-closure and weatherstripping on door located between garage and any living space
- functional lighting and heating systems
- attic access hatch c/w weatherstripping
- mechanical ventilation
- chimney
- exterior finishes
- flashing and caulking
- exterior stairs

h) **Final Grading** (Roads Department)

- all site work is completed

3. **As-Built Survey**

Upon completion of construction an as-built survey plan, prepared by an Ontario Land Surveyor, (upon request) may be required.



Township of Elizabethtown-Kitley

Interested in a Second Dwelling or Second Dwelling Unit?

(August 2020)

Second Dwelling or Dwelling Unit: permitted on residential lots that abut a public road (not where a lot has access by private right-of-way)



Figure 1: Small & Large House

Second Dwellings or Dwelling Units (Section 3.21):

- ▶ permitted where a dwelling is a main use on a property (R1, R2, RE, LC, I, RU and AG zones)
- ▶ can only be permitted on a lot that abuts an “improved street” a publicly year-round maintained road (a second dwelling or dwelling unit is not permitted via right-of-way access)
- ▶ must be connected to the same water/sewage system as the main dwelling (septic system requires health unit approval)
- ▶ must use the same driveway as the main dwelling on the lot
- ▶ must provide for one new parking space
- ▶ maximum floor area (of the second dwelling or dwelling unit), as measured by exterior dimensions cannot exceed 65% of the floor area of the principal dwelling to:
 - a maximum of 80 sq.m. (861 sq.ft.) on a lot zoned R1, R2 and RE
 - a maximum of 95 sq.m. (1022 sq.ft.) on a lot zoned RU and AG

AND For a Second Dwelling:

- An “existing” (as of the date of the zoning by-law) detached accessory building may be partially or fully converted but no window shall face an interior side or rear lot line that abuts another lot unless the building location meets the required dwelling setback in that zone.
- A “new” detached building as a second dwelling may be constructed provided it meets all applicable zone provisions related to a new dwelling construction in the applicable zone the above policies under Section 3.21 and it also must be:
 - A maximum height of 7.5 m;
 - Not built greater than:
 - 9 m from the main dwelling on a lot zoned RU or AG and;
 - 5 m from the main dwelling on a lot zoned R1, R2 or RE.

OR For a Second Dwelling Unit:

If an addition is proposed, the addition must meet all the setbacks for a dwelling in the applicable zone the above policies under Section 3.21 and the second unit;

- cannot occupy the whole of a storey;
- shall share (at least) two of the following with the main dwelling:
 - an entrance to the building;
 - parking area location;
 - outdoor amenity space.
- must meet all applicable Building Code requirements, i.e. fire separation

~ For full/accurate reference, Zoning By-law 13-21, as amended, including applicable zone provisions needs to be referenced ~

Contact Us -speak with our Planning & Development Department at 613-345-7480 or 1-800-492-3175 or email us at mail@ektwp.ca