



# Homeowner's Guide to Building Permits

If you are a homeowner who is planning to build a home or are planning to enclose an existing porch, add a dormer, or construct an additional room, **or more**, this guide will tell you what is required in order to apply for a building permit from the Townships of Head, Clara & Maria.

## What is a Building Permit?

A building permit gives you the legal authorization to start construction of a building project in accordance with approved drawings and specifications.

Building permits are issued by the Townships through our Chief Building Official. They are reviewed for compliance with the Ontario Building Code, the Township Zoning and Building By-Laws and other applicable provincial and municipal regulations.

Building permits are necessary to ensure that zoning requirements, fire and structural safety standards, and other building standards are met.

## Applying for a Building Permit

Applications for building permits are available at the Township Office, located at 15 Township Hall Road. If you would like a form mailed to you, please call the Township Office at 613-586-2526 or the CBO at 613-586-1950.

With your application, you will need to submit two (2) copies of the following documents/drawings:

- ◆ Site plan
- ◆ Foundation and basement plans
- ◆ Floor plans
- ◆ Cross sections
- ◆ Exterior elevations
- ◆ Structural drawings and details
- ◆ Any other applicable information as identified by our staff at the time of application

Contact our CBO in the planning stages of your project, before any drawings have been started in order to discuss the nature of your project and the extent of the plans that will be required. Please note that Certification by a Professional Engineer is required for certain prefabricated structures or construction components.

Plans must be drawn to scale and be printed in ink or blueprint.

Plans must be fully dimensioned in either metric or imperial units, but not a combination of both and include the following information:

- ◆ Title
- ◆ Date
- ◆ Municipal Address
- ◆ Scale
- ◆ Dimensions
- ◆ Extent of new and existing construction

Building permit fees will be paid at the issuance of the permit. The current fee schedule can be obtained by contacting the Township Office or the CBO prior to making application.

## Site Plan

A site plan identifies buildings and other features in relation to property boundaries. The site plan should identify your existing house and proposed changes detailed on a current survey.

The following information should be shown on a site plan:

- ◆ Title and scale
- ◆ North arrow
- ◆ Legal description – lot and plan numbers
- ◆ Street name
- ◆ Property dimensions
- ◆ Setbacks to all property lines from existing and proposed structure(s)
- ◆ Overall building dimensions
- ◆ Rights-of-way and easements
- ◆ Information on all accessory buildings such as the size and location of a garage, swimming pool or tool shed
- ◆ Front yard landscaping
- ◆ Location and size of parking spaces

## Foundation and Basement Plans

Your submission for the foundation and basement plan must indicate the following information:

- ◆ Layout of basement, use and size of rooms and spaces
- ◆ Size and thickness of concrete or masonry foundation wall and footings; column pad and bearing wall footings; soil bearing capacity
- ◆ Size and spacing of studs in bearing walls
- ◆ Thickness of concrete floor and the granular material below it
- ◆ Wood beams – size, grade and species
- ◆ Wood joists – size, grade and species; direction & spacing
- ◆ Steel beams – size and grade
- ◆ Width, location and lintel size of all openings

## Floor Plans

A floor plan provides a "bird's eye view" of the different floors of your house. The floor plan must show the layout, dimensions, and uses of all rooms and spaces on each floor as well as the structural framing information for the floor above. The following information should be shown on a floor plan:

- ◆ Layout, use and size of rooms and spaces
- ◆ Interior and exterior dimensions
- ◆ Width, location and lintel size of all openings
- ◆ Size, type and location of walls and partitions
- ◆ Size, type, grade, spacing and location of structural members – columns, beams and joists
- ◆ Location of smoke alarms
- ◆ Ventilation provisions
- ◆ Material specifications and the extent and size of both the new and the existing structure(s)
- ◆ Roof framing must indicate the size, grade and spacing of rafters and roof joists or the spacing of pre-engineered truss system
- ◆ Cross section symbols

## Cross Sections

A cross section presents a view of a house along an imaginary cut through one particular location of the building. It illustrates the various building components hidden in walls, floors and ceilings. Several cross sections may be required at various locations and are shown by the cross section symbol on the floor plan.

The following information should be shown on a cross-section:

- ◆ Size and type of footings and foundation walls
- ◆ Floor, roof, exterior and interior construction – vapour/air barriers, dampproofing, waterproofing, drainage layer, insulation R-values and size and type of materials and finishes
- ◆ Room names and finished floor to ceiling heights
- ◆ Finished floor level and grades

## Exterior Elevations

Elevations show the exterior view of each side of the building. The following information should be shown on an elevation:

- ◆ Grade level
- ◆ Exterior wall finishes and materials
- ◆ Roof overhang dimensions
- ◆ Roof shape, slope and finish
- ◆ Height of any chimney flue
- ◆ Rain water leader and eaves trough
- ◆ Window/door locations and opening sizes

## Submitting Your Building Permit Application

Building permits may be applied for by a property owner.

**NOTE:** It is the homeowner's responsibility to ensure that a building permit is obtained when required.

Your completed application form, and construction plans, in duplicate, should be brought to the Township Office or submitted to the CBO in person.

## Review of Building Permit Applications

Your building permit application, regardless of its complexity, is processed and checked for compliance with the Township Zoning By-Law, the Township Building By-Law, the Ontario Building Code and other by-laws if applicable. This ensures that all approved applications meet the intent of the Zoning By-Law, and that the construction meets all safety requirements set out in the Ontario Building Code.

## Zoning By-Law Review

Zoning By-Laws specify the uses permitted in particular areas and contain regulations governing the size, height, and location of structures. For example, regulations can affect how close to the lot line you can build or how large your building can be. During the planning stage of your project, it is imperative that you determine what zoning requirements apply to your property.

The information you will require from the Zoning By-Law includes:

- ◆ Minimum building setbacks (distance from the building to the property line).
- ◆ Building height restrictions.
- ◆ Total building floor area and lot coverage permitted (if applicable).
- ◆ Number of required parking spaces.

You can contact our CBO to determine the specific zoning requirements for your project.

**NOTE:** If the requirements of the Township Zoning By-Law can not be met, you may wish to make application to the Committee of Adjustment in order to attempt to receive a minor variance from the Zoning By-Law.

## **Ontario Building Code Review**

In addition to conforming to the Township Zoning By-Law, your project will be reviewed for compliance with the Ontario Building Code. The Ontario Building Code regulates the use and occupancy of buildings as well as the construction and material requirements for structural and fire safety. The Ontario Building Code also sets standards for heating, ventilation, and air-conditioning systems as well as plumbing requirements.

## **Other Approvals**

In certain cases, you will require approval from other Government Ministries prior to issuance of a building permit. The Ministry of Health, Ministry of Transportation or Ministry of the Environment may need to be contacted depending on the location and scope of your project. Prior to installation or alteration of electrical equipment, an Electrical Permit is required from Ontario Hydro. Please contact them directly to receive a permit from them.

## **Review Process and Issuance**

The amount of time required to examine your application will depend on the complexity of your project and the number of applications under review at any one time.

When the review of your application is complete, you will be notified by letter if there are any outstanding requirements, otherwise, the building permit and a copy of the approved plans will be mailed to you or be available for pickup at the office.

Once you receive your permit, please read the approved permit documents thoroughly before commencing construction. The construction of the addition must be in accordance with the plans and documents issued with your permit.

Several inspections are required during construction to ensure that all work is done according to the approved plans. Contact the Building Inspector before you start your project to find out what inspections are required.

**NOTE:** It is **your responsibility as the owner** to ensure that either you or your contractor contacts the Township to request an inspection at least 24 hours before work proceeds from one inspection stage to the next.

**For inspections or appointments call 613-586-1950 and leave a message, our CBO will get back to you.**