

# SCHEDULE “C”

This is Schedule “C” to By-Law 2007-06 respecting Requirements of a Building Permit Application & List of Plans or Working Drawings

## Applications must include:

- ◆ A completed and signed application made on a form prescribed by the Ministry of Municipal Affairs and Housing (signed by the owner of the property or the authorized agent of the owner.)
- ◆ Building permit fee
- ◆ A description in detail of the work, use and occupancy to be covered by the permit for which the application is made;
- ◆ A description in detail of the existing uses and the proposed use(s) for which the premises are intended;
- ◆ A description of the land on which the work is to be done, by a description that will readily identify and locate the site on which the building or demolition is to occur;
- ◆ State the names, addresses and telephone numbers of the owner, applicant, architect, engineer or other designer, sewage system installer, constructor or person hired to carry out the demolition, as the case may be;
- ◆ Any external approvals/information, if applicable (Health Unit, HVAC Design etc.)
- ◆ Be accompanied by a signed statement of the architect or professional engineer, or both, on the form known as Schedule D to this by-law, undertaking to provide general review of the construction or demolition of the building;
- ◆ Include, where applicable, the registration number of the builder or vendor as provided in the *Ontario New Home Warranties Plan Act*; the registration number of the sewage system installer or the registration number of the H.V.A.C. installer, as the case may be;
- ◆ State estimated valuation of the proposed work including material and labour; and
- ◆ Be signed by the applicant who shall certify as to the truth of the contents of the application.

And where applicable:

- ◆ Truss drawings
- ◆ Heat loss/gain calculations, duct layout and ventilation summary form
- ◆ Stamped architectural, electrical, mechanical or structural plans
- ◆ Engineered specifications and/or reports
- ◆ Complete sewage system permit application and details of all plumbing fixtures
- ◆ Proof of compliance with **all** applicable law (including zoning, Site Plan Agreements, Committee of Adjustment, Ministry of Transportation, etc.) You may need a permit from the MTO for works along or adjacent to Provincial Highways. The Ministry of Environment may be required to approve such projects as large sewage systems or those requiring other environment approvals.

## Plans

In most cases, with your application, you will be required to submit detailed construction drawings and sufficient information for us to establish that your project complies with the applicable laws. All plans and drawings shall be drawn to scale on paper or other durable material; shall be legible and, without limiting the generality of the foregoing, shall include such working drawings as set out in this schedule unless otherwise specified and noted by the CBO.

**Two (2) copies** of each of the following detailed scaled drawings are typically required;

### Site Plan (2)

A site plan identifies buildings and other features in relation to property boundaries. The site plan should identify your existing house and proposed changes with dimensions to property lines, information on all accessory buildings, such as the size and location of garages, swimming pools or tool sheds, and location of easements. It should include as a minimum:

- ◆ lot size and dimensions of property;
- ◆ setbacks from existing and proposed buildings to property boundaries and to each other;
- ◆ existing and finished ground levels or grades; and
- ◆ existing rights-of-way, easements and municipal services.

## **Floor Plans (2)**

A floor plan provides a "bird's eye view" of the different floors of your house. The floor plan should show layout, dimensions and uses of all rooms and spaces on each floor, and must include the specifics of all structural components for each floor.

## **Cross Section (2)**

A cross section presents a view of a house along an imaginary cut through one particular location of the building. The cross section should include the construction of floor, roof, exterior and interior walls, and foundation walls, as well as room heights. (Foundation, Framing, Roof Plans)

## **Elevations (2)**

Elevations show the exterior view of each side of a building. Each elevation is identified by the direction it is facing and may be required for any project which would alter the exterior view of the house. Heights and dimensions of existing and new window and door openings, exterior finishes and materials, finished floor levels and grade, and extent of new construction and existing house should be shown on an elevation plan.

## **Electrical Drawings (2)**

## **Heating, Ventilation and Air Conditioning Drawings (3)**

## **Plumbing Drawings (2)**

## **Fire Alarm and Sprinkler Plan (2)**

## **The Planning Stage**

Contact the 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. Depending on the project the CBO may specify that not all the above mentioned plans are required to accompany an application for a permit.

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. **Original drawings in pencil are not acceptable, but photocopies of penciled drawings are acceptable.**

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

For examples of construction plans required for additions, decks and porches, or general information about building permits and building, please refer to the following brochures:

- ◆ When is a Building Permit Required?
- ◆ Occupancy Permits and Required Inspections;
- ◆ Homeowner's Guide to Building Permits;
- ◆ Homeowner's Guide to Porches and Decks;
- ◆ Homeowner's Guide to Septic Systems; all available at the Township Office or from the CBO.