

GUIDELINES FOR HOUSE PERMITS



WHEN DO YOU NEED A BUILDING PERMIT?

- New construction or prefabricated building larger than 10 m² (108 ft²)
- Smaller than 10 m² (108 ft²) if contains plumbing

WHY DO YOU NEED A BUILDING PERMIT?

The purpose of a Building Permit is to ensure larger structures are erected safely and are appropriate for the space available, that the Ontario Building Code and By-Laws such as zoning are adhered to, as well as fire and structural safety standards.

A Building Permit legally authorizes you to start construction of a building project in accordance with approved drawings and specifications.

Please refer to the checklist on the next page for required permit application documents.

IMPORTANT REQUIREMENTS YOUR PLAN MUST COMPLY TO



ZONING BY-LAW

We'll look at where you plan to build to make sure it adheres to the City's Zoning By-law.

We'll consider things like:

- Is it appropriate for your neighbourhood?
- Will it create an overcrowding issue?
- Are there any issues related to zoning?



BUILDING CODE

We'll consider if your plan meets the minimum design and building requirements set out in Section 9 of the Ontario Building Code.

We'll consider things like:

- Does it pose a risk to public health and safety?
- What type of construction methods will be used?
- Does it prioritize sustainability?



GRADING AND DRAINAGE

We'll look at your plan to make sure it adheres to the City's Grading By-law.

We'll consider things like:

- Does it help keep a dryer yard year round?
- Does it prevent water from damaging buildings and adjacent properties?
- Does it prevent potential civil litigation for property damages?

HOUSE PERMIT

REQUIREMENTS CHECKLIST

PERMIT APPLICATION FORMS, FEES, AND RELATED APPROVALS

- | | |
|--|---|
| <input type="checkbox"/> Completed <u>Building Permit Application</u> | <input type="checkbox"/> Water Pipe Sizing Form |
| <input type="checkbox"/> Completed <u>Schedule 1 Form "Designer Information"</u> | <input type="checkbox"/> See <u>Permit Fee By-Law</u> |
| <input type="checkbox"/> <u>Energy Efficiency Design Summary (EEDS)</u> | <input type="checkbox"/> Other Applicable Laws |
| <input type="checkbox"/> Planning Department approval (contact at 905-835-2900 or planning@portcolborne.ca) | |

CONSTRUCTION DRAWINGS

- Legible and scaled, two copies
- Survey or Site Plan:** summary of permitted and proposed zoning provisions to include lot area, building area (GFA), lot coverage, grade elevations to confirm height, dimensioned parking areas, driveways, hard and soft landscape treatments, accessory structures (sheds, decks, detached garages, etc.), Lot Grading Plan in conformance with By-Law, property lines showing the distance to adjacent properties/buildings, approved civic address, size and height of dwelling (metric/imperial)
- Foundation Plan:** footings depth, locations and dimensions, engineer review required for helical piers
- Floor Plan(s):** fully dimensioned, for each level, proposed uses of all spaces, location of smoke alarms, carbon monoxide detectors, and all plumbing fixtures, exterior wall construction information, and structural framing above
- Roof Plan:** roof layout showing materials, roof structure, skylights, roof slopes, hips/valleys/peaks and ventilation, ridge support, truss drawings and floor joist plan, where engineered roof trusses or floor systems are proposed if applicable
- Elevations:** all sides, exterior finishes with roof slopes, window/door type, locations and sizes including height of sills above floor level, area of exposed building face, percentage/area of unprotected openings and required limiting distance(s), exterior decks/landings, stairs, guards/handrails, overall building height dimension
- Cross sections:** building construction and specifications of all floor, wall, and roof assemblies, footing and foundation wall details including height of exterior grade above basement floor, overall building heights (floor to floor, floor to ceiling), detail stairs, landings, guards & handrails
- Construction details and notes:** building materials and specifications of all wall, floor, and roof assemblies with typical wall section and typical roof detail
- If engineered material will be used, include the specifications from the manufacturer (trusses, LVLs, etc.)