

GUIDELINES FOR RENOVATIONS PERMITS



PORT COLBORNE

WHEN DO YOU NEED A BUILDING PERMIT?

- Alterations affecting any building system or structure
- New roof sheathing, fireplace, chimney, or repairs
- New openings or replacement for larger doors and windows
- New heating equipment, insulation, or plumbing
- New partition full height wall or new stairs
- Installing new or replacing guards
- Any other case designated by the Ontario Building Code

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

In case a Building Permit is not required, the property owner is still responsible to ensure that no other By-Laws or Applicable Laws are contravened before commencing any work.

WHY ARE BUILDING PERMITS IMPORTANT?

Building Permits are required to ensure any construction is done safely. There are two main areas of consideration when renovating a building:



**BUILDING
CODE**

We'll consider if your renovation 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?



**FIRE
CODE**

It's important that materials and percentage of unprotected openings adhere to the Ontario Fire Code, which establishes the minimum requirements for fire safety.

We'll consider things like:

- What are the evacuation routes?
- Is there a fire prevention plan?
- What are the fire mitigation strategies?

RENOVATIONS PERMIT

REQUIREMENTS CHECKLIST

PERMIT APPLICATION FORMS AND RELATED APPROVALS

- Completed Building Permit Application
- Completed Schedule 1 Form "Designer Information"
- Energy Efficiency Design Summary (EEDS), if applicable
- Other Applicable Laws

PERMIT FEES

- See Permit Fee By-Law

CONSTRUCTION DRAWINGS

- Legible and scaled
- Two copies of each plan
- Sufficient for complete understanding and reviewing of your project (Site Plan, Floor Plans, Roof Plan, Elevations and Sections - all that apply): fully dimensioned, identifying materials, proposed use of each room (make sure they have the minimum floor areas, window areas, and ceiling heights required by the Ontario Building Code)
- Comply with plumbing, septic system, HVAC, fire safety, and electrical requirements (if applicable)
- If engineered material will be used, include the drawings and specifications from the manufacturer (trusses, LVLs, etc.)

Applicant's Name

Applicant's Signature

Date