

HOW TO OBTAIN A BUILDING PERMIT



A GUIDE TO THE HOMEOWNER

Copies of this Guide can be obtained from the Building Department
upon request

THE CORPORATION OF THE TOWNSHIP OF GEORGIAN BAY
BUILDING DEPARTMENT
99 LONE PINE RD., PORT SEVERN, ONTARIO L0K 1S0

WHEN ARE BUILDING PERMITS REQUIRED?

The definition of "building" under the building code act is as follows:

- a) A structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
- b) A structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto,
- c) Plumbing not located in the structure,
 - c.1) a sewage system; or
- d) Structures designated in the building code.

In general, a building permit is **required** to erect, install, extend, alter or repair a building.

The following are examples of projects which **will** require building permits, but not limited to:

- Installing or repairing all or part of a septic system
- Construction of a new home or cottage
- Addition of a carport, garage, porch or room(s) to an existing home
- Construction or finishing of rooms in the basement or attic
- Any structural work including alterations to interior partitions or the installation of new skylights, windows or doors.
- Addition of dormer(s)
- Enclosing a porch or deck
- Adding or replacing of a deck to an existing home
- Raising a building
- Excavating a crawl space to provide a full basement
- Relocating structures from one property to another or relocating a structure on the same property
- Construction or installing an accessory building such as a garage, tool shed, dock, boathouse or playhouse larger than 10 square metres (107 square feet)
- A structure less than 10m² attached to another structure with the total greater than 10m².
- Solid fuel burning appliances & chimneys etc.
- Installing any type of plumbing
- Demolishing a structure or portion of a structure

Exemptions: new shingles (disposed of properly), siding, windows (same size in same opening)

PLEASE NOTE

ACCESSORY BUILDINGS, DECKS AND DOCKS REGARDLESS OF SIZE MUST BE LOCATED ON THE LOT TO CONFORM TO THE APPLICABLE ZONING BY-LAW. BE SURE TO CHECK WITH THE PLANNING DEPARTMENT TO ENSURE COMPLIANCE WITH THE ZONING BY-LAW.

IF YOU ARE UNSURE IF YOU NEED A BUILDING PERMIT PLEASE CONTACT THE BUILDING DEPARTMENT TO VERIFY IF ONE IS REQUIRED.

PLANNING YOUR PROJECT & APPLICABLE LAWS

During the preliminary planning (feasibility) stage of your project it is imperative that you determine what Zoning By-laws apply to your property. Zoning By-laws regulate the use, size, location and types of buildings permitted on a parcel of land. Details may be obtained from the Zoning Dept. 705-538-2337 Ext. 262 , planning@gbtownship.ca

The information you will require from the Zoning By-law will include:

- Is proposed use permitted
- Minimum building setbacks (distance from the buildings to the property lines)
- Building height restrictions
- Total building floor area and lot coverage permitted

There are other **applicable laws** that must be met prior to making application for building permit. Some examples are as follows.

WHAT IF MY PROJECT WILL NOT COMPLY WITH THE ZONING BY-LAW?

Zoning By-laws are designed to control the use and massing of buildings on a lot, however, in some situations it may be impossible to work within the set regulations.

In such a case you, as the homeowner, may apply for a Minor Variance to the Committee of Adjustment. If the Committee deems your proposal to be appropriate they have the authority to grant you permission to vary from the general regulation.

The Committee of Adjustment is comprised of 2 council members and 5 citizens and applications to the Committee of Adjustment are filed through the Planning Department.

Information can be obtained from the Planning Department at 705-538-2337 Ext 263, planning@gbtownship.ca, by visiting the Municipal office or by visiting the planning section of this web page.

For **docks, boathouse, boat ports or swim platforms** you may require approval from the following agencies prior to submitting the building permit application. See below.

- **Trent Severn Waterway** – if your property fronts on this water body you will need to apply for a work permit through the TSW prior to making your application.

- **Department of Fisheries and Oceans** – depending on the location, size and type of structure you are proposing you may require a work permit prior to applying for a building permit. Please review their operational statements through the following: link <http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>

- **Transport Canada** – to determine if your proposed construction is considered minor works or if you need to proceed to Transport Canada for approval: <http://www.tc.gc.ca/eng/programs-621.html>

- **Ministry of Natural Resources**- As a result of a court decision, authorizations under the PLA will now be required for docks and single storey boathouses **occupying more than 15 square metres** (shadow). This includes new docks, expansions of existing docks, seasonal docks, and single storey boathouses.

Replacement structures will also require authorization. Authorizations will be in the form of a Land Use Permit. In cases where construction includes works conducted on privately owned shore lands a work permit will also be required.

Authorization from the MNR must be obtained prior to submitting the permit application.

For more information: Parry Sound 705-773-4260
email mnr.approval@ontario.ca

<https://www.ontario.ca/page/crown-land-work-permits>

APPLYING FOR A BUILDING PERMIT

An application for a building permit can be obtained from the Building Department in the Municipal Office or obtained from the Township website (www.gbtownship.ca). With your application you will be required to submit two sets of detailed construction drawings, that is either designed by the property owner or by someone qualified. We also require sufficient information for us to establish that your project complies with the Ontario Building Code and all other applicable laws.

TWO COPIES OF ALL DOCUMENTS MUST BE SUBMITTED WITH AN APPLICATION. ALL PLANS MUST BE DRAWN TO SCALE FULLY DIMENSIONED AND PROFESSIONAL QUALITY.

New requirement for Single Family Dwellings is the SB-12 Energy Efficiency. Qualified Designer required

Outlined on next page are drawing and information requirements for a number of specific projects. If you find that you're not able to produce these documents, then you should retain the services of a qualified person to prepare the necessary information.

STANDARD DRAWINGS

The following list of drawings should be used as a guide when preparing drawings for submission for a building permit. Any project that requires design by an Architect and/or a Professional Engineer (Part 3 Buildings, such as assembly, institutional or large buildings over 600 square metres and multiple dwellings) will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.

The Designer that prepares the permit drawings must provide sufficient information to ensure compliance with the requirements of the Ontario Building Code. **As of January 1st, 2006, all Designers will be required to show proof of meeting the qualifications required by the Ministry of Municipal Affairs and Housing.**

1. **Site Plan**

- The location of all existing buildings (including septic systems) as well as the proposed. If you do not own your shore road allowance or crown reserve indicate on the site plan the limit of the allowance.
- The setbacks to lot lines must be clearly shown.
- The plan should be to scale and show all property boundaries, adjacent road and water bodies. The location of site services shall be added to the site plan as well.
- 178.33 Contour elevation to be shown
- A new Plan of Survey must be prepared for new or replacement dwellings on waterfront properties and for new septic systems where no previous system existed or where the existing system has no formal approvals on waterfront properties. For all other Building Permit Applications an existing Plan of Survey may be deemed acceptable by the Chief Building Official.

2. **Floor Plan Drawings**

- All rooms must be labelled to illustrate their intended use.
- The location of doors, windows (sizes) and plumbing fixtures and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plans for simple projects, as well as mechanical and electrical information. The plans must be to scale, with a separate plan for each storey, including basement. If the project is an addition, the layout of the existing floor plan is also required.

3. **Building Elevation Drawings**

- Show proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc., should be clearly illustrated.

4. **Foundation and Pier Plan Drawings**

- The size and type of materials used for the foundation.
- The location and size of all footings, including soil support type for column and pier footings.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added on this drawing.

5. **Framing Plan Drawings**
 - For simple projects the framing can be shown on the floor plans.
 - The size and locations of all structural members must be clear and show material type.
 - The size and span for beams shall be indicated.
 - The specifications for engineered lumber must be provided (e.g. truss drawing, TJI).
 - Sufficient information must be provided on the drawings to verify that all loads are safely transferred to the foundation.

6. **Roof Plan Drawings**
 - May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.

7. **Section and Detail Drawings**
 - Cross sections will illustrate all the materials that make up the wall, floor, roof and stair systems. Adequate information shall be included to be able to determine the locations of all building components, for example; insulation, air barrier, vapour barrier, structural members, sheeting, backfill height, bracing and required connections.

8. **Electrical Services Plan**
 - Show location of lights, smoke alarms, carbon monoxide detectors, switching and other electrical components required under the Ontario Building Code.
 - **Note: Contact the Electrical Safety Authority for permits required under the Electrical Code.**

9. **Heating, Ventilation and Air Conditioning Plan**
 - Indicate locations of supply and return air openings for heating and ventilations.
 - Provide heat loss calculations and duct design.
 - Location and description of HVAC units and ventilations design summary.
 - Location and clearance details of woodstoves and fireplaces.

10. **Plumbing Plan**
 - Show all plumbing fixtures, including roughed-in fixtures.
 - Provide information on pipe material sizing, appliances, devices and fixtures used.

DEMOLITION PERMITS

If you propose to demolish any structure occupying an area greater than 10 square metres (107 square feet) **or** part of a structure, you will required a Demolition Permit. An application must be filed with the Township. Process information can be obtained from the Technical Assistant.

PERMIT FEE'S & PERMIT APPLICATION PROCESS

Building permit fees are due at the time of application. They are considered part of a complete application. If you do not have the fees at the time of application it will be returned to you.

If in the process of reviewing the application it is found additional information is required and if we are unable to contact you by phone or email we will forward a letter to you stating specifically what is required in order for us to continue the processing. It is suggested that you respond to our requests for information as promptly as possible in order to avoid any further delays in obtaining your permit.

PERMIT ISSUANCE

Your building permit will be at the front counter upon completion of our review of your submission. If you wish to have your permit mailed, you must indicate this on your permit application.

The Building Permit must be available on the construction site for the inspector to verify at all times. The permit drawings and documents must also be available on site for use by the various inspectors assigned to your project.

Please read the permit documents thoroughly before commencing construction. The construction must be in compliance with the plans and documents issued with your permit. Any deviation from the approved drawings must be reported to the Chief Building Official in the form of a Revision Permit. There will be a charge for the revision; the charge will vary from minor to major. Please contact the Building Services Department should this situation arise since, depending on the degree of change, revisions can get quite complicated.

THE CONSTRUCTION MUST BE INSPECTED

The Township's Building Inspectors serve you by ensuring that the construction complies with the Ontario Building Code and the reviewed drawings for which the permit was issued. It is **mandatory** for you to call for inspections. Mandatory inspections are listed on documents issued with your permit drawings.

The phone number to request an inspection is 705-538-2337 ext. 233. Please have your permit number available when you call. **A minimum of 48 hours notice is required.**

If you have hired contractors to construct the project, **it is your responsibility, as the owner to ensure that they have called for the mandatory inspection.** It is in your best interest to have these inspections carried out and any deficiencies identified by the inspectors corrected prior to the contractor's completion of the project.

OTHER PERMITS AND APPROVALS

Plumbing Permits

A Plumbing Permit is required for the installation of drains, sewers and plumbing fixtures. However, if your project involves construction that requires a Building Permit, the plumbing approval will be incorporated, and a separate Plumbing Permit will not be necessary.

After your permit has been issued, you, as the homeowner may install your own plumbing, drains and sewers. If, however, you are hiring a contractor, ensure that he is licensed.

Electrical Permit

Prior to the installation or alteration of electrical equipment you are required to ensure an electrical permit is obtained from Electrical Safety Authority. For application requirements, contact them at 1-877-ESA-SAFE or www.esa-safe.com.

SEWER, WATER AND ENTRANCE PERMITS

If you are constructing a new dwelling in an area serviced by municipal sanitary sewers and water, you are required to connect to those services. Primary approval application for sewer and water connections can be obtained from the Municipal Office or from the District of Muskoka. After receiving this information you still must apply for a building permit with the Township of Georgian Bay.

An Entrance Permit will also be required for any new or revised entrances to a Township or District Road or Province Highway. Entrance Permit applications for District Roads may be obtained by calling 1-800-281-3483. Township Roads can be obtained from the Township Office.

GENERAL INFORMATION

If you have any questions or concerns with Permit requirements, you may obtain information by contacting the Township Office.

Building Staff are available to assist you between the hours of 8:30 a.m. to 4:30 p.m. Monday to Friday.

Building Department 538-2337 Ext. 233
building@gbtownship.ca

Planning Department 538-2337 Ext. 263
planning@gbtownship.ca

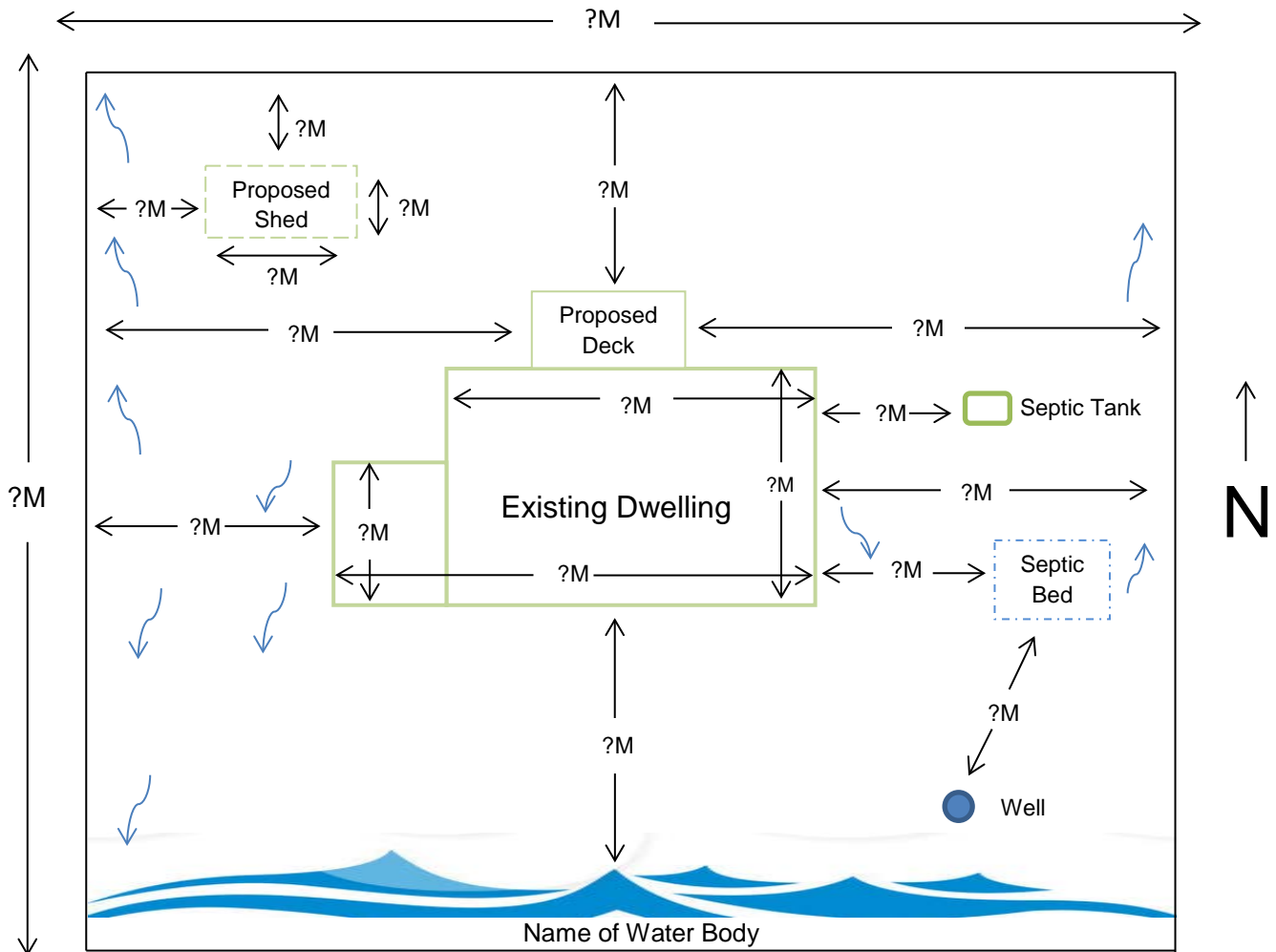
- Zoning Inquiries
- Committee Of Adjustment
- Rezoning Applications
- Consent Applications
- Shore Road Closing



Site Plan Example

Roll Number: _____ Owner's Name: _____

Address: _____ Scale: _____



Site Plan must display:

- All **existing** and **proposed** structure(s)
- Setbacks** from property boundaries to current and/or proposed structure(s); shown in metres
- Dimensions** of structures
- Septic system** and **well** (specify if dug or drilled)
 - Setbacks from: septic to *well* and septic to *structures*
- Direction of surface **drainage**
- Driveway (if applicable)
- North arrow
- Name of water body/road