Municipality of Bluewater

RESIDENTIAL BUILDING PERMIT INFORMATION PACKAGE

(519) 236-4351
www.municipalityofbluewater.ca
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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 Building Services Department and are reviewed for compliance with the Ontario Building Code, the applicable municipal Zoning By-Law 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.

A permit is also required to construct on-site sewage systems. The same approvals and documents are required with the application.

Building Permit Applications

Building and sewage system permit applications are received by Building Services Staff. The applicant may be a homeowner, engineer, architect, owner, developer, commercial or industrial tenant. Staff will explain the permit process and help with the permit application.

Where Can I Apply?

You can apply in person at:

The Municipality of Bluewater
Building Services Department
14 Mill Avenue
Zurich, ON., N0M 2T0
(519)236-4351

How to Complete and Submit a Permit Application

The Ontario Building Code requires building and sewage system permit applications to be made by the registered owner of a property or an agent authorized by the owner to act on their behalf.

Complete the Building and/or Sewage System Permit Application Form and submit it in person to the Building Services Department with:

- 2 sets of building plans (foundation, floor plan(s), cross section, elevations, pre-engineered building components, etc., as appropriate).
- 2 copies of the site plan or property survey; or lot grading and drainage plan
- 2 copies of the HVAC design and Schedule 1 completed by designer
- Energy Efficiency Design Summary
- A copy of any required approval such as minor variance, zoning amendment, site plan approval, conservation authority, trailer park, heritage, Ministry of Transportation, or County of Huron.
- An application fee is required and may be paid by cash, debit or cheque. The fee is calculated by the Chief Building Official and is based on the fee schedule of the current building by-law.

Please note: Construction may not proceed until a permit has been issued. The Chief Building Official will oversee the permit application process from the initial application stage through to issuance.
What Happens to my Application?

The Building Services Staff will review your application, regardless of its complexity, to confirm that all required plans and approvals are included. The fee will be accepted. It is the applicant’s responsibility to make sure all information is complete and correct.

Complete applications are now subject to mandated issuance deadlines that vary with the type of construction. Issuance deadlines are legislated by the Building Code Act. An application will be refused where any of the required information is not provided. Incomplete applications will be returned to permit the applicant time to submit the required information.

Your application will be reviewed by a Building Inspector to ensure the work complies with the Ontario Building Code and other applicable law such as the Zoning By-law. They may also circulate your building plans to other municipal officials for comments.

During the review of your application, you will be notified by phone or in writing if there are any outstanding requirements that must be submitted to complete the review and confirm compliance.

Once your application is approved, staff will contact you or your agent to pick up the building permit and approved construction plans.

You will be asked to sign a form acknowledging that inspections are required and you are responsible to contact us when you are ready for an inspection. Inspections are important to ensure that buildings are constructed safely and meet all applicable law. The Building Inspector will work closely with you and your contractor. Safe construction is our commitment to you.

Please post the building permit in a visible location at the project site.

Before any construction begins, contractors and homeowners should request the location of underground services: One Call Service 1-800-400-2255 or www.on1call.com

Building Permit Application Checklists

Permit Applications will be screened and reviewed in accordance with the Checklist to ensure that all required information is submitted. As the applicant, you must also be aware of other approvals required by an applicable law that are necessary prior to the issuance of the building permit.

Please review the Permit Application Checklist included in this information package to help determine the applicable law that pertain to your project.

What Projects Require a Building Permit?

Under the Ontario Building Code Act, a building permit is required to construct, demolish, renovate, alter, install or change the use of a building. The following is a list of typical projects that require a building permit:

- Construct a new building greater than 10 m² (107.6 ft.²) in building area (any wall, roof or floor)
- Installation of new plumbing in a building or part thereof
- Change the use of a building
- Changing the fuel source of a fireplace from gas-fired to solid burning (wood)
- Construct an addition to an existing building
- Construct a deck
- Finish a roughed-in bathroom or washroom
- Alter an existing building or its plumbing system
- Repair a building or its plumbing system
- Repair or install an on-site sewage system
- Install a solid fuel burning appliance, i.e. Wood burning stove or masonry fireplace
- Detached or attached garages and carports
- Solariums, sunrooms, Florida rooms
- Addition of a dormer
- Moving a building
- Signs
- Installing a wind turbine with a rated output greater than 3 Kilowatts
- Installing solar panels on a building greater than 5 m² in face area

If the above list does not include your project or you are not sure if a permit will be required, please contact one of our Building Services Staff at **519-236-4351** with the details of the work.

### What Projects Don’t Require a Building Permit?

It is not necessary to obtain building permits to perform the following work. However, you must still comply with the requirements of the Zoning By-laws of the Municipality and if applicable, the Ontario Building Code.

- Erect a fence, other than a pool enclosure fence. Permit not required. Height is subject to Zoning By-law requirement. **Please Note:** Permits are required to erect a pool enclosure fence in accordance with the Swimming Pool Bylaw.
- Retaining walls less than 1 m (3.2 ft.) in height
- Sidewalks
- Planters and landscaping
- Kitchen or bathroom cupboards
- Painting, decorating and general maintenance
- Replacing roof shingles, siding, windows on a residential dwelling (new windows must be same size as existing)
- Air conditioning units or heat pumps added to existing systems
- Replacement furnaces provided the new and old furnaces have similar heat output and use the same fuel
- Detached buildings not greater than 10m² (108 ft.²) in area.

If the above list does not include your project or you are not sure if a permit will be required, please contact one of our Building Services Staff at **519-236-4351** with the details of your work.
Zoning By-Law Review

Zoning By-laws specify the uses permitted on a lot and contain regulations governing the lot area, height, and location of structures. For example, regulations can affect how close to the lot line you can build.

The information we require to support your building application includes;

- Lot area
- Setbacks of all buildings and structures from the lot lines and top of bank of water courses (Lake Huron, rivers and ravines)
- Height of building(s)
- Floor area of each floor
- Lot coverage
- Location of driveway and/or number of parking spaces

You can contact our Building Services Staff to determine the specific zoning requirements for your project or reference the zoning by-law pertaining to your project on the municipal website at www.municipalityofbluewater.ca

Lot Grading Plan (if required)

You may be required to submit a drainage scheme compatible with existing drainage patterns or an approved grading plan, signed and stamped by an Ontario Land Surveyor or Professional Engineer.

A Guide to the Schedule 1 Form (Designer Information)

This guide is intended to assist in the completion of the Schedule 1 Designer Information form and provides a section by section description of the information that must be submitted. It is recommended that you read it carefully before making a permit application. If you require further assistance please visit or contact the Municipality of Bluewater Building Services Department.

General Information

The Building Code Act requires that designers who prepare documents to be submitted with permit applications have the necessary qualifications set out in the Ontario Building Code and that they provide information about their qualifications on the permit application form and all documents. Schedule 1 forms part of the Application for a Permit to Construct or Demolish and is required to be completed for every permit application and by each individual who reviews and takes responsibility for design activities with respect to the project.

The form need not be completed by Architects who are holders of a Certificate of Practice or a Temporary License under the Architects Act.

Also, the form need not be completed by Professional Engineers who are holders of a Certificate of Practice or a Temporary License under the Professional Engineers Act.

However, all Architects and Professional Engineers drawings and documents shall bear their signature and seal.

The Professional Engineer must complete a Letter of Undertaking and General Commitment Review Certificate.
Section A: Project Information

Section A requires the permit applicant or the designer to provide details about the location of the proposed construction or demolition.

The following information must be provided:

- The correct municipal address where the construction or demolition is being proposed;
- The correct legal description of the property.

Section B: Individual who reviews and takes responsibility for design activities

Section B requires the permit applicant or the designer to provide:

- The name of the individual taking responsibility for the design.
- Where the designer is required to be registered in accordance with the Ontario Building Code, the name of the firm and the individual who is taking responsibility for the design must be provided.
- The address and contact information for the above individual and/or firm.

Section C: Design Activities undertaken by the Individual in Section B

Section C requires the individual taking responsibility for the design activities to check the categories of qualification required for the type of building or part thereof and to describe (under the description of designer’s work) the design activities they are responsible for.

Section D: Declaration of Designer

Section D requires the person taking responsibility for the design to provide information about their qualifications and to certify (by signing) the accuracy of the information contained on the form.

1. The first check box must be checked where Subsection 3.2.4. of Division C, of the Ontario Building Code requires that the firm and individual be registered and the individual be qualified.
   Registered means registered with the Director of the Building and Development Branch of the Ministry of Municipal Affairs and Housing in accordance with Article 3.2.4.2. of Division C, and includes the insurance coverage required under Subsection 3.2.6. of Division C. The individuals responsible for the design must provide their BCIN (Building Code Identification Number) and the BCIN of the firm.

2. The second check box must be checked where Subsection 3.2.5. of Division C, of the Ontario building Code requires that the individual designer be qualified in the appropriate category as an “other designer”. The individual responsible for the design must provide their BCIN and the building code reference providing the basis of exemption from the registration requirements must be provided on the form.

3. The third check box must be checked where the design work is completely exempt from the requirements from registration under Subsection 3.2.4. of Division C and the qualification requirements under Subsection 3.2.5. of Division C, of the Ontario Building Code. The building code reference providing the basis of exemption from these requirements must be provided on the form.
The sample drawings included in this guide are typical permit drawings for a one storey addition to a single detached dwelling. They are intended to illustrate the drawing quality in terms of legibility and completeness that we need to deliver the highest possible level of service.

Site Plan & Sample Drawing

A site plan is a drawing which shows the entire property and identifies the location of all structures (new and existing) in relation to property boundaries and to each other. This drawing must be drawn at a scale that will clearly depict these features and those listed below and must be accompanied by a current survey or be referenced to a survey that has been certified by a registered Ontario Land Surveyor.

- Title block (including title, scale, street address)
- Site data (including lot area, total area of lot covered by buildings)
- North arrow
- Lot lines and dimensions of the property
- Street
- Existing and proposed construction with dimensions
- Setbacks from existing and proposed buildings to property boundaries and to each other
- Existing and finished ground levels or grades
- Existing rights of way, easements and municipal services
- Natural watercourse or drain
- Above ground hydro lines
- Sewage system location and setbacks to property boundaries and to each structure
Floor Plan & Sample Drawings

A floor plan is a view of the structure as might be seen from just below the ceiling. One floor plan is necessary for every floor of the house which is affected by the new construction. Each plan shows the interior layout of the level in consideration, as well as providing the structural framing information for the floor above. In the case of the top floor plan, the roof framing is shown. Each plan should include the following information:

- Title of plan (foundation, main floor, second floor)
- Scale
- Extent of proposed and existing construction
- Location and horizontal dimension of walls, windows and doors
- Location of plumbing fixtures and built-in millwork
- Location of decks, balconies, porches, stairs and landings
- Room names
- Size and orientation of floor or roof framing members above
- Location and perspective of cross-section reference

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Elevation Drawing Requirements

Elevations show the exterior view of each side of the house. Each elevation is identified by the direction it is facing. It should contain the following:

- Title of elevation (i.e. North or front elevation)
- Scale
- Extent of proposed and existing construction
- Location and vertical dimension of walls, windows and doors
- Grade level and height of first floor above grade
- Exterior wall cladding, finishes and flashing
- Roof overhang dimensions
- Roof shape, slope and finish
- Rain water leader and eaves trough
- Location of decks, balconies, porches, landings and height and type of guards and handrails.
Sample of Elevation Drawing Requirements

Cross-Sectional Drawing Requirements

A cross-section presents a view of the structure as if cut like a cake. It illustrates the relationship between various building components which are hidden in walls, floors and ceilings. Additional sections may be necessary at other locations to provide further detail. The location and perspective of each cross-section should be shown on the plans. A cross-section should include:

- Title of section
- Scale
- Size and type of footings and foundation walls
- Exterior and interior wall construction, including all components and finishes
- Roof, floor and ceiling construction, including all components and finishes
- Exterior ground levels
- Distance from grade to floor and to underside of footing
- Interior wall height dimension
- Attic and crawl space ventilation

Certain building elements and systems may need clarification. This is achieved through the use of detailed drawings. Detailed drawings are often drawn to a larger scale and should always be referenced in previous plans or cross-sections.
Permit Application Checklist

- Application for a Permit to Construct or Demolish
- Schedule 1 Designer Information form – required for each individual who reviews and takes responsibility for design activities
- Energy Efficiency Design Summary form
- Application fees
- Site Plan / Lot Grading Plan
- Architectural Drawings
- Pre-engineered Building Components
- HVAC Design
- Applicable Law Approvals (ie: ABCA, MTO, MOECC, Heritage, OMAFRA, Drinking Water Source Protection, etc...)
- Sewage System Application – required where an on-site sewage system is being installed or altered

Additional information and/or documentation may be required with the application package; to be determined by the Chief Building Official.