

Guide for Residential Construction

Additions, alterations, and accessory buildings

A building permit is required when you wish to:

- construct a new building or structure
- alter, repair, renovate, relocate, or add to an existing building
- finish a basement or construct a secondary suite
- construct chimneys or install wood stoves or inserts
- construct retaining walls over 1.2m in height
- install new plumbing fixtures or re-arrangement of piping
- refer to tol.ca/building for guidelines on other projects requiring a permit

APPLICATION

Submit building permit applications to the Permit, Licence and Inspection Services Department.

The applicant must provide:

- a building permit application form and checklist, completed and signed
- a current Title Search or a Freehold Transfer (title search is to be no older than 30 days prior to permit application)
- disclosure of whether or not there are any right-of-ways, watercourses, or easements on the property
- three sets of site and building plans drawn to scale – 1 set of full size drawings, and 2 reduced on 11" x 17"
- three complete sets of building plans (signed and sealed by a structural engineer if applicable)
- Schedule B – signed and sealed by a Professional Engineer for structural and/or geotechnical (if applicable)
- if applicable for the following: A truss layout, truss joist floor layout and beam schedules (if applicable)
- a completed and signed Soil Declaration form
- an Erosion and Sediment Control form – signed and dated
- an Agent Authorization form signed by the owner (if applicable)
- for properties serviced by a septic system, the following information must be completed by the Registered Onsite Wastewater Practitioner (ROWP):
 - three sets of site and floor plans submitted are to be signed and sealed by the ROWP
 - the pink copy of the Septic Permit Filing form to construct or alter a septic system or
 - a Building Referral form where no work on the system is required

SEE NEXT 

A Hazardous Material Survey and Notice of Project may be required for homes constructed pre 1990. For additional information on asbestos removal please go to www.worksafefbc.com.

Drawings:

All plans and information submitted must be of an appropriate scale with sufficient detail to establish compliance with the building code and the bylaws of the Township. The plans are to be **legible and of suitable quality** for digitizing. If you are unable to draw appropriate plans, then you must obtain the services of a qualified person.

Drawings may be submitted in metric or imperial scale. The following are the minimum scales:

site plan	1:100	or 1/8" = 1' - 0"
foundation, and floor plans	1:50	or 1/4" = 1' - 0"
cross sections	1:50	or 1/4" = 1' - 0"
elevations	1:50	or 1/4" = 1' - 0"
construction details	1:20	or 1/2" = 1' - 0"

Note: Two of the three sets of plans are to be submitted on 11"x17" paper.

Site Plan:

- lot shape and size with setbacks of the building to the property lines
- show any easements, right-of-ways, and watercourses/bodies of water on the property and the setbacks to the buildings
- over-all building dimensions of all existing buildings and clearly indicating the proposed construction
- show decks, projections, and/or cantilevers
- driveway location, existing and/or proposed
- septic system and well locations (if applicable)
- perimeter drainage sump and discharge locations
- show all trees to be retained / removed
- finished grades and top of foundation elevations at each corner of the building and finished grades for the side property lines

Foundation and Floor Plans:

- show foundations with the dimensions of the proposed construction
- indicate foundation wall thickness, size of footings including all pad footings
- show all structural elements, beams, lintels, floor joist size and direction, wall and roof structures
- show all partitions and bearing walls - indicate finished / unfinished areas
- room use and sizes, as well as adjacent rooms for any addition/alteration
- windows/doors, including sizes and door swings
- stairs showing direction of travel, stair dimensions, and required handrails and/or guardrails
- plumbing fixtures, appliances, hot water tank, fireplaces, and heating system

Typical Cross Sections and Construction Details:

- all construction materials
- floor to ceiling height of all rooms including crawl/roof spaces
- floor, ceiling, roof, and wall assemblies
- sloped / vaulted ceilings and roof decks indicating ventilation and insulation requirements
- footings and foundation walls
- building envelope details for the exterior cladding and energy efficiency provisions
- finished grade, top of foundation and MBE elevations

Elevations (the four building face views):

- exterior finish
- window and door sizes – if windows or doors are being added on any external wall adjacent to a lot line, show the elevation of that building face for the entire building
- finished grade (drawn in) and top of foundation elevations shown at each corner of the building
- roof slope

(This is not an exhaustive listing of all the bylaw and building code requirements. Additional information may be requested during the processing of the building permit application.)

BUILDING PERMIT APPLICATION PROCESS

Once compliance with Municipal Bylaws and other applicable enactments has been demonstrated, a Building Permit can be issued following receipt of payment of the appropriate permit fees and bonds.

The issuing of the permit may be delayed depending on:

- volume of applications
- the complexity of the project
- completeness of the application including compliance with the applicable zoning and other bylaws and the current edition of the BC Building Code

PRIOR TO ISSUANCE

Following the submission of the building permit but prior to issuance, additional items or inspections may be required.

- a pre-permit inspection may be required prior to the issuance of the Building Permit to confirm installation of the construction waste and garbage bins, tree protection fencing, and onsite siltation control measures
- letter of intent for accessory buildings
- an accepted driveway application and permit is typically required from Engineering Department prior to issuance of the Building Permit
- no deposit of fill, excavation, erection, alteration, enlargement, repair, removal, or demolition of any building or structure, or part thereof, shall be commenced or undertaken without a permit first being obtained from the Permit, Licence and Inspection Services Department

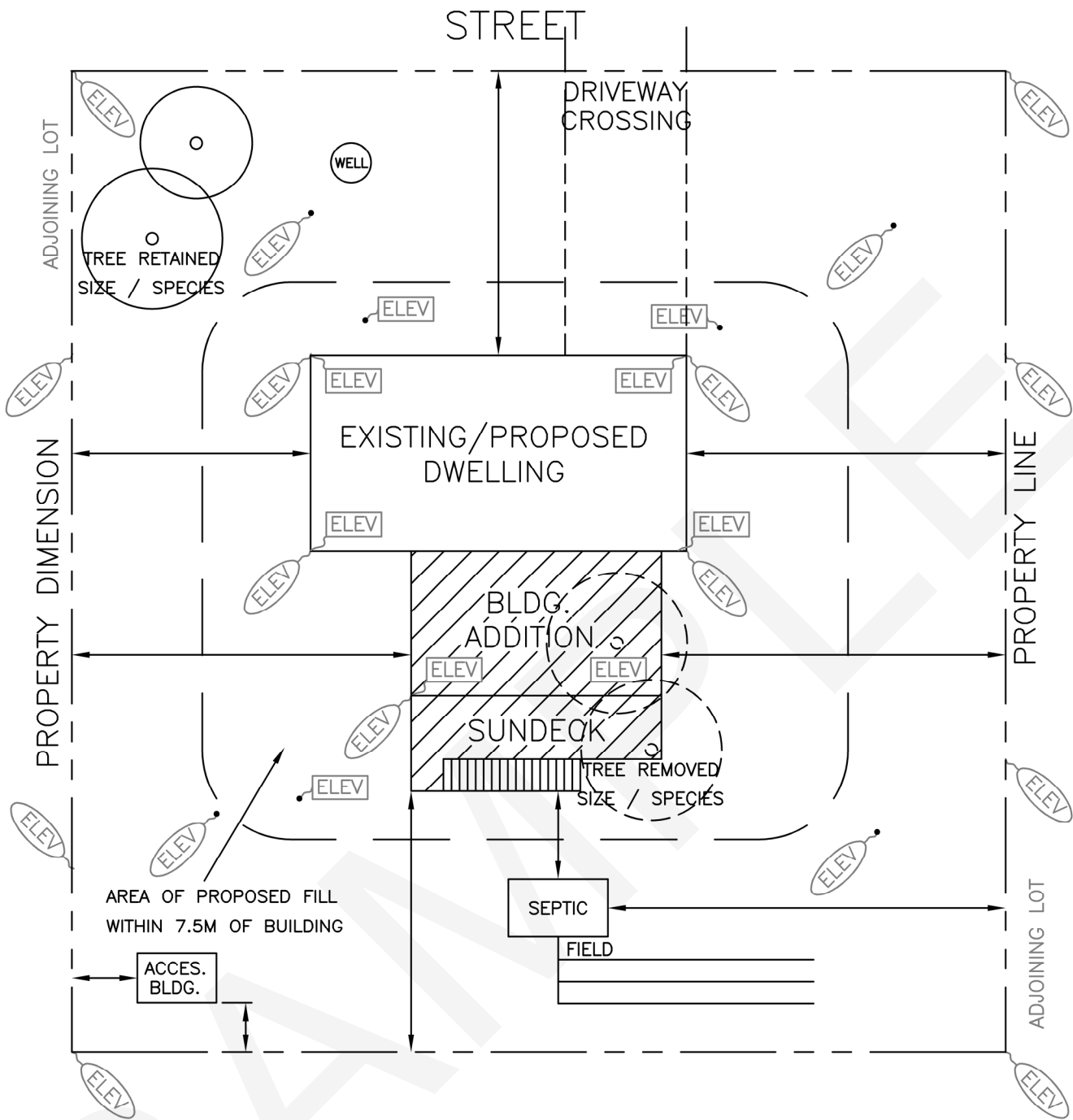
INSPECTIONS

The following items must occur during the duration of construction:

- inspections must be requested by the owner, builder, or the agent
- all work being inspected must be complete and ready prior to inspection
- work must not proceed past any of the stages listed without prior clearance
- the street address and permit card must be posted in a visible location on the site
- the approved permit drawings and prior inspection notices are to be available on site for all inspections

No person may occupy or permit occupancy of any Building or Structure until an accepted final inspection has been undertaken by the Building Inspector and occupancy has been authorized by the Building Inspector in writing.

See following pages for drawing examples





SITE PLAN

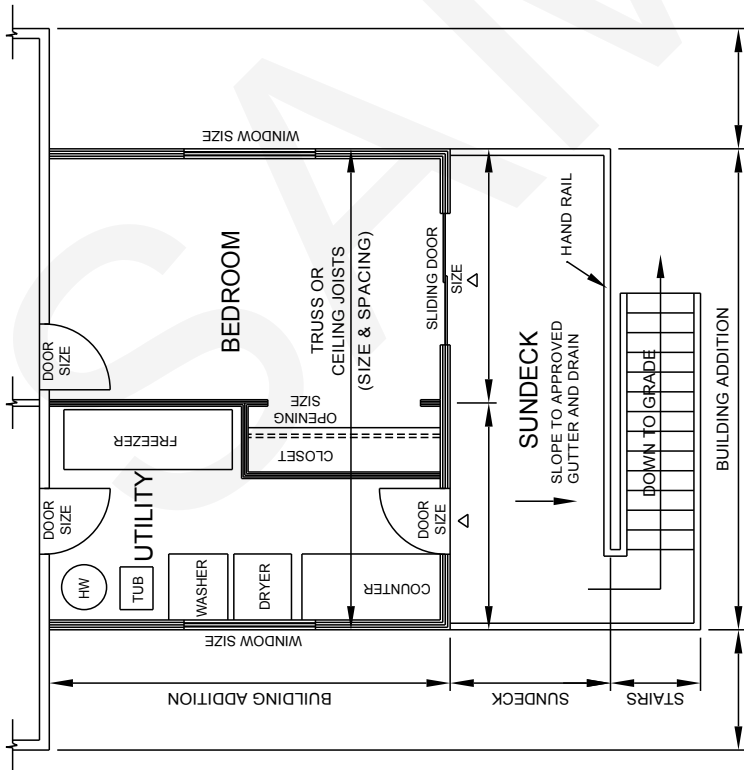
SCALE:

ADDRESS:

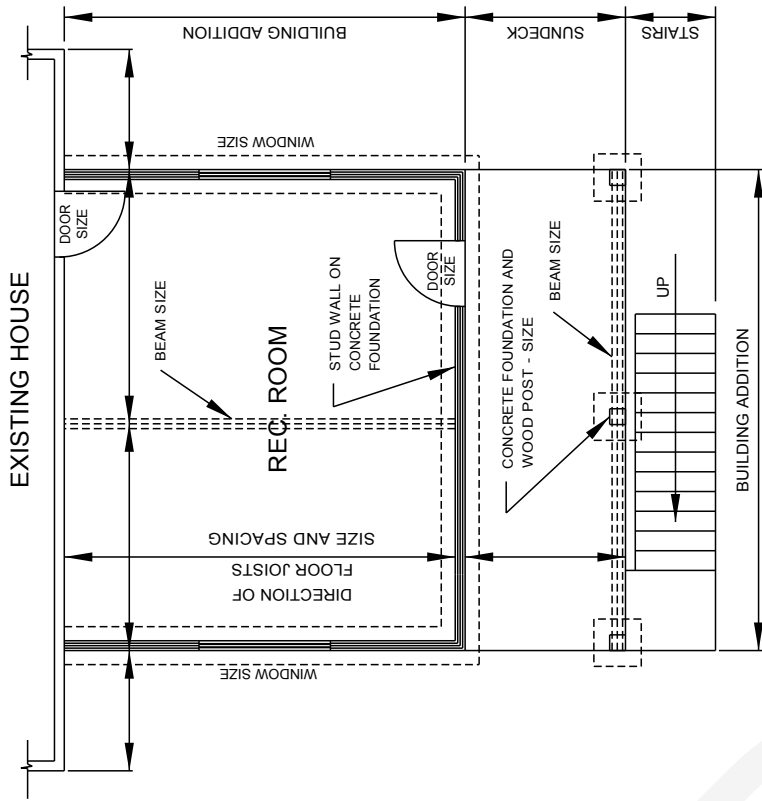


-  PROPOSED ELEVATION
-  EXISTING ELEVATION

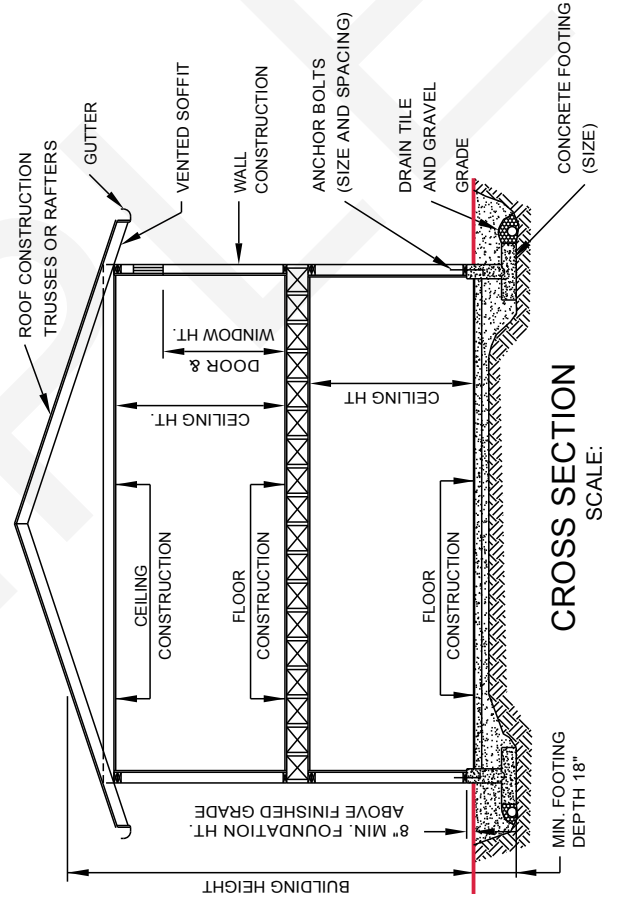
**EXISTING HOUSE
SHOW ADJOINING ROOMS**

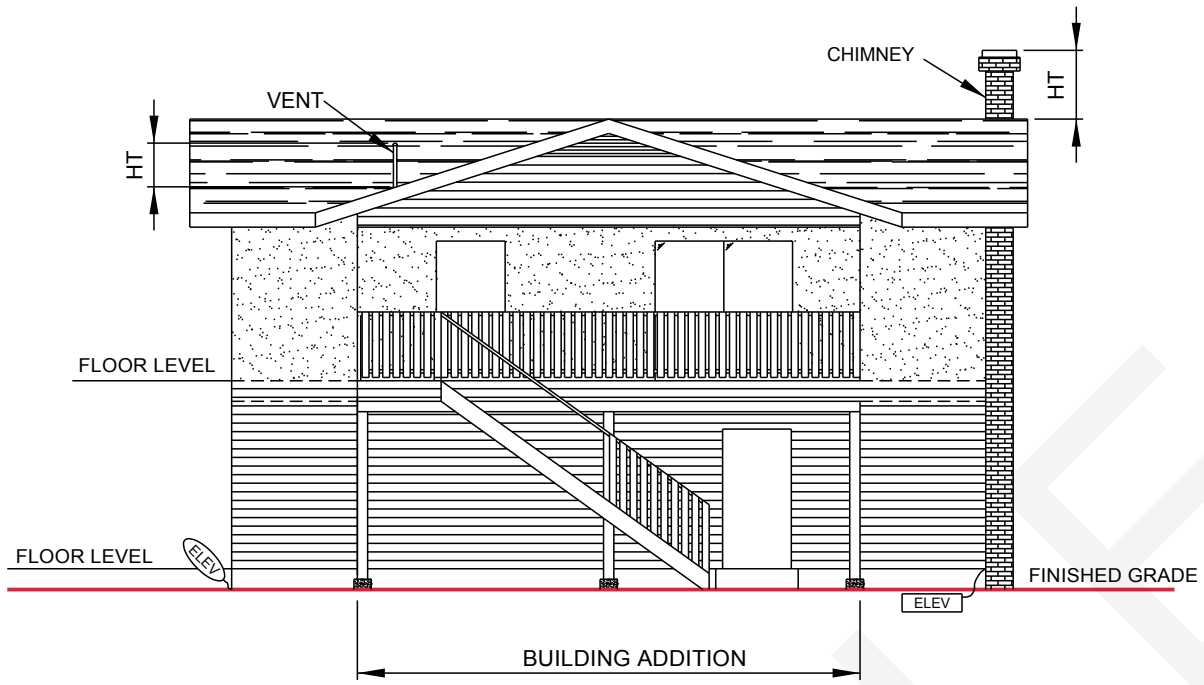


**FLOOR PLAN
SCALE:**

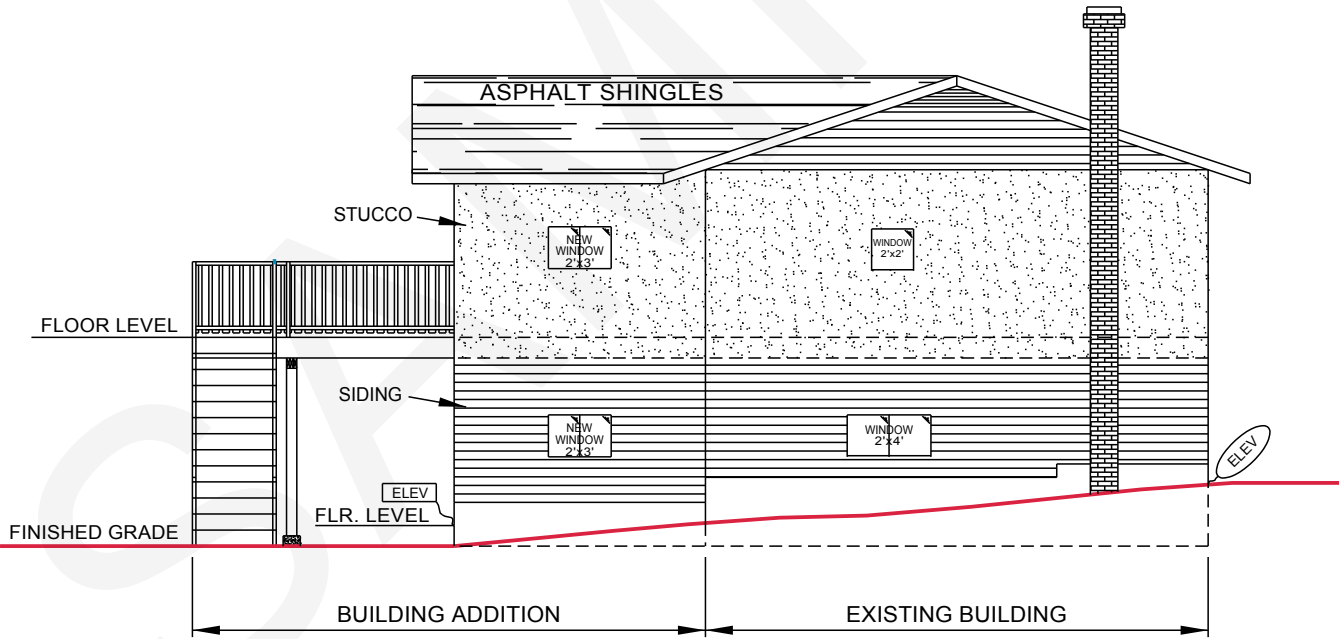


**FOUNDATION &
FLOOR PLAN
SCALE:**



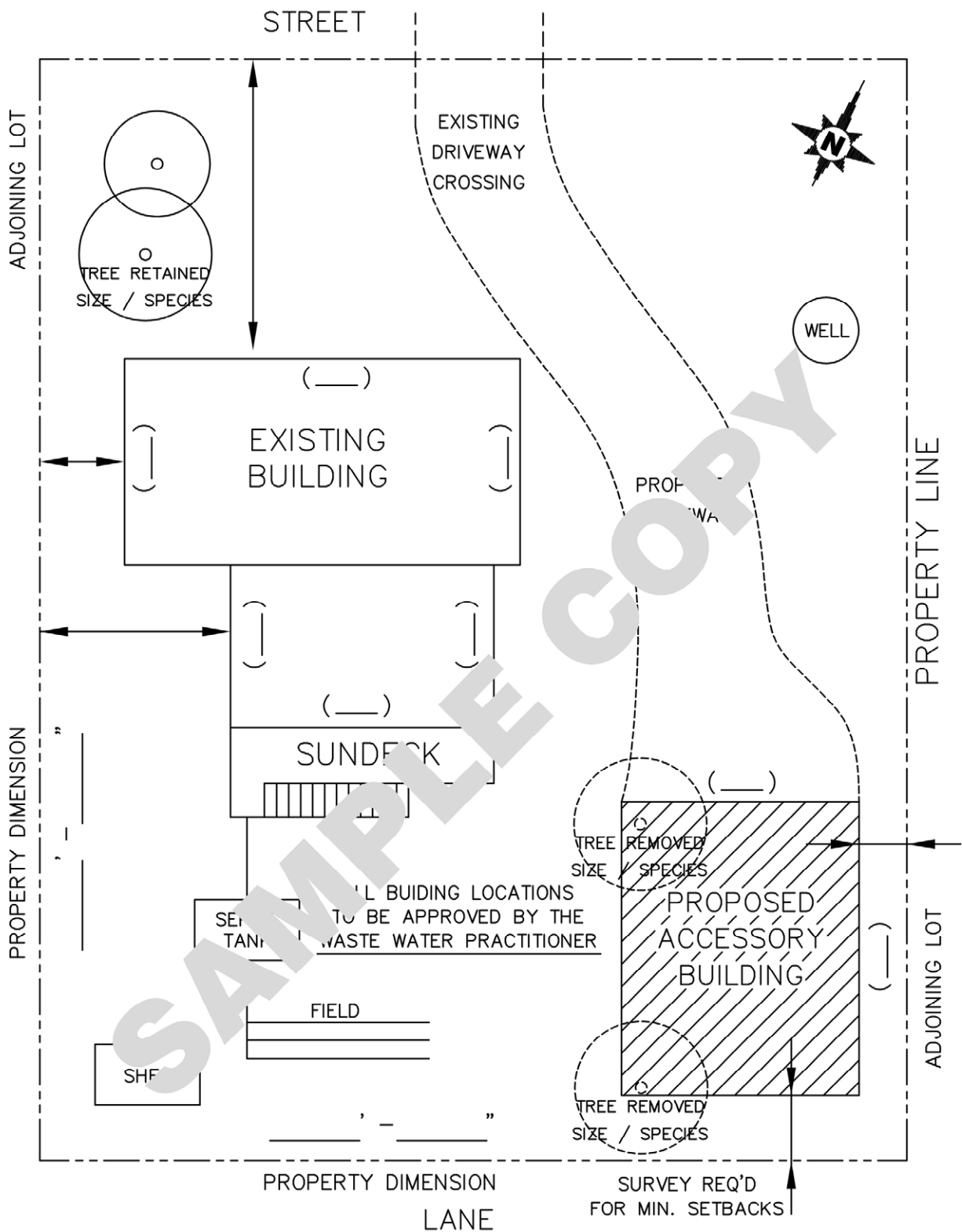


SOUTH ELEVATION
SCALE:



EAST ELEVATION
SCALE:

9901E006



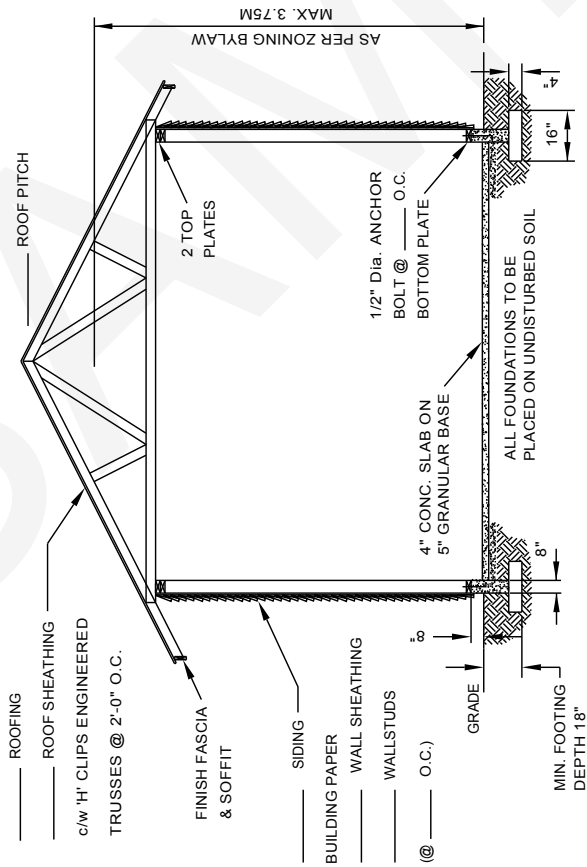
ZONING _____
 ADDRESS _____
 SITE AREA _____
 ACCESSORY BLDG. AREA _____
 LEGAL DESCRIPTION _____

PROPOSED ACCESSORY BUILDING SITE PLAN

SCALE:

RESIDENTIAL ACCESSORY BUILDING

100sq. ft. to 500sq. ft.



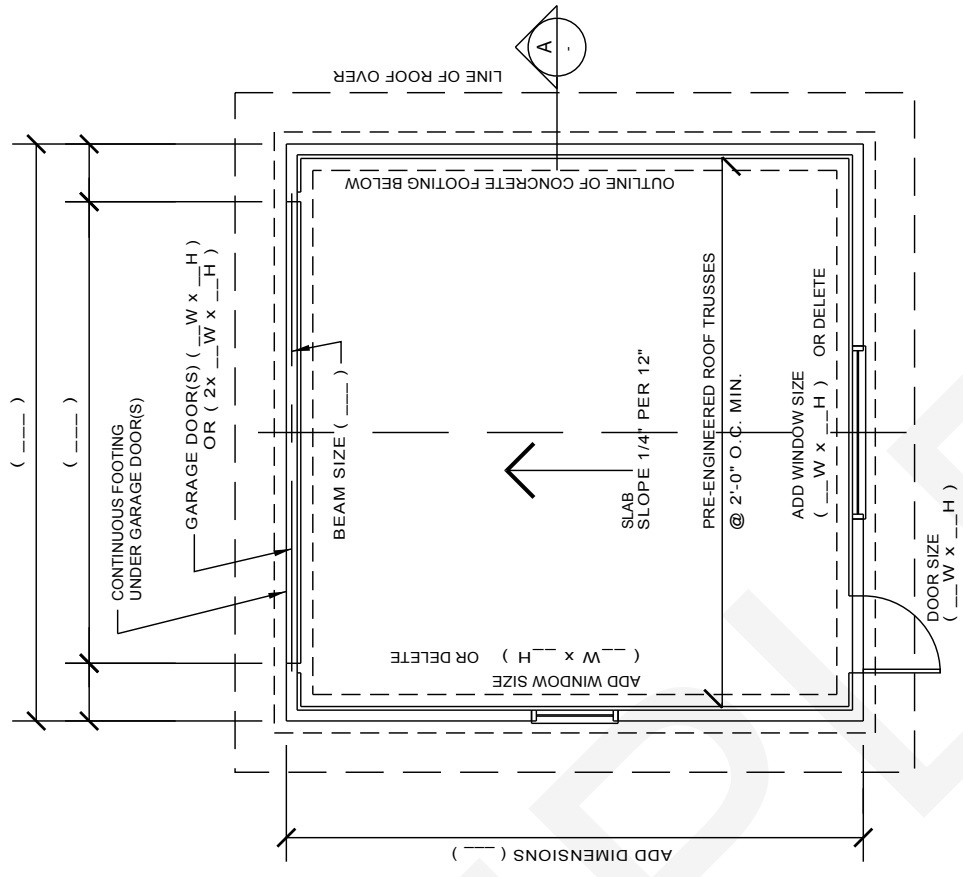
SECTION 'A-A'

N.T.S.



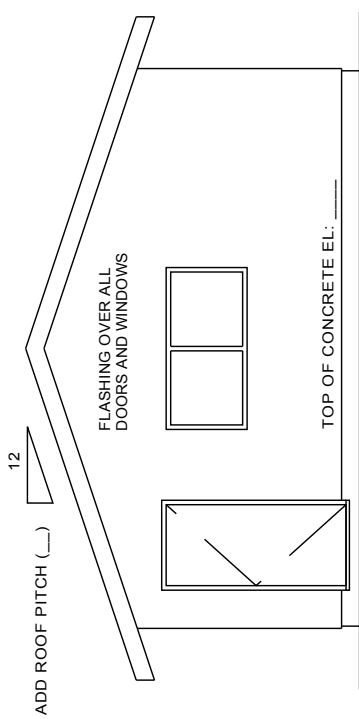
CROSS SECTION

SCALE: N.T.S.

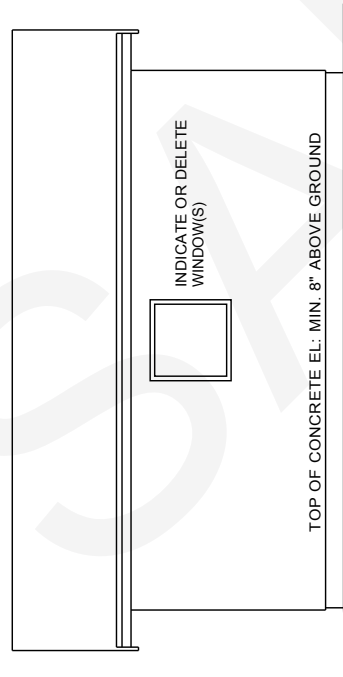


FLOOR PLAN

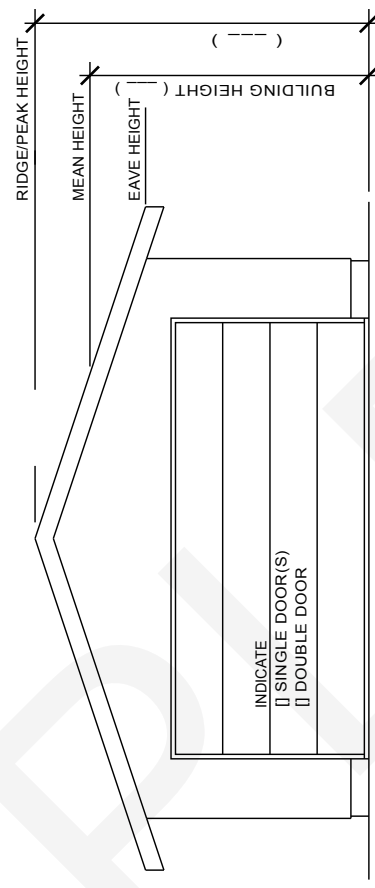
SCALE: N.T.S.



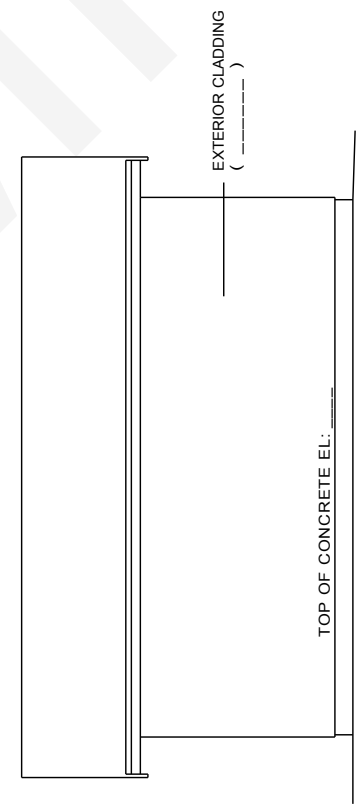
ELEVATION
SCALE: 1/4"=1'-0"



ELEVATION
SCALE: 1/4"=1'-0"



ELEVATION
SCALE: 1/4"=1'-0"
ADD DIRECTION FACING



ELEVATION
SCALE: 1/4"=1'-0"

NOTE:
INDICATE ALL DOORS, WINDOWS, & OTHER FEATURES ON THE ELEVATIONS.
CROSS OUT FEATURES SHOWN ABOVE IF NOT APPLICABLE.
INDICATE CORRECT ROOF SHAPE: □ GABLE, □ HIP, □ SHED, □ FLAT, □ OTHER

GARAGE ELEVATIONS