

JOINT BUILDING COMMITTEE
**Serving the municipalities of Burk's Falls, Joly, Machar,
Ryerson, South River, Strong and Sundridge**

**APPLICATION FOR BUILDING PERMIT
CHECKLIST**

The first step in obtaining a building permit is to complete an attached Municipal Zoning/General Standards By-Law Compliance Form approved by the municipality and submit with your application. (APPLICATIONS ARE DEEMED INCOMPLETE WITHOUT A COMPLETED COMPLIANCE FORM)

The following **may** be required **before** applying for a building permit:

- 1. **Completed building permit application, dated and signed with fees paid (required).**

Submitted Building Permit Applications must be in the prescribed form (Building Code Act Section 8.-1.1). This form can be obtained at any Joint Building Committee member municipal office or online at www.ontario.ca/buildingcode and go to publications. All applicable fields must be filled in before the application will be accepted. This includes the designer information and applicable law details.

A new building of residential occupancy that is within the scope of part 9 and is intended for occupancy on a continuing basis during the winter months requires an Energy Efficiency Design Summary Sheet completed and submitted with the building permit application. As well, part 3 and part 9 buildings other than residential require Energy Efficiency Checklists to be filled out and submitted with the completed building permit application. They can be obtained online at www.obc.mah.gov.on.ca under the publications sections.

- 2. **A site plan must be submitted, and where necessary prepared by an OLS that illustrates the location of all buildings (existing and proposed labeled). The location of utilities and existing and proposed drainage must be clearly illustrated. As well, all buildings must not be located beneath an electrical conductor and be at least 3 meters from the horizontal swing of the conductor, that has a voltage not less than 2.5 kV and not more than 46 kV.**

A Deed may be required to confirm ownership of recently purchased property or recently Severed property.
- 3. **Two complete sets of plans are required with submitted building permit applications. They may include Site plans, Building Elevations, Floor plans, Foundation plans, Framing plans, Roof plans, Heating Ventilation Air-Conditioning plans with heatloss calculations, Electrical plans, Plumbing and detail & sectional plans. Depending on your project not all listed plans may be required.**
- 4. **Septic approval from the North Bay Mattawa Conservation Authority is required to complete a building permit application when applicable. They can be reached at (705) 474-5420 North Bay Office or (705) 746-7566 Parry Sound Office. As well, forms and information can be obtained on their web site at www.nbmca.on.ca**

Contact Lists:

Electrical Authority: Hydro One, Electrical Safety Authority (ESA) 1-888-664-9376, for electrical inspections call 1-877-372-7233

Ministry of Natural Resources: Docks, boathouses or shoreline improvements, 1-705-645-8747 and,

Department of Fisheries and Oceans: 1-705-746-2196.

Joint Building Committee: 1-705-384-9444

Building permit fees are base price of \$100.00 plus \$15.00 per \$1,000.00 of project value due with submitted application for approval.

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**CHECKLIST FOR ALL
BUILDING PERMIT APPLICATIONS**

The following are required to be submitted as a complete application. If all the appropriate information is not provided then the application will be returned as **incomplete**.

1. The complete **Ontario Application Form** and all applicable **schedules**.
2. **Two sets of all submitted drawings and plans**. All drawings must be legible and to scale.
3. Return this **checklist** with the appropriate boxes checked next to the drawings etc. that you have submitted.
4. For Change in Use, Plumbing or other permits not listed below contact the Building Department.

New Buildings, Additions and Renovations: also include items from: 1↑ 2↑ 3↑

Refer to attachment Schedule 1 as a guideline for required **drawings** and plans. It may be possible to combine certain drawings with others, as long as all necessary design information is provided (example; plumbing, mechanical, wood trusses and electrical services).

↑Site Plan ↑Building Elevations ↑Floor Plan ↑Foundation Plan
↑Framing Plan ↑Roof Plan ↑Heating Ventilation Air-Conditioning Plan
↑Electrical Services Plan ↑Plumbing Plan ↑Section & Detail Plans

Deck Attached or Unattached to a structure: also include items from above; 1↑ 2↑ 3↑

↑Site Plan: Detailed legible plan showing all existing and proposed buildings and their sq.ft. (sq.m), and location to lot lines, septic systems, water and shore road allowances or crown reserve.

↑Foundation, Piers, Floor and Section Plans: **Drawings** that show size and spacing or piers or Foundation, beams, joists, decking and railing/guard details.

Dock: also include items from above; 1↑ 2↑ 3↑

↑Site Plan: Show location and dimensions of all existing docks, boathouses and proposed docks. Include all setbacks to lot lines and distances from all shorelines.

Required Drawings and Plans

The following list of drawings should be used as a guide when preparing drawings for submission for a building permit **for a project under Part 9 of the Ontario Building Code, which does not require professional design**. Any project that requires design by an Architect and/or Professional Engineer (Part 3 Buildings, such as assembly occupancy, institutional or large buildings over 600 sq.m. and multiple dwellings) will require more comprehensive drawings with a professional's seal and a signed Commitment to General review and Design form filled out by all providing design.

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 1, 2005, designers will be required to show proof of meeting the qualifications and registration required by the Ministry of Municipal affairs and Housing.

1. Site Plan:

- The location of all existing and proposed buildings. Location and design of Fire Department Access Routes.
- The setbacks to lot lines must be clearly shown.
- The existing and proposed drainage patterns should be illustrated, (provide geodetic elevation if in a flood plain, or plan of subdivision).
- The proposed means of storm water disposal (from foundation drains and rainwater leaders) must be illustrated.
- Must show distance from any existing above ground electrical conductors. The plan must be to scale and show all property boundaries, easements, right of ways, adjacent road and water bodies including any water courses such as intermittent streams. The location of sewage systems should be added to the site plan. A copy of the Deed is required if the site plan has not been prepared by an Ontario Land Surveyor.

2. Floor Plan:

- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows, plumbing fixtures and stairs must be shown.
- Structural information for the roof or floor above may 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 the basemen. If the project is an addition, then the layout of the existing floor is also required.

3. Foundation Plans:

- Soil conditions and water table must be listed/shown.
- The size and type of materials used for the foundation.
- The location of all footings, including 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.
- Specifications required for all ICF, Sip's or other alternative foundations required.

4. Framing Plans:

For simple projects the framing can be shown on the floor plans.

- The size, type and location of all structural members must be clear.
- Spans for beams should be indicated.
- The specifications for engineered lumber must be clear.
- The specifications for engineered lumber must be provided (truss and floor joist layout drawings).

All loads must be transferred to the foundations; sufficient information must be provided on the drawings to verify this.

5. Roof Plans:

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

Required Drawings and Plans

6. Sections and Detail:

- Cross sections to illustrate all materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of; insulation, air barrier, exterior cladding, vapour barrier, structural members, sheathing, interior finish, backfill height, foundation dampproofing & waterproofing, drainage, stairs, bracing and connections, fireplace details and clearances.

7. Building Elevations:

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

8. Electrical Services:

- Indicate locations of lights, smoke alarms, carbon monoxide detectors, switches and other electrical components required under the Ontario Building Code.
- **Note: Contact the Electrical Safety Authority at 1-877-372-7233 for electrical wiring permits.**

9. Heating, Ventilation and Air Conditioning:

- Indicate locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design.
- Location and description of HVAC units and ventilation design summary.
- Location and clearance details (specifications) of woodstoves and fireplaces.

10. Plumbing Drawings:

- Indicate all plumbing fixtures, including rough-in fixtures.
- Provide information on piping size, appliances devices and fixtures used.

Note 1: Approval is required from the North Bay Mattawa Conservation Authority for waste disposal systems for new houses, cottages, sleep cabins (if permitted), additions or change in use prior to issuance of a building permit. Please contact the North bay Mattawa Conservation Authority by phone at (705) 474-5420 North Bay Office or (705) 746-7566 Parry Sound Office or by e-mail at www.nbmca.on.ca for more information.

Note 2 Docks: The Federal Fisheries Act provides for the protection of fish, and fish habitat. Under the habitat protection provisions of the Fisheries Act, no one may carry out any work that harmfully alters, disrupts or destroys fish habitat, unless authorized by the department of Fisheries and Oceans. Also, no one is permitted to deposit a harmful substance in water frequented by fish. Failure to comply with the law may result in substantial fines of up to \$1,000,000.00, risk of imprisonment, and you may be directed to cover the costs of restoring the site.

A permit will be required from the Ministry of Natural Resources for:

- A new crib dock where the total crib area exceeds 161 sq.ft. (15sq.m)
- A dock with a solid foundation (e.g. concrete), jetty docks or docks constructed with steel sheathing.
- A boathouse with a solid foundation.

A permit will be required from the Department of Fisheries and Oceans for:

- Any new construction where the work is in or adjacent to Class 1 Fish Habitat.

Note 3: Any new construction along the Kings Highway requires a permit from the Ministry of Transportation.

