

Required Drawings For Additions, Foundations, Renovations & Demolitions

ADDITIONS

Two sets of plans drawn to scale with the following:

- ❑ Site plan to show all buildings on property (sizes & distance from all property lines & location of septic system if applicable)
- ❑ Foundation plan
- ❑ Floor plans (existing & proposed)
- ❑ Building sections
- ❑ Elevations
- ❑ Roof plans
- ❑ Approval from NWHU to use existing Septic System
- ❑ Completed Energy Efficiency Design Summary

NEW OR RAISE FOUNDATION

Two sets of plans to scale with the following:

- ❑ Site plan (as for additions)
- ❑ Foundation plan (sizing & spacing of existing & proposed joists, beams, footings & any load bearing walls)

INTERIOR RENOVATION

Two sets of plans to scale with the following:

- ❑ Site plan (as for additions)
- ❑ Existing floor plan
- ❑ Proposed floor plan
- ❑ Provide list of all proposed construction (example: insulation, plumbing, etc.)

NOTE: Roof plans and Building sections may be required.

DEMOLITION

- ❑ Site Plan showing all buildings on properties (sizes & distances from property lines & showing building proposed for demolition
- ❑ A letter from the owner stating all services (hydro, gas, water, cable, telephone, etc.) will be disconnected prior to demolition.

SPECIAL NOTATION

- ❑ Roof & floor truss drawings & placement plans must be submitted prior to installing (if requested, must be stamped by an Ontario Professional Engineer)
- ❑ Roof & floor I-Joist drawings & placement plans must be submitted except for simple systems where span charts showing Ontario loadings will suffice
- ❑ If you find you cannot produce quality and detailed drawings yourself you must obtain the services of a qualified person with a BCIN number.
- ❑ Single line drawings are not acceptable

ADDITIONAL INFORMATION

- ❑ Entrance Culvert & fire number sign are required for new accesses to all Municipal Roads – contact Municipality for details on permitted driveway locations
- ❑ M.T.O. Permit is required for accesses on Provincial Roads
- ❑ Solid fuel burning appliances (woodstoves, fireplaces, heaters, etc.) must meet the standard CAN/CSA-B365-M

OBLIGATION OF HOMEOWNER/CONTRACTOR DURING CONSTRUCTION

- ❑ Post your Permit so that it is visible from the street
- ❑ Keep a copy of your reviewed Building Plans on the construction site
- ❑ Request all Inspections at least 48 hours in advance
- ❑ Notify the Chief Building Official of any changes of your building plans or materials

INSPECTIONS (if applicable)

- ❑ Readiness to pour footings
- ❑ Completion of footings & foundation walls prior to backfill
- ❑ Completion of underground plumbing prior to covering
- ❑ Substantial completion of framing prior to installing siding &/or windows
- ❑ Substantial completion plumbing & heating rough in
- ❑ Substantial completion of insulation, vapour barrier & air barrier –prior to covering
- ❑ Completion of fireplace or chimney installation
- ❑ Completion of construction & components required to permit occupancy
- ❑ Completion of all interior finishes
- ❑ Completion of all exterior finishes

REQUESTING AN INSPECTION

- ❑ Please have permit number available when calling the Chief Building Official
- ❑ Inspection requests can be made between 8:30 a.m. to 4:30 p.m., Monday to Thursday.

NOTE: All required inspections must be completed prior to being covered. The Inspector has the authority to require any material removed in order to conduct the inspection.