

# Building Division

## Residential Homes and Additions

### Permit Application Guide



#### Description

A building permit for new single detached dwelling, semi-detached dwelling or a townhouse.

#### General Information

A building permit is required to construct a new dwelling. A permit is also required to install new plumbing in a building, a fuel source.

#### Required Drawings

##### **Survey or Site Plan – \*Required for new openings**

Survey or Site Plan, referenced to a current survey, showing the size and location of the existing structure, as well as distances to property lines and adjacent structures.

##### **Floor Plans & Elevations - Architectural & Structural**

Fully dimensioned plans, for each floor level showing existing and proposed uses of all spaces. Provide existing and proposed construction including footing, foundation and exterior wall construction, interior partitions and all structural framing components. Drawings are to show location of smoke alarms, carbon monoxide detectors and all plumbing fixtures including existing and proposed. Provide all four exterior elevations with floor to ceiling heights and overall building height.

##### **Sections & Details**

Cross section(s) to show existing/proposed building construction and specifications of all floor, wall and roof assemblies. Provide footing and foundation wall details including height of exterior grade above basement floor. Show floor to ceiling height and overall building height calculated to the midpoint of the roof or as per the zoning by-law standard. Detail stairs, landings, headroom, guards and handrails heights as well as any structural connections and specifications where required.

##### **HVAC Mechanical Drawings and calculations**

Where required, floor plans illustrating the layout of mechanical systems for each floor showing ducts, return and supply air location, stacks size and type of HVAC equipment. Calculations for heat loss, heat gain, duct design and mechanical ventilation.

##### **Plumbing Data Sheet**

Where an alteration or renovation includes plumbing and is serviced by municipal sewers a plumbing data sheet is required.

##### **Sewage System Evaluations or Upgrade**

Where a dwelling is serviced by a private on-site sewage system an evaluation of the system is required. The addition of plumbing fixtures, bathrooms or bedrooms will require a system evaluation and/or could require a system upgrade or replacement. Sewage system drawings, details and calculations are to include Designer information on all documents. Statement of Design and site plan showing location of septic tank, leaching bed and water well, in relation to property lines, other structures, bodies of water (creeks, streams, ponds, etc.).

**Note:** Drawings prepared by a qualified Designer as defined by the Ontario Building Code, must include designer's name, Building Code Identification Number (BCIN), signature, and statement that the designer has reviewed and takes responsibility for the design and meets the qualifications set out in the Ontario Building Code as a Designer, other Designer or licensed sewage system contractor.

#### Required Forms

- **Application for a Permit to Construct or Demolish**

- **Schedule 1 Designer Information** \* (if required)
- **Schedule 2 Sewage System Installer Information** \*(If a sewage system is being altered or installed)
- **Energy Efficiency Design Summary** \* (when HVAC alterations apply)
- **Plumbing Data Sheet** (required for dwellings serviced by municipal sewers)
- **Owner’s Authorization Form** \* (if required)
- **Zoning Review Declaration**

### Exemptions - Schedule 1

If drawings are prepared, stamped and signed by a Professional Engineer or Architect licensed to practice in Ontario, they are exempt from submitting a Schedule 1. Property owners may prepare and submit drawings for residential interior alterations or renovations however the scope of work undertaken by a homeowner must stay within the design limits of Part 9 of the Ontario Building Code. Homeowners may fill-in the Schedule 1 form to take responsibility for the design activities being carried out.

### Required Fees – Residential

Building permit application fees can be found on the Townships website here: [Fees and Charges By-Law](#)

Permit Fee	As Per Fees and Charges <a href="#">By-Law</a>
Road Damage Deposit - all Municipal roadways *if applicable	\$1,000 - \$5,000

### Apply Online

All applications for building permits are to be submitted online. To submit an application for building permit applicants will be asked to provide the above forms, fees and digital copies of the specified drawings. For further information regarding online submission application requirements please visit our Website page [Electronic Building Permit Application](#).

### Additional Requirements/Approvals/ Applicable Law

The Building Code Act prohibits the issuance of a Building permit if the proposed construction or demolition will contravene applicable law as defined in the Ontario Building Code. All building permit applications require approval from the Townships Planning Department to ensure all proposed changes to a building or structure complies with the Townships Zoning By-Law.

Please verify all approvals that may be necessary to submit a complete application. The following are examples:

- **Approval or Permit from Lake Simcoe Region Conservation Authority or Toronto Region Conservation Authority**
- **Site Plan Development Approval/Agreement** (Township Planning Department)
- **Committee of Adjustments – Minor Variance Approval** (Township Planning Department)

Should you have any questions or require clarification please contact the Building Division, King Township, 2585 King Road, King City, L7B 1A1 (905) 833-4012