**Homeowner’s Guide for Building/Water/Sewer Permits**

A permit is required for all new construction, additions, alterations, renovations, repairs, or rehabilitation of a structure or building. Keep in mind that electrical, mechanical, heating, plumbing and entrance permits also may be required.

**Why A Building Permit?**

Permits are required to ensure that zoning requirements that are part of municipal by-laws, and building code safety standards that are contained in the Ontario Building Code are satisfied. The Building Code gives local governments the authority to enforce the Ontario Building Code within the municipality. If a zoning change is needed under the municipality’s zoning by-law, a permit will not be issued until the zoning change has been obtained.

**What Needs a Permit?**

1. Construction of any new building over 15 square metres
2. Making renovations or repairs or additions to existing structures
3. Additions of any size
4. Decking
5. Changing the use of the building
6. Excavating or constructing a foundation
7. Constructing a seasonal building

Under Municipal Zoning, it states that the main structure must be obtained prior to issuing a permit for any accessory structures like garages or storage buildings.

Contact the municipal office to see if a permit is required.

It is the responsibility of the property owner to obtain the permit.

The Building Code sets out the stages of construction when buildings/structures must have an inspection. It is the responsibility of the permit holder to contact the building inspector when the project reaches the stage of when an inspection is required.

Please ensure that the application and all necessary documentation including drawings are completed when making application for a building permit.

Lot Coverage

The total lot coverage for structures including accessory buildings and decking can be between 10 – 25% dependent on the type of structure.

What Type of Drawings?

**Page 2**

**SITE PLAN**

1. To show the entire property including the dimensions of the lot
2. To show the location and size of all existing structures on the property including decks, porches, sheds, garages and gazebos.
3. To show the location of all proposed structures and distances from property lines.
4. To show and identify all roads, right-of ways-, driveways and/or access routes
5. To show the location of the septic system and its distances from property lines, structures, and wells
6. To show any waterways, watercourses, creeks, and drainage ditches
7. To show north on the site plan
8. To show any hydro poles on the property

**BUILDING PLANS NEED TO INCLUDE** (but not limited to)

1. Floor plans

* All rooms to be labeled
* Doors and windows locations
* Plumbing fixtures
* Stair locations
* Structural information such as floor joists, beams, trusses etc
* Smoke alarms/CO detection locations

1. Foundation Plan

* Size and type of material used for foundation
* Location and size of footings including column and pier footings
* Foundation drainage locations

1. Sections

* Cross sections indicating framing materials
* Type and location of air barrier
* Insulation value
* Stairs and guard detaila

1. Building Elevations

* Proposed grade
* Window and door location and size
* Roof slope
* Proposed decks

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1. Heating and Ventilation

* HVAC design and layout
* Heat loss calculations

1. Any engineered documents
2. Septic Use Certificate

The Schedule 1 “Designer” sheet is to be completed by each individual who has completed any of the above noted designs ( plumbing, heating, floor plans etc.)

Notify the Building Inspector of any changes to your building plan.

The Building Inspector must always be able to see the work

**INSPECTIONS**

Your permit will indicate when you are required to contact the Building Inspector for inspections. This will include footings, framing, insulation with vapor barrier and final.

**WATER AND SEWER**

An application in writing on the prescribed form shall be submitted to the municipal office prior to making any service connections. Upon receipt of a properly completed application and required fees a permit shall be issued. A copy of the requirements for installations, inspections and fees will be supplied to the property owner.

Contact the Village of Hilton Beach’s municipal office for applications.