

# **JOINT BUILDING COMMITTEE**

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

## **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.

## Required Drawings and Plans

### 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.

### 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.

## Required Drawings and Plans

### **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](http://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.