

APPLYING FOR A BUILDING PERMIT

An application for a Building Permit can be obtained from the Building Department in the Municipal Office. With your application you will be required to submit detailed construction drawings and sufficient information for us to establish that your project complies with the Ontario Building Code, the Municipality of Magnetawan Zoning By-law and all other applicable laws.

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

1. The completed Ontario Application Form and all applicable schedules.

Application Schedule 1 Schedule 2 EFF

2. Two (2) sets of all drawings and plans.

All drawings must be drawn to scale fully dimensioned and be of professional quality. This includes a detailed site plan with the required information.

3. Return this Checklist with the appropriate boxes checked next to the drawings etc. you have submitted.

4. For a Change of Use, plumbing or other permit not listed below, contact the Building Department.

New Building, Addition and Renovation:

Also include items from above: 1. 2. 3.

It may be possible to combine certain drawings with others, as long as all the necessary design information is provided (i.e. plumbing, mechanical & electrical services).

- | | | |
|--|---|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Building Elevations | <input type="checkbox"/> Floor Plan |
| <input type="checkbox"/> Framing Plan | <input type="checkbox"/> Electrical Service Plans | <input type="checkbox"/> Section & Detail Plans |
| <input type="checkbox"/> Roof Plans | <input type="checkbox"/> Plumbing Plans | <input type="checkbox"/> Foundation Plans |
| <input type="checkbox"/> Heating Ventilation Air Conditioning Plan | | |

Deck Attached or Unattached to a Structure:

Also include items from above: 1. [] 2. [] 3. []

- Site Plan Building Elevations Floor Plan
- Framing Plan Section & Detail Plan Foundation/Pier Plans
- Guard Detail

Attached or Detached Garages, Accessory Buildings, Carports and Storage Sheds:

Also include items from above: 1. [] 2. [] 3. []

- Site Plan Building Elevations Floor Plan
- Framing Plan Section & Detail Plan Roof Plans (if required)
- Foundation/Pier Plans

DEMOLITION PERMITS

If you propose to demolish any structure occupying an area greater than 10 square metres (108 square feet) or part of such a structure, you will required a Demolition Permit. An application must be filed with the Municipality. Process information can be obtained from the Building Department.

SEWAGE SYSTEM

Approval is required from North Bay Mattawa Conservation Authority for waste disposal systems for a new house, cottage, sleeping cabin, addition or change of use prior to the issuance of a building permit. Proof of this approval by North Bay Mattawa Conservation Authority is required before a building permit is issued. Please contact North Bay Mattawa Conservation Authority at 1-705-474-5420 for more information.

REQUIRED PERMIT DRAWINGS

The following list of required drawings should be used as a guide when preparing drawings for submission for a building permit, for a project designed under Part Nine of the Ontario Building Code, which does not require professional design. Any project that requires design by an Architect and/or a Professional Engineer (**Part Three buildings, such as assembly, institutional or large buildings over 600 square meters and multiple dwellings**), will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.

The Designer that prepares the permit drawings is responsible to ensure that they provide sufficient information to the Builder to ensure compliance with the requirements of the Ontario Building Code. As of January 1, 2006, all Designers will be required to show proof of meeting qualifications required by the Ministry of Housing.

1. Site Plan

A Site Plan is required for all building permit applications. The site plan is the first item to be reviewed in the process and requires the following information:

- The location of all existing buildings as well as the proposed, location and design of access routes must be illustrated.
- The setbacks to existing lot lines must be clearly shown.
- The existing and proposed drainage patterns should be illustrated (provide geodetic elevations if in a flood plain, or plan of subdivision)
- The proposed means of storm water disposal (from foundation drains and rain water leaders) must be illustrated.
- The plan must be to scale and show all property boundaries, adjacent road and water bodies, easements and right-of-ways. The location of site services should be added to the site plan as well.
- A copy of the deed is required if the site plan has not been prepared by an Ontario Land Surveyor. Should include the location and dimensions of all buildings and septic systems.

CONSTRUCTION DRAWING

When planning your project, keep in mind the use of acceptable solutions prescribed in the Ontario Building Code is the most common and often the most efficient way to build. The use of material and systems “not” prescribed in the acceptable solutions section of the Ontario Building Code will require professional design by an Architect, Professional Engineer or both. This method provides you with many more options but can be somewhat more time consuming and expensive. Should you require assistance with your design, please consult the yellow pages under Drafting Services, Architects, Engineers or Building Contractors.

Please be advised that the Building Department and Inspectors cannot under law propose or design any individual plans for the applicant.

1. Floor Plans

- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows, plumbing fixtures, and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plan for simple projects, as well as mechanical and electrical information. The plans must be to scale, with a separate plan for each storey, including basement. If the project is an addition, the layout of the existing floor plan is also required.

2. Foundation Plans

- The size and type of materials used for the foundation must be specified.
- The location of all footings, including column and pier footings must be illustrated.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added on this drawing.
- The soil conditions on the proposed building site must be indicated.

3. Framing Plans

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

- The size and location of all structural members must be clear. The spans for beams should be indicated.
- The specifications for engineered lumber must be provided (e.g. truss drawings)
- All loads must be safely transferred to the foundations; sufficient information must be provided on the drawings to verify this.
- The type of framing materials must be specified (e.g. S.P.F. metal, etc.)

4. Roof Plans

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.
- The specifications for engineered lumber must be provided (e.g. truss drawings)

5. Sections and Details

- Cross-sections will illustrate all the 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, vapor barrier, structural members, sheeting, stairs, fireplaces, backfill height, bracing and required connections, for example.

6. Building Elevations

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

OTHER PERMITS, DOCUMENTATION AND APPROVALS

1. Electrical Drawings

- Show location of lights, smoke alarms, carbon monoxide detectors, switching and other electrical components required under the Ontario Building Code.
- Note: Contact Hydro One for permits required under the Electrical Code.

2. Heating, Ventilation and Air Conditioning Drawings

- Indicate the locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design information.
- Provide location and description of HVAC (Heating, Ventilation and Air Conditioning) units and ventilation design summary.
- Provide wood stove and fireplace locations and required clearance measurements.

3. Plumbing Drawings or Licensed Plumber Application

- Show all plumbing fixtures, including rough-ed fixtures.
- Provide information on pipe sizing, material, appliances, devices and fixtures used.
- Note: If plumbing application provided by licensed plumber then drawings are not required. (Residential only)

PLEASE NOTE BELOW

Sewage System File Review and/or Permit.

If your project includes new construction, reconstruction, renovation, an addition or even a change of use of any building with human occupancy you must have a review of the sewage system to see if it is adequate for the proposed project. To do this you must contact the North Bay-Mattawa Conservation Authority in North Bay at 705-474-5420 or www.nbmca.on.ca. They will determine and provide approval if your sewage system is adequate for the proposed project. If the system is not adequate you would have to apply to them for a permit to install or upgrade a sewage system. A copy of your file review approval and any required sewage system permits must be included with this building permit application.

Ministry of Natural Resources Work Permit.

If your project involves a dock that has a total area of cribbing which exceeds 160 square feet, you must get a work permit from the Ministry of Natural Resources in Bracebridge at 705-646-5510 or www.ontario.ca/shorelineworkpermit. This includes new construction, additions and repairs to cribbing where work will be done on the lake bottom. Repairs to cribbing above the water line would not require a work permit. Keep in mind that the area of 160 square feet is a total of all crib areas. For example, if you are adding a 10 square foot crib to a dock that already has 200 square feet of cribbing a permit would be required.

Department of Fisheries and Oceans Request for Project Review.

If your project requires a work permit from the Ministry of Natural Resources they will contact the Department of Fisheries and Oceans for project review. But keep in mind that some work you do near the water may not require a Ministry of Natural Resources work permit and then it is your responsibility to contact a Senior Biologist at the Department of Fisheries and Oceans in Parry Sound at 705-746-2196 or www.dfo-mpo.gc.ca.

Engineer's Dock Report.

If you are repairing or altering a dock that supports an existing boathouse, then engineer approved drawings of that dock are required. Part of passing the final inspection would be for you to obtain a final site review from the engineer who designed the dock, and if it is a steel dock a letter from the certified welder who performed the work. **Welder's Steel Dock Report will be required.**

Minimum Distance Separation I or II (MDS I/MDS II).

If your project involves the construction or addition to a dwelling on a lot that is adjacent to a livestock facility, you must include a Minimum Distance Separation I calculation form. This form is available from the Ministry of Agriculture, Food and Rural Affairs at 1-888-466-2372 and www.omafra.gov.on.ca or at the Town Office. If your project is actually the construction or addition to a livestock facility, including manure storage, then you must include a Minimum Distance Separation II calculation form with your building permit application. This is available at the same locations as MDS I.

Nutrient Management Strategy

In addition to the MDS calculations just mentioned, a project involving the construction or addition to a livestock facility on a farm with more than 5 Nutrient Units must submit a Nutrient Management Strategy, approved by the Ontario Ministry of Agriculture, Food and Rural Affairs.

Ministry of Transportation

If you are considering constructing or renovating a house/barn/shed, drilling a well, installing a swimming pool, etc. close to or adjacent a provincial highway, you may require a residential Building and Land Use Permit. Permits can be obtained via Corridor Management Office at www.mto.gov.on.ca

Note regarding Laneways

Laneways should be indicated on the site plan submitted with your application. If your project involves the development of a previously vacant property the site plan should indicate the length, width, overhead clearance, radius of change of directions and slope of the laneway.

To provide for access for Emergency Services laneways must meet the following criteria;

- 1) 6 meters (20 feet) wide.
- 2) 4 meters (13 feet) overhead clearance.
- 3) Maximum 12 degree slope.
- 4) A minimum 9 meter (30 feet) outside radius to a change in direction.
- 5) Laneways over 15 meters (50 feet) long from road to building, to have a minimum 18 meter (60 feet) diameter turn-around area.