

# Helpful Tips

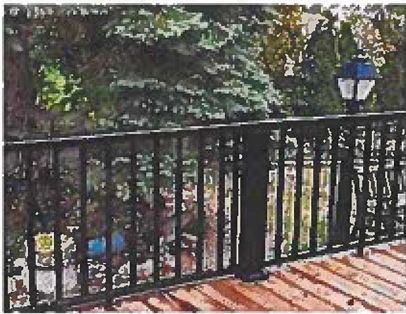
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The Ontario Building Code is available online. Please ensure you familiarize yourself with the requirements.

When choosing products to complete your build, be **sure** that they are **approved** for use in Ontario. Products must also be installed as per the approved manufacturers' specifications. Although some products are available for purchase online, or available on store shelves, it does **not** necessarily mean they are approved for use in Ontario and/ or special conditions may apply.

Some examples may include:

**Engineered Guard system**



**Post brackets**



**Froth-Paks**



**Follow the approved plans-** As per Section 8 of the Building Code Act (BCA) it is an offence to make a material change or cause a material change to be made to a plan, specification, document or other information on the basis of which a Building Permit was issued without notifying, filing details with and obtaining the authorization of the Chief Building Official. Approved drawings will have a "red stamp" from the building department. Deviating from the approved plans may result in costly delays, hiring a professional to review, removing the "as constructed" and replacing with approved construction. Structures must also comply with setbacks from existing above ground electrical conductors. Please contact your utility provider or look online for more information.

**Pre-engineered drawings-** such as but not limited to trusses, floor system, engineered lumber (LVL, PSL, gluelam), and guard systems must be on site for inspections.


**48hrs notice for inspection-** Ensure a minimum of two (2) business days is given for inspection requests. Failure to do so may result in delays. Do not cover or proceed past the permitted stage of inspection. Doing so may result in having to uncover the work so that it may be inspected.

**Do not-** rely on the Internet, friends or neighbors to answer questions regarding your build. To ensure you receive the correct information, it is recommended to contact the Building Department and/or designer of record, in addition to reading the Building Code and manufacturers' installation instructions.

**Common inspection deficiencies-** No or incorrectly installed drip flashing over openings or changes in siding elements, unequal step rise/run (includes stone steps at entrances), improper construction of guards, non-waterproof flooring in kitchen and bathrooms, mixing valve not installed on hot water tank, not following approved plans.

**Occupancy Permit required-** An Occupancy Permit (certificate) **must** be issued prior to occupying a building.

## Understanding your Permit Card



### BUILDING PERMIT # 2025-001

E: cbo@magnetawan.com | P: 705-387-4029 | F: 705-387-4875  
4304 Highway 520 PO Box 70 Magnetawan, ON P0A 1P0

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Issued to: John Doe  
Location: 338 Anywhere Street  
Roll #: 4044XXXXXXXXXX

When booking an inspection ensure you know your Permit number

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Permit Type: Renewal, Renovation/Alter/Repair  
Estimated Value of Work: \$75,000  
Project Description and Remarks/Conditions:  
Ventilation design summary and layout to be submitted prior to installation. Please refer to Building Permit card for required inspections

Permit conditions



CBO's Name

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Permit Issue Date: January 6, 2025  
Issued under the authority of the Chief Building Official

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The Building Department shall be notified of readiness to inspect all required stages of construction, prior to covering, including but not limited to the following stages:

- Sanitary and storm sewers, and water service
- Excavation & completion of the footings before pouring concrete
- Foundation prior to commencement of backfill
- Plumbing underground, with test on
- Plumbing rough-in, water supply, drains, waste, vents and in-floor heating with test on
- Structural framing, at completion, including rough-in of plumbing, HVAC, and electrical
- Substantial completion of the HVAC
- Insulation and vapour barrier, including any insulated floors-on-ground
- Fire separations and closures
- Air barrier systems, windows/doors installed, and all penetrations sealed
- Plumbing final inspection of plumbing fixtures, appliances and water meter
- Fire protection systems, standpipe, sprinkler, fire alarm and emergency lighting systems
- Fire access routes completed
- Occupancy, minimum components required by building code
- Final, completion of building interior, exterior, site grading and all other items not completed at time of occupancy
- Other:

Stages of mandatory inspection that you must give a minimum of 48hrs (business hours) notice

The permit holder is responsible for ensuring that required inspections are scheduled and completed prior to covering or continuing construction beyond specific stages. Inspections can be booked by contacting the Building Department at 705-387-4029. Provide building permit number, address, holder name, and inspection stage when calling for inspection.

**POST THIS PERMIT IN A CONSPICUOUS LOCATION ON THE PROPERTY**

Approved drawings will bear similar stamps as those below and any additional notes that may apply.



PERMIT No. 2025-001

DATE January 6, 2025

PLANS EXAMINER TI

**APPROVED DRAWINGS TO BE ON SITE AT ALL TIMES.**

**SITE COPY**

IT IS THE CONTRACTOR'S RESPONSIBILITY TO ENSURE THAT ALL CONSTRUCTION CONFORMS TO THE REQUIREMENTS OF THE ONTARIO BUILDING CODE. NOTATIONS MADE ON THESE DRAWINGS ARE FOR YOUR INFORMATION AND ASSISTANCE ONLY AND DO NOT NECESSARILY COMMENT ON ALL AREAS OF CONSTRUCTION.

APPROVED DRAWINGS HAVE BEEN RED LINED INDICATING A CHANGE TO MEET THE OBC. PLEASE REVIEW ALL PAGES TO ENSURE YOU ARE PROPERLY INFORMED OF CHANGES.

## Roles and Responsibilities

Each stakeholder has a defined role in the building permit process; there are responsibilities attached to each role. Knowing your role in the construction and demolition permit process is beneficial because:

- It sets expectations for yourself and others;
- Helps mitigate risk as things are less likely to be missed or overlooked;
- Increases production and less energy is wasted;
- Creates a collaborative working environment with fewer discrepancies; and,
- Ultimately, it's the law.

You can contribute to the success of your project by understanding the various roles in the building permit process.