

Town of Lakeshore Building Department



GUIDE TO RESIDENTIAL BUILDING PERMITS

www.lakeshore.ca

What construction projects require building permits?

The following is a partial list of projects that require building permits.

- New residence
- Additions or renovations to an existing building
- Detached garage and carports
- Pole Barns
- Sunrooms and porches
- Sheds and Pool houses
- Covered deck
- All swimming pools
- Fences
- Demolition of a building
- Alterations of building structures
- Alterations to the plumbing system in a building
- New septic system or alterations to a septic system
- Solar Panels

What construction projects DO NOT require a building permit?

- Building less than 107 s.f. (without plumbing)
- Sidewalks and Landscaping
- Replacing roof shingles
- Finishing a basement (installation of drywall)(No Bedrooms/Plumbing)
- Minor repairs to masonry
- Damp proofing basements
- Hot tubs
- Other approvals may be required for electrical, gas, ERCA, etc.

Why are building permits needed?

Permits are required to ensure that construction meets the minimum standards set out in the Ontario Building Code. They are also required to ensure that other applicable laws such as zoning by-laws, site plan control etc. are complied with.

Who should apply for a permit?

It is the property owner's responsibility to ensure that a building permit is obtained. You may authorize your contractor to apply for the permit, however as the owner, ensure that a permit is in place prior to commencement of work. Owner should also verify that all work, inspections and all permits are complete prior to finalizing any contracts.

What does the Building Department provide?

The building department reviews all applications for building permits to ensure compliance with all applicable zoning by-laws, applicable laws and building code requirements.

In addition, we perform the inspections as mandated by the Building Code Act based on the project that is being constructed.

The Building Department is available to answer any questions you may have. For additional information call 519-728-2818.

What is required for a building permit?

Documents for permit applications will vary by the type of construction project. Every project will require an application to construct or demolish. This can be found on our web site at www.lakeshore.ca.

The following is a list of required documents for new residential applications:

- Application to Construct or Demolish
- Designer form
- Energy efficiency form
- Lot grading plan if not part of a subdivision
- Two sets of scaled drawings
- Other approvals (as required) ERCA, Septic System Application, County Approval

Please note that incomplete applications or plans will not be accepted.

What drawings will I need to submit?

Along with your completed application form you will be required to submit two full sets of construction drawings completed by a certified designer. All drawings shall be a minimum scale as indicated or scale that is legible. The following drawings are required.

- Site plan
- Foundation plan
- Floor plans
- Elevation Drawings
- Sections and details
- Lot grading plan
- Engineering drawings (where required)

Along with the drawings listed above, other approvals may be required for your particular project. The following are some approvals that may be required upon submitting your application prior to issuance of a building permit.

- ERCA (Essex Regional Conservation Authority)
- Septic Sewage System Approval
- Ministry of Transportation
- Committee of Adjustment
- Minor Variance
- Site plan agreement
- County road approval
- County road construction / Entrance Permit

What is the cost of a building permit?

Please refer to the Town of Lakeshore Tariff of Fees By-Law & Town of Lakeshore Development Charge By-Law to view the current fee schedule

Some things to consider when choosing a contractor

- Check for contractor's experience in the type of construction proposed
- Interview the contractor and check on previous projects the contractor has completed
- If building a new home, verify that the building contractor is registered with the Tarion warranty program
- Before signing the contract, check the drawings to ensure they comply with what you want and check specifications and materials proposed.
- Confirm whether the contractor is obtaining the building permit or if you are expected to handle the building permit. When the contractor is applying for the permit, make sure you see the permit card before allowing work to start.
- **Please note that the building department has no jurisdiction to rectify any contract disputes**

How long does it take to get my permit and when can I start?

Residential building permits are usually issued within 10 business day of a complete application being submitted. Applications that are incomplete because of missing or incorrect information will be delayed. **No work can commence** until the permit has been issued and all fees have been paid.

What inspections are required and how are they scheduled?

Requesting inspections is the responsibility of the homeowner or the contractor of the project. Inspections must be booked at least 24 - 48 hours in advance.

Each major phase of construction must be inspected to make certain the work conforms to the Ontario Building Code. Here is a list of required inspections:

1. SERVICE INSPECTION

Sanitary Sewer

ABS - CSA

B181.1

7.2.5.10.(1)(a)

- Placed on undisturbed soil, bedded and graded as required.
- Clay plug shall be provided (As per Development Manual)

Plastic - CSA

for inspection.

Standard

B181.2

7.2.5-10.(1)(b)

RATIO 35 OR LESS

- Placed on minimum of 6" granular bed and all joints of pipe left exposed
- Clay plug shall be provided (As per Development Manual)
- Remaining 6" granular on top to be placed after inspection.

TEST

(For both types of pipe)

Plug placed at cleanout and pipe filled with clean water with a minimum 5ft head.

Storm Sewer

ABS or Plastic

- Placed on compacted fill, undisturbed soil or strapped to wall (at maximum of 1ft on centers) or supported on treated lumber. Downspout drainage tied to horizontal drainage with WYE/ 90 degree fittings. Clay plug shall be provided.

TEST

(For both types of pipe)

Plug placed at cleanout and pipe filled with clean water with a minimum 5ft head.

Water

Copper

Plastic

Test

- Pipe and couplings (if any) left exposed.
- All couplings must be exposed.
- Both copper and plastic to be under pressure and street shutoff valve exposed for inspection.
- Check valve is required on water service pipe suitable for cold water use only.

2. SEPTIC SYSTEM

Pre-Construction Inspection (Scarification Inspection)

- Septic bed area exposed and scarified

Septic Tank and Bed Inspection

- Septic tank size and manufacturer markings exposed for inspector

Final Approval

- Septic tank and associated piping installed and backfilled
- Septic bed backfilled to appropriate depth and grass seed or sod placed over septic bed

3. FOOTING INSPECTION

- All formwork placed and secured.
- Footing cross tiles, when installed shall not displace the depth of footing below the tile.

- Footing depth shall be continuous below the tile.
- Formwork clear of standing water and debris.
- Undisturbed soil to be dug directly underneath tiles to a depth of 4" minimum.

Building setback and Grading Certificate:

- The building setback and grading certificate must be made available to the inspector at the time of the inspection.
- Construction cannot continue until the certificate has been signed by the Chief Building Official or his designate.

4. FOUNDATION INSPECTION

- Weeping tile installed and securely connected to cross tiles.
- 6" minimum of ¾" clear stone cover over weeping tile at perimeter.
- Parging and dampproofing or waterproofing material applied as per section 9.14 of the OBC.
- Drainage layer completed as per section 9.14 of the Ontario Building Code.
- Storm drainage pipe to be installed as per item 1.
- Storm drainage pipe to be tested in accordance with the Ontario Building Code.

5. FRAMING INSPECTION

- Carpenter/Owner present during inspection.
- Exterior walls and roof sheathing in place.
- Windows and doors installed (if possible).
- Stamped engineered truss drawings shall be provided onsite.

6. PLUMBING INSPECTION

UNDERGROUND and ROUGH

- Plumber/Owner present during inspection.
- All drainage and vent pipes must be tested with minimum 5ft head pressure.

PLUMBING

- Approved backwater valve shall be installed as per sec 7.4.6.4. of O.B.C..
- Water test or air test (depending on weather conditions) is ready prior to inspection.

7. MECHANICAL VENTILATION - SECTION 9.32 OBC

- Installation complying to submitted application and required calculations.
- Ductwork installed as per ASHRAE minimum requirements.
- Ductwork exposed to cold temperatures to be insulated as required.
- Kitchen and bathroom exhaust fans to exhaust directly to the exterior.
- Equipment balanced as required.

8. PART 6 MECHANICAL

- One warm-air outlet per finished room adjacent to unheated space or exterior air.
- One warm-air supply outlet per 40m² of unfinished basement
- One warm-air supply outlet per 80m² of heated crawlspace.
- All supply outlets shall have adjustable diffusers
- One return air duct per floor level. Size as required as per Part 6 of Ontario Building Code
- A floor level is defined as a difference in elevation of 900mm or more above or below an adjacent floor level

9. INSULATION AND VAPOUR BARRIER INSPECTION

- All exterior walls and roof ceiling completed per SB-12 of current O.B.C.
- Ensure air barrier is completely sealed.

10. OCCUPANCY PERMIT - INTERIOR (NO FEE)

- Hydro, water and gas if applicable must be operational.
- Heating appliances, hot water heater and sump pump installed and operating
- All interior stairways with more than two (2) risers must have handrails.
- Any outside entrances, where the threshold is 7 7/8" or more above finished grade, must have a permanent stair.
- Self-closing devices on all doors between the garage and house (including basement entries).
- At least one three piece bath completed with a privacy door.
- Kitchen sink to be installed
- Electric smoke alarms and carbon monoxide detectors shall be installed as per The Ontario Building Code.
- Garage and house to be sealed to prevent entry of noxious gases.
- Non-combustible microwave range or exhaust fan installed

11. PRE POUR DRIVEWAY INSPECTION

- The driveway is formed and ready to be poured. This must be inspected before the pour Commences.
- If any service (sanitary, storm or water) are located within the driveway, an inspection will need to be completed by the E.I.S. Department before the pour commences.

12. FINAL INSPECTION

- All interior finishing work completed.
- Water meter must be installed and connected, also valves on either side of water meter.
- Exterior wall finish completed.
- Eavestrough and downspouts installed and connected to storm sewer where required.
- Rear yard drainage installed including catch basin (if required).
- Final grading complete, slope away from building and expose min. 6" of foundation wall from the brick line to grade
- Grading certificate where required.
- Provide swale at rear and slope into catch basin.
- Driveway approach completed and all sidewalks repaired to Municipal standards if broken during construction.
- Grade must slope away from building/must not adversely affect adjacent properties.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
		Applicant is: Owner or Authorized agent of owner		
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
D. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of Designer </p>			

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority	
Application No:	Model/Certification Number

A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package): Package: _____ Table: _____

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____ m ² or _____ ft ²	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement <input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit <input type="checkbox"/> Air Sourced Heat Pump (ASHP) <input type="checkbox"/> Ground Sourced Heat Pump (GSHP)
Area of W, S & G = _____ m ² or _____ ft ²	Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	

D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions				
<input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))				
<input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))				
<input type="checkbox"/> Airtightness substitution(s) Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____			
	<input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____			
	Required: _____ Permitted Substitution: _____			
Building Component	Minimum RSI / R values or Maximum U-Value ⁽¹⁾		Building Component	Efficiency Ratings
Thermal Insulation	Nominal	Effective	Windows & Doors Provide U-Value ⁽¹⁾ or ER rating	
Ceiling with Attic Space			Windows/Sliding Glass Doors	
Ceiling without Attic Space			Skylights/Glazed Roofs	
Exposed Floor			Mechanicals	
Walls Above Grade			Heating Equip.(AFUE)	
Basement Walls			HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)			DHW Heater (EF)	
Slab (edge only ≤600mm below grade)			DWHR (CSA B55.1 (min. 42% efficiency))	# Showers _____
Slab (all ≤600mm below grade, or heated)			Combined Heating System	

(1) U value to be provided in either W/(m²•K) or Btu/(h•ft²•F) but not both.

E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature