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TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

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# Deck/Porch Guide & Permit

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**SCHEDULE A**  
**(TO BY-LAW NUMBER 2017-029)**  
**Categories of Permits and Permit Fees**

Category of Permit	Fees
<b><i>Residential</i></b>	
New construction, additions, or renovations where the floor area is considered useable <b>living</b> space. Includes covered or enclosed decks, porches, finished basements, and sleeping cabins or camps as defined in the zoning by-law	\$0.50 per square foot or \$5.382 per square metre
New construction, additions, or renovations where the floor area is considered <b>non-living</b> space. Includes un-finished basements, attached garages or carports, and detached accessory buildings	\$0.35 per square foot or \$3.767 per square metre
Decks or porches which are not enclosed or covered	\$0.25 per square foot or \$2.691 per square metre
Minimum Permit fee in this category	\$60.00
<b><i>Industrial/Commercial or Public Buildings</i></b>	
New construction, addition, alteration, or repair of any industrial, commercial, or public building	\$0.50 per square foot or \$5.382 per square metre
Minimum Permit fee in this category	\$200.00
<b><i>Farm (Farm Registration Number Required)</i></b>	
New construction, addition, alteration, or repair of any farm building	\$0.10 per square foot or \$1.076 per square metre Maximum fee in this category is \$200.00 if structure is less than 600 meters squared and \$2500.00 if structure is greater than 600 meters squared.
<b><i>Miscellaneous</i></b>	
Solid Fuel Appliance Permit	\$60.00
Demolition Permit	\$60.00
Change of Use Permits	\$60.00
Plumbing Permit	\$60.00
Transfer of Permit	\$60.00
Substantial Revision of Permit	\$60.00
Required for Referral of Revocation of Permit	\$60.00
Conditional Permit	\$250.00 plus \$2000.00 deposit
Discretionary Surcharge for Starting Construction Without Permit or Authorization	\$250.00
Refunds for Revocation	See Schedule C
Pool permits	See Pool By-Law
Extensive plan examination greater than 3 Hours	\$75.00/ hour
Reactivation of permits more than 2 years since the last inspection	100% of original fee not to exceed \$275.00

Other fees that may be applicable:

Development Charges: **Township** \$2,875 **County** \$700 (fee at time issuance of permit; applies to new dwelling units on vacant lots.)

Civic Address Sign \$70.00

Entrance Permit \$1,000 (\$100 permit, \$900 deposit). For entrance onto a county road contact Lanark County at 613-267-4200

**Septic Permits contact Health Unit (613-283-2740)**

**Electrical Permit see Electrical Safety Authority (1-877-372-7233)**

**Conservation Authority approval – MVCA 613-259-2421 x 244; RVCA 613-692-3571 x 1100 OR 613-367-5353, x 131**

## SUPPORTING DOCUMENTS

**TO BE ISSUED A BUILDING PERMIT, THE FOLLOWING SUPPORTING DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION FORM:**

1. **Plans and Specifications**

One complete set of drawings and specifications are to be submitted to the Building Department and will remain on file. After examination for conformance to the Ontario Building Code, a set of plans must be kept on site at all times. Inspections will not be conducted without them. Construction must be in accordance with the plans. If any changes are required, revised drawings must be submitted to the Building Division for review.

2. **Site Plan**

A copy of a site plan is required and will remain on file. The site plan shall be drawn to \_\_\_\_\_ scale (or have accurate measurements noted) and shall show the following:

- dimensions of the lot
- proposed location and dimensions of all buildings, decks and other structures (existing and proposed)
- proposed distance of all setbacks dimensions
- location of existing or proposed water supply, sewage disposal, easements etc.
- grading and drainage
- walkways, driveways
- exterior mechanical equipment ( ie. air conditioners, heat pumps, etc.)
- legal description of lot
- street name
- septic field and tank

3. **Foundation Plan**

If the deck or porch is constructed with a full foundation (4' to 6' below grade), showing the following.

- size and location of both strip and column footings
- size and location of foundation wall footings
- thickness and strength of concrete for poured foundation
- thickness of concrete block (if used for foundation)

4. **Cross Section**

Showing the construction of the following assemblies:

- roof
- exterior wall (brick or siding)
- interior wall
- foundation wall (including insulation if any)
- floor assemblies (include basement slab)
- size of footing
- size of sill plate and anchor bolt size and spacing
- soffit and fascia treatment
- finish grade location
- floor to ceiling heights
- roof pitch

## OWNERS RESPONSIBILITIES

### 1. **Posting of Permit**

The Building Permit card must be posted so it can be seen from a public right-of-way.

### 2. **Listing of Inspections**

The owner of the property is responsible to notify the Building Division at least 48 hours in advance of the stages of construction for the necessary inspections. Please contact the Building Department for your inspections at 267-6500 or email [cbo@dnetownship.ca](mailto:cbo@dnetownship.ca)

Please be advised as the owner you are responsible for calling for the appropriate inspections. The list on the back of the permit is to be considered but you are responsible for considering the unique elements in your project. A rule of thumb is never cover up work, without an inspection and if a system within the building is completed call for an inspection.

The following must be completed before any inspection, and a copy of the reviewed plans must be on site, otherwise the inspection will not be carried out.

#### a. **Backfill Inspection**

(For full foundation, prior to backfilling)

- column footings, anchor bolts
- required foundation wall bracing
- a Geotechnical Soil Report may be required depending on the soil conditions

#### b. **Framing Inspection**

(Ready for insulation)

- wall framing
- construction of roof, including shingles
- installation of all exterior doors and windows
- electrical roughing completed

#### c. **Insulation and Vapour Barrier Inspection**

(If applicable, ready for drywall)

- placement of insulation in all required locations
- installation of vapour barrier
- sealing of all wires, receptacles, in walls and ceilings

#### d. **Final Inspection or Occupancy**

- interior finishes
- functional lighting and heating systems
- attic access hatch c/w weather stripping

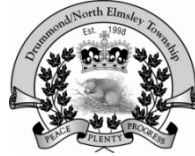
#### e. **Final Exterior Inspection**

- exterior finishes
- flashing and caulking

#### f. **Final Grading (Roads Department)**

All site work is completed.

Note: A dwelling may be occupied if unfinished is the building conforms to 2.4.3.2(1) of The Ontario Building Code. An inspection is required before occupancy.



## Township of Drummond/North Elmsley

310 Port Elmsley Road  
RR #5, Perth, Ontario K7H 3C7  
cbo@dnetownship.ca

Office 613-267-6500  
Fax 613-267-2083

### Application for a Permit to Construct or Demolish

This form is authorized under the Building Code Sentence 2.4.1.1A.(2).

#### 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)

<b>A. Project information</b>					
Building number, street name				Unit number	Lot/con.
Municipality	Postal code	Plan number/other description			
Project value est. \$		Area of work (m <sup>2</sup> )			
<b>B. Applicant</b> <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner					
Applicant is:					
Last name		First name		Corporation or partnership	
Street address				Unit number	Lot/con.
Municipality	Postal code	Province	E-mail		
Telephone number (    )	Fax (    )		Cell number (    )		
<b>C. Owner (if different from applicant)</b>					
Last name		First name		Corporation or partnership	
Street address				Unit number	Lot/con.
Municipality	Postal code	Province	E-mail		
Telephone number (    )	Fax (    )		Cell number (    )		
<b>D. Builder (optional)</b>					
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 (    )		

E. Purpose of application		
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair
<input type="checkbox"/> Demolition	<input type="checkbox"/> Conditional Permit	
Proposed use of building	Current use of building	
Description of proposed work		
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 (Health Unit Permit) 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 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> 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> .	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv. The proposed building, construction or demolition will not contravene any applicable law.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. Declaration of applicant		
I _____ certify 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. I have authority to bind the corporation or partnership (if applicable).		
_____	_____	
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.

<b>J. Project Information</b>				
Building number, street name			Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description		
<b>K. Individual who reviews and takes responsibility for design activities</b>				
Name		Firm		
Street address			Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (    )	Fax number (    )		Cell number (    )	
<b>L. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1]</b>				
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural		
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House		
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings		
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems		
Description of designer's work				
<b>M. Declaration of Designer</b>				
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Firm BCIN: _____</p> <p><input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. of the Building Code.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="padding-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have authority to bind the corporation or partnership (if applicable).</li> </ol> <p style="margin-top: 20px;">_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin-left: auto; margin-right: auto;"> <span>Date</span> <span>Signature of Designer</span> </p>				

\*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

**NOTE:**

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*.



# Township of Drummond/North Elmsley

310 Port Elmsley Road  
RR #5, Perth, Ontario K7H 3C7  
cbo@dnetownship.ca

Office 613-267-6500  
Fax 613-267-2083

check box if Plans are submitted.

if Construction Plans are not submitted complete this following form giving applicable

## CONSTRUCTION DETAILS

### 1. Construction Type:

- Frame                       Protected Frame             Veneer             Masonry
- Reinforced Concrete       Steel                       Other

### 2. Soil Type:

- Rock       Clay                       Loam       Other
- Are special foundations required?       Yes       No

### 3. Foundation: Wall Thickness \_\_\_\_\_

Type:  Poured  Block  Other (specify) \_\_\_\_\_

### 4. Footings: Size \_\_\_\_\_

### 5. Floor: Load \_\_\_\_\_

### 6. Water: Well Other (specify) \_\_\_\_\_

### 7. Heating: Gas Oil Electric Other (specify) \_\_\_\_\_

### 8. Ventilation: Required Ventilation Summary has been Submitted – attached; or N/A

### 9. Please indicate the number of new bedrooms and/or water fixtures proposed.

\_\_\_\_\_ New bedrooms

\_\_\_\_\_ Water fixtures

### 10. Septic Approval Approval Obtained (See submitted copy of approval)

### 11. CSA or other Approval No. on Fuel Burning Application: \_\_\_\_\_

### 12. Chimney Existing New

CSA or other Approval No. on Fuel Burning Appliance: \_\_\_\_\_

### For New Construction Only:

### 13. Parking:

Number of (outdoor) parking spaces: \_\_\_\_\_

Distance from parking spaces/area to lot lines (*viewed from road*)

Left Side Yd \_\_\_\_\_ ft.

Right Side Yd \_\_\_\_\_ ft.

Rear Yd \_\_\_\_\_ ft.

Front Yd \_\_\_\_\_ ft.

N/A (no new residential dwelling)

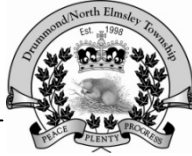
### 14. Access:

Distance from edges of driveway to lot lines

Left Side \_\_\_\_\_ ft. Right Side \_\_\_\_\_ ft.;  N/A (no new residential dwelling)

Entrance approval  Received (copy enclosed)  Pending





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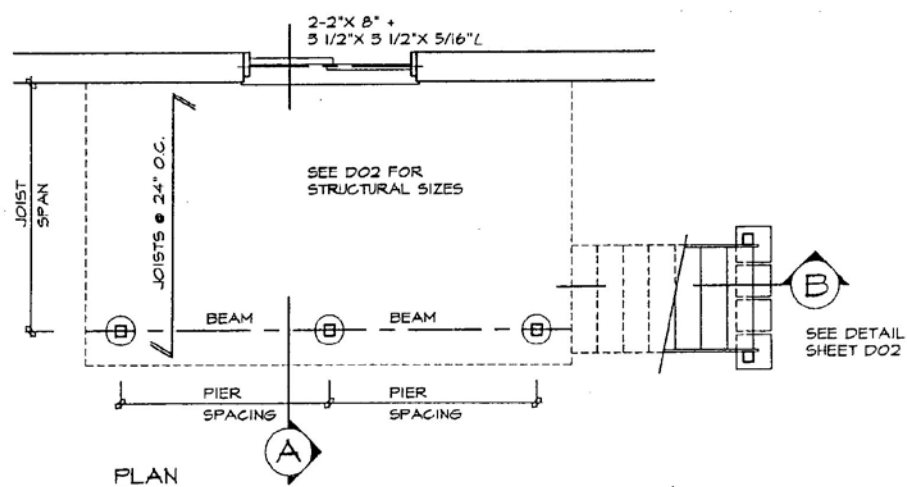
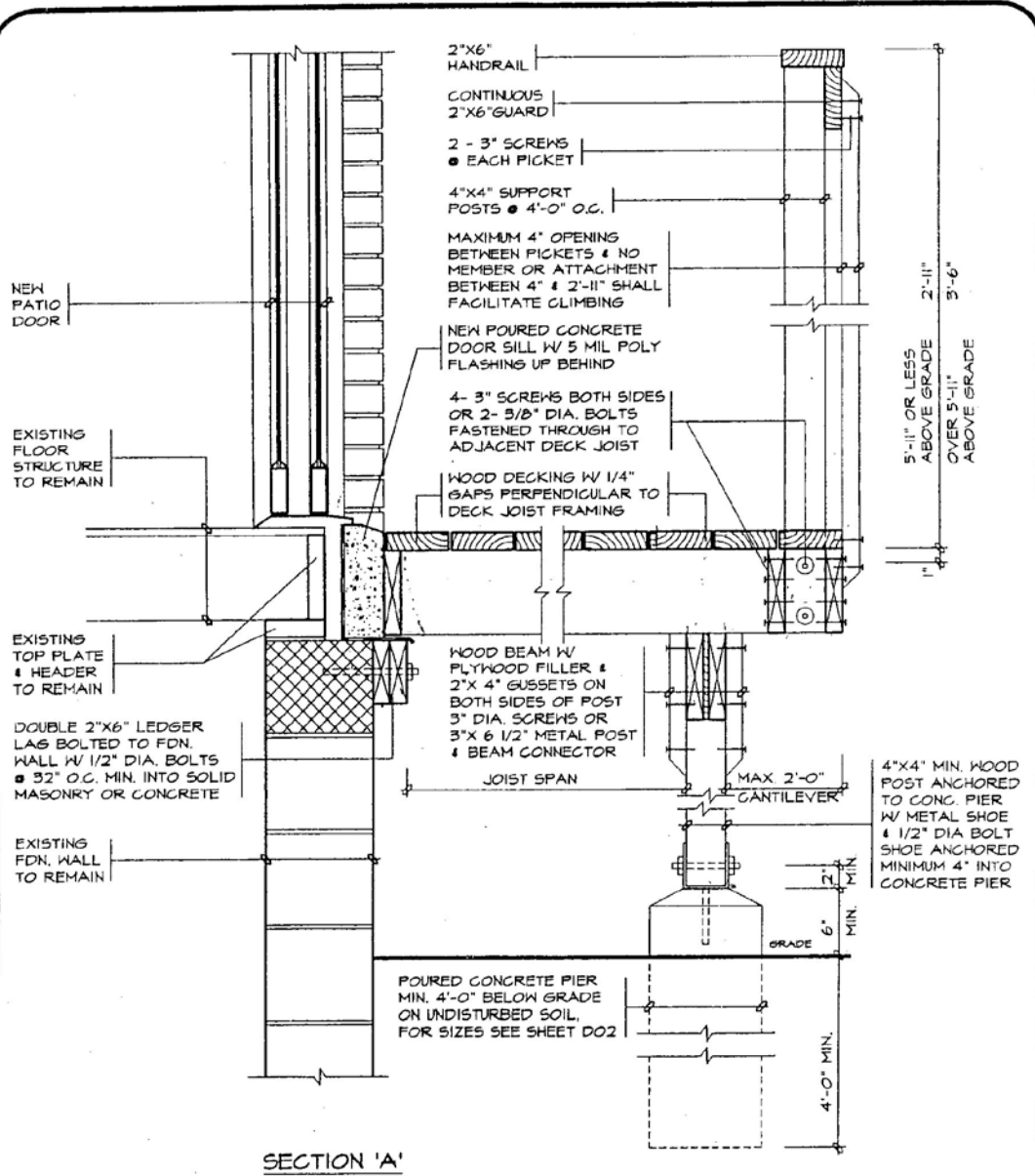
**IMPORTANT: If Site Plan is not included complete this form.....**

### SITE SKETCH/PLAN

1. Dimensions of:  
Proposed Structure: Length \_\_\_\_\_, Width \_\_\_\_\_, Height \_\_\_\_\_, Area Sq. Ft. \_\_\_\_\_  
Deck: Length \_\_\_\_\_, Width \_\_\_\_\_, Height \_\_\_\_\_,  N/A
2. Setbacks From Proposed Structure to Lot Lines:
3. Left Side Yd: \_\_\_\_\_ ft., Right Side Yd: \_\_\_\_\_ ft., Rear Yd: \_\_\_\_\_ ft., Front Yd: \_\_\_\_\_
4. Lot Dimensions:  
Lot Area: \_\_\_\_\_ acres  $\pm$ ; Lot Size \_\_\_\_\_ ft. x \_\_\_\_\_ ft.  $\pm$
5. Is this a Corner Lot?  YES  NO
6. Has this property been designated under the Ontario Heritage Act?  YES  NO

**\*\*Include on site sketch for existing and proposed structures, (as appropriate)\*\*:**

- |                  |   |   |
|------------------|---|---|
| 1) Distances to: | <input type="checkbox"/> all lot lines              | 2) <input type="checkbox"/> road location     |
|                  | <input type="checkbox"/> septic (tank and tile bed) | 3) <input type="checkbox"/> number of storeys |
|                  | <input type="checkbox"/> well                       | 4) <input type="checkbox"/> dimensions        |
|                  |   | 5) <input type="checkbox"/> area (sq. ft.)    |

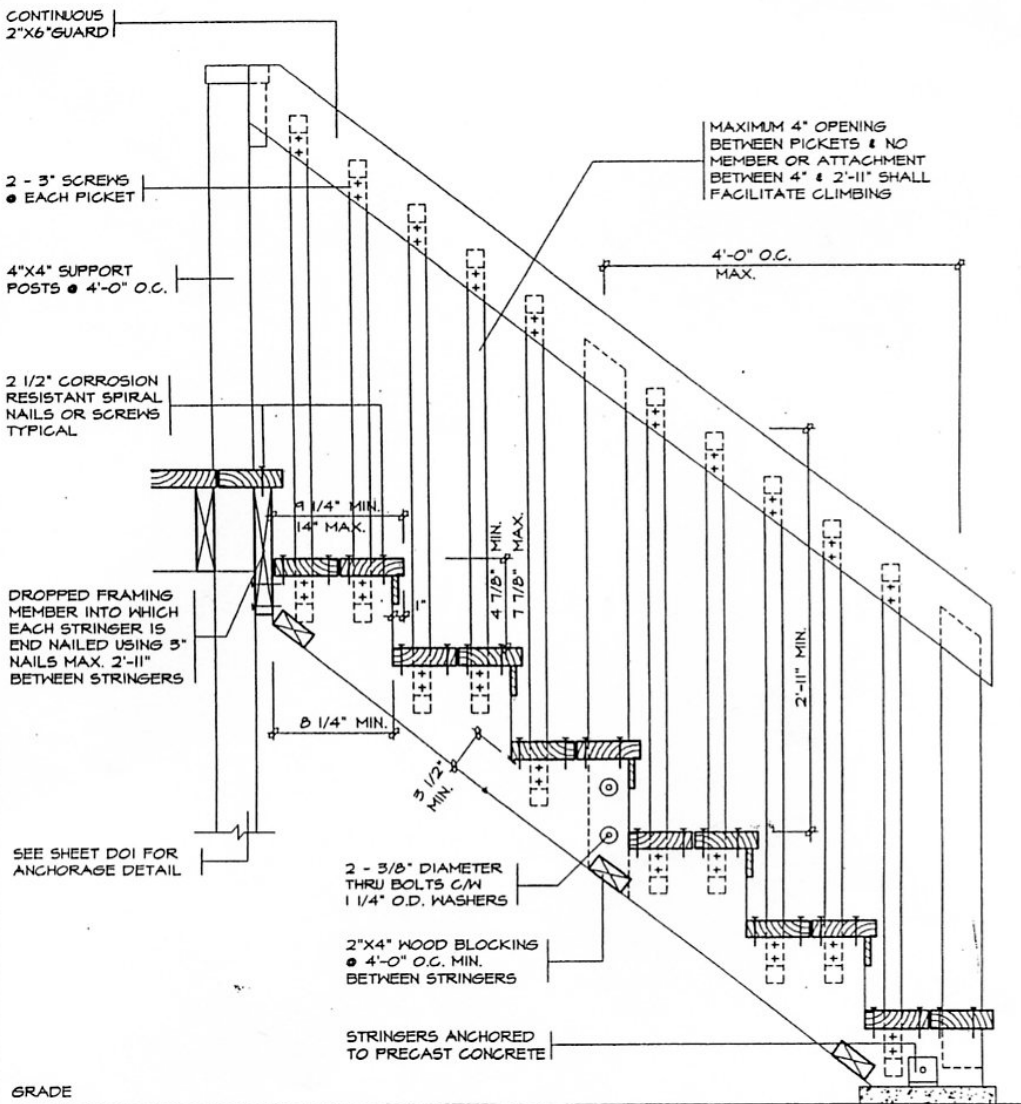


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A	
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B	
D	
C	

WOOD DECK  
PLAN & SECTION

PERMIT APPLICATION NO.	REVIEWED BY:
DATE:	

DWG. NO.  
**DO1**  
07-98



**SECTION 'B'** Note: The vertical height between handrails shall not exceed 12'2". (Height of handrail at top measured to grade)

**GENERAL NOTES**

1. SITE PLAN OR SURVEY IS REQUIRED SHOWING ALL LOT LINES & DIMENSIONS SIZE & LOCATION OF ALL EXISTING BUILDINGS, LOCATION & SIZE OF DECK
2. LUMBER NO. 2 SPF OR BETTER, WOOD POSTS MIN. 4"x4" (SOLID). USE CORROSION RESISTANT SPIRAL NAILS OR SCREWS.
3. DECK IS NOT PERMITTED TO BE SUPPORTED ON BRICK VENEER
4. CONCRETE PIERS SHALL BEAR ON UNDISTURBED SOIL. THE BEARING CAPACITY OF THE SOIL SHALL BE DETERMINED PRIOR TO CONSTRUCTION
5. PROVIDE A HANDRAIL 31"-35" HIGH ON STAIRS IF MORE THAN THREE RISERS. PROVIDE A GUARD ON BOTH SIDES IN ACCORDANCE W/ THE DETAIL ABOVE WHERE THE STAIR EXCEEDS 6 RISERS.

JOIST SPAN	PIER SIZE					BEAM SIZE				JOIST SIZE
	PIER SPACING					PIER SPACING				
	4'	6'	8'	10'	12'	4'	6'	8'	10'	
1500 PSF	6'	8°	10°	12°	14°	2/2"x6"	2/2"x6"	2/2"x8"	2/2"x10"	2"x6"
	8'	10°	12°	14°	16°	2/2"x6"	2/2"x8"	2/2"x10"	2/2"x12"	2"x6"
2500 PSF	6'	8°	10°	12°	14°	2/2"x6"	2/2"x8"	2/2"x10"	2/2"x12"	2"x6"
	8'	10°	12°	14°	16°	2/2"x6"	2/2"x8"	2/2"x10"	2/2"x12"	2"x6"
4000 PSF	6'	8°	10°	12°	14°	2/2"x6"	2/2"x8"	2/2"x10"	2/2"x12"	2"x6"
	8'	10°	12°	14°	16°	2/2"x6"	2/2"x8"	2/2"x10"	2/2"x12"	2"x6"



PERMIT APPLICATION NO. \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_

DWG. NO.  
**DO2**  
 07-98