



TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

Single Residential Dwelling

INFORMATION PACKAGE

This information package is intended to help you, the homeowner/contractor, to better understand the procedures in obtaining a building permit and other approvals which may be required. Also provided in this package is a list of required inspections.

We strongly urge you to read all of this information carefully and keep it handy for future reference. If you should have any questions, please contact the appropriate department.

We wish to emphasize that the Building Department enforces the Ontario Building Code. Questions concerning Zoning or land use By-Laws should be directed to the Planning Department and any questions concerning property drainage, and grading should be directed to the Roads Department.

Please note that this package is intended to outline the procedures for obtaining a building permit for the construction of a single family residence within the scope of Part 9 of the Ontario Building Code.

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 may be submitted to the Building Division for review.

2. **Site Sketch**

A copy of a site plan is required and will remain on file.

3. **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 may require the following to be shown:

- 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

4. **Foundation Plan**

Plan to be fully dimensioned to scale showing the following:

- size and location of beams
- size and location of support columns and footings
- size and location of foundation wall footings
- thickness and strength of concrete for poured foundation
- thickness of concrete block (if used for foundation)
- location and assembly of any load bearing walls (including strip footing size)
- joist size, spacing and direction for floor framing above
- stair location including required framing of opening

5. **Floor Plans**

One plan per storey, fully dimensioned and to scale showing the following:

- uses of all rooms and spaces
- size and location of doors and windows
- size and location of lintels, beams and posts/columns
- joist size, spacing and direction of floor framing above
- size, spacing and direction of roof framing members
- location and type of solid fuel appliance (if masonry, provide detailed drawings, if prefabricated, provide manufacturers installation guide and chimney type)

- carbon monoxide detector location (provide manufacturer's specifications)
- location and size of attic access
- location and size of any skylights and required framing
- roof framing (shop truss drawing may be submitted at later date)

6. **Cross Section**

Drawn to scale showing the following:

- section taken through stair case showing:
 - a) Dimension of risers, runs and treads
- showing the construction of the following assemblies:
 - a) Roof
 - b) Exterior wall (brick or siding)
 - c) Interior wall
 - d) Foundation wall (including insulation, vapour barrier., damp proofing, drainage layer, etc.)
 - e) Floor assemblies (include basement slab)
- size of footing, weeping tile and crushed stone cover
- size of sill plate and anchor bolt size and spacing
- soffit and fascia treatment
- eave protection (material and width)
- finish grade location
- floor to ceiling heights
- roof pitch
- guard/handrail heights and stair dimensions
- rooms and spaces identification
- backfill height

7. **Elevation Drawings**

Showing all sides of the building, drawn to scale indicating the following:

- location and size of all doors and windows
- exterior finishes
- grade levels
- finished floor to finished ceiling height
- chimney height and location
- flashing
- foundation indicated below grade
- location and extent of landings, steps, porches etc.
- location and type of roof vents

8. **Detail Drawings**

Provide detail drawings of any elements which may not be clearly shown or obvious on the above noted drawings.

9. **Structural Elements**

Structural elements not described in Part 9 of the Ontario Building Code may be required to be designed by a competent person or Professional Engineer.

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 during the stages of construction for the necessary inspections. Please contact the Building Department for your inspections at 267-6500 or email 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 shall have an inspection. Please note a copy of the reviewed plans must be on site, otherwise the inspection may not be carried out.

- a. **Excavation/Soil Inspection**
- b. **Footing Inspection**
- c. **Prior to pouring Foundation when reinforced**
- d. **Backfill Inspection**
(Prior to pouring of basement slab and backfilling)
 - damp proofing, drainage layer, drain tile, crushed stone, column footings, anchor bolts required foundation wall bracing
 - keep in mind that a Geotechnical Soil Report may be required depending on the soil conditions
- e. **Underground Plumbing Inspection**
 - All underground piping must be installed (shall include water test or 5 lb air test)
 - Radiant prior to pouring
- f. **Rough-in Plumbing Inspection**
 - All drain, vents and water supply pipes shall be installed (may include a water test or 5 lb or 60 lb air test).
- g. **Exterior air barrier inspections**
- h. **Framing Inspection** (Ready for insulation)
 - all floor and wall framing
 - construction of roof, including shingles
 - installation of stairs
 - installation of all exterior doors and windows
 - solid fuel rough-in including chimney chase (if applicable)
- i. **HVAC Inspection if required**
- j. **Insulation and Vapour Barrier Inspection** (Ready for drywall)
 - placement of insulation in all required locations
 - installation of vapour barrier
 - sealing of all wires, receptacles, pipes, exhaust equipment etc. in walls and ceilings.

- fire stopping

k. **Ready for Use Inspection and/or Certificate of Occupancy**

- all guards and handrails
- smoke alarms if required
- carbon monoxide detectors if required
- self-closure and weather stripping on door located between garage and any living space
- functional lighting and heating systems
- attic access hatch c/w weather stripping if required
- mechanical ventilation
- potable water if required
- chimney
- exterior finishes
- flashing and caulking
- exterior entrance
- guards and handrails

l. **Final**

All site work is completed.

Note: A dwelling may be occupied after Occupancy Inspection passed and certificate issued.