

BUILDING PERMITS MUST BE OBTAINED BEFORE YOU START WORK ON A NEW HOUSE, OR AN ADDITION, OR ANY ALTERATIONS TO AN EXISTING HOUSE WHICH ARE SIGNIFICANT IN NATURE. PERMITS ARE GEARED TO THOSE PROJECTS WHERE HEALTH & SAFETY MATTERS ARE INVOLVED, AND EXIST TO PROTECT YOU, OTHER HOMEOWNERS, BUILDING OCCUPANTS, FUTURE OWNERS AND THE COMMUNITY.

WHEN DO I NEED A PERMIT ?

CONTACT YOUR LOCAL MUNICIPAL OFFICES FOR SPECIFIC PERMIT REQUIREMENTS FOR ANY PARTICULAR PROJECT.

PERMITS ARE NORMALLY REQUIRED FOR:

Building any detached structure larger than 108 ft.²
Building any addition to your home
Raised porches or decks
Carports or garages
Structural alterations
Moving or lifting your house
Installing a wood stove or fireplace
Partitioning a basement or adding a basement entrance
Creating an apartment in your house
Altering or adding any plumbing
Demolishing a house

PERMITS ARE NOT NORMALLY REQUIRED FOR:

Detached structures 108 ft.² or less in area
Replacement of windows, doors, roofing or siding
New interior wall, floor or ceiling finishes
Repairs to chimneys, porches, decks or roofs
Waterproofing repairs to a basement
Replacement of plumbing fixtures
Replacement of a furnace

HOW DO I GET A PERMIT?

1. Prepare drawings which accurately and to scale describe the construction you propose. Standard technical details are available at your local municipal offices to assist in the preparation of your plans. The attached sample plans are an example of the scope of drawings usually required for an addition to a house. THESE DRAWINGS ARE NOT INTENDED FOR USE IN YOUR PERMIT APPLICATION. It is usually advisable to verify with your local municipal offices that your proposed site plan will meet local zoning standards before you prepare the complete construction plans.
2. Visit your local municipal offices, and complete a building permit application.
3. Provide the required number of copies (usually 2 or 3) of the construction drawings, including a site plan.
4. Pay the permit fee.

WHEN WILL I GET THE PERMIT?

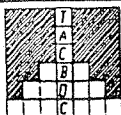
Your permit will usually be issued promptly if your drawings are complete and the proposed construction meets local zoning standards, the Ontario Building Code and the requirements of other agencies such as the Conservation Authority.

WHAT DO I HAVE TO DO AFTER I GET THE PERMIT?

Review your approved permit drawings before you start work, and keep them on the project site. The permit must be posted in a conspicuous place on your property prior to starting work. You can commence construction any time after obtaining the permit and your permit will remain valid for a minimum of six months. Local utilities such as hydro, gas and telephone operate independently from your municipality and should be contacted regarding their specific approval and inspection requirements. All utilities must be contacted prior to commencing any excavation to determine the location of any nearby underground services.

Inspection requirements are normally noted on your permit drawings or the permit itself and must be arranged by calling the municipal building inspection offices prior to covering the work. For a house addition, an inspection is usually required for footings & foundations, structural framing, plumbing, insulation and vapour barriers and a final inspection before using the new space. Smaller projects such as decks, garages and minor alterations will usually involve fewer inspections.

If changes to the approved work are anticipated, speak with the inspector to determine if a revision to your permit is required. PLEASE REMEMBER TO WORK SAFELY!



A small housing addition will usually require the submission of the following drawings. All drawings must be accurately drawn to scale, in ink.

SITE PLAN

A SITE PLAN is a drawing showing the complete property and identifying all structures in relation to the property boundaries. It should include:

- Scale
- North arrow
- Lot lines & dimensions
- Existing & proposed construction & dimensions
- Setbacks & lot lines
- Proposed changes to existing grade

FLOOR PLANS

A FLOOR PLAN is a drawing of the structure as seen as if it is cut horizontally a few feet above the floor lines. One floor plan is required for every floor of the house which is affected by the new construction. Each plan shows the interior layout of the level in question as well as providing the structural framing information for the floor or roof above. Floor plans should include:

- Scale
- Use of rooms & spaces
- Dimensions
- Extent of new construction including new work within existing building
- Size, type and location of exterior and interior walls and partitions
- Widths, locations and lintel sizes of all openings
- Location, dimensions and direction of stairs
- Sectional arrows
- References to detailed drawings
- Material specifications or notes
- Heating details and calculations

ELEVATIONS

ELEVATIONS show the exterior view of each side of the house. Each elevation is identified by the direction it is facing, and should include:

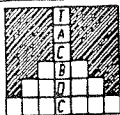
- Scale
- Extent of new & existing construction
- Vertical dimensions of walls, windows & doors
- Grade level
- Exterior wall cladding, finishes & flashing
- Overhang dimensions
- Roof shape, slope & finish
- Rain water leader & eavestrough

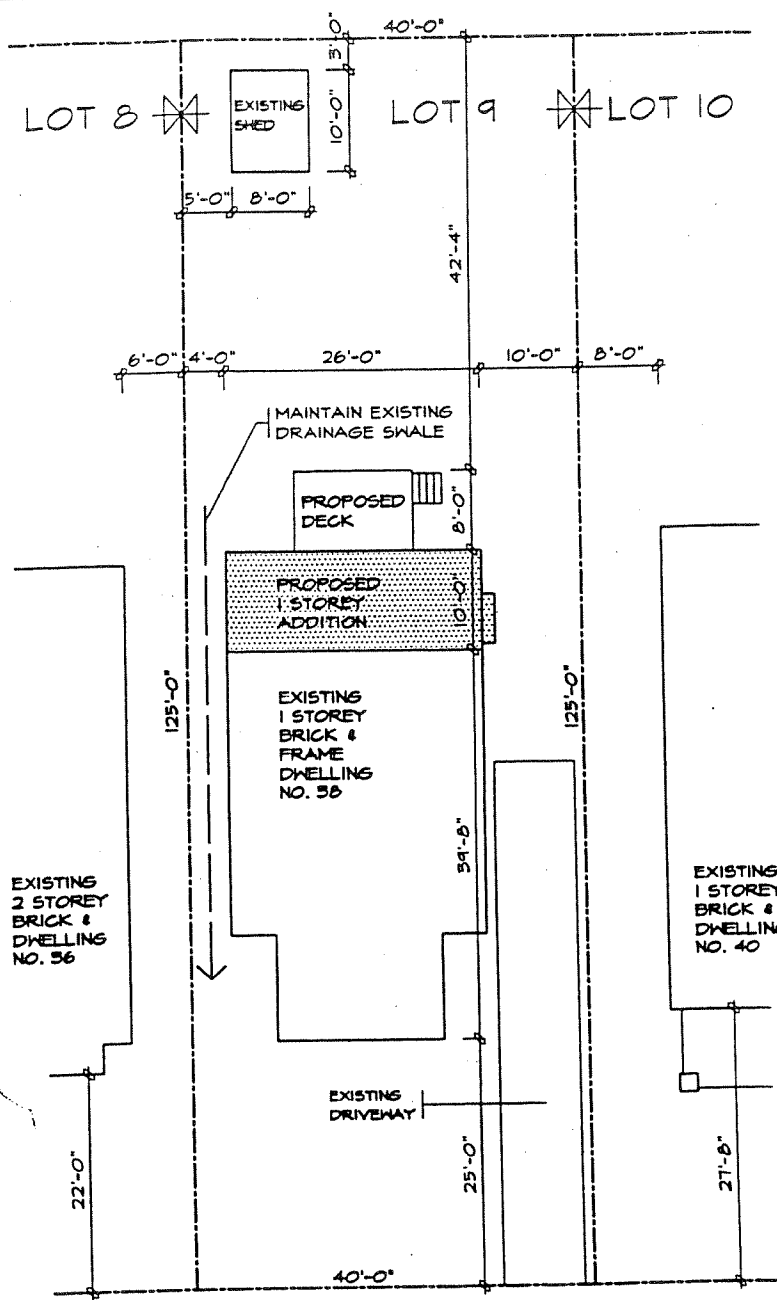
SECTIONS and DETAILS

A SECTION represents a view of the house along an imaginary line at a particular location, & illustrates construction details. The extent of the sections should correspond with the sectional arrows shown on the plans. Sections should indicate the following:

- Scale
- Details of footings, foundations, walls, floors & the roof
- Distance from grade to floor & underside of footing
- Attic & crawl space ventilation

At times a specific aspect of the project may require specific details. An inventory of standard construction details is available from your local municipal offices, which can be used to augment your plans.





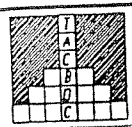
SITE PLAN

SCALE 1" = 15'-0"
 SKETCH OF SURVEY OF LOT 9
 REG. D PLAN 4220
 CITY OF TORONTO
 B.C. TRANSIT. O.L.S.
 DECEMBER 31ST, 1999

KHALMUR CRESCENT

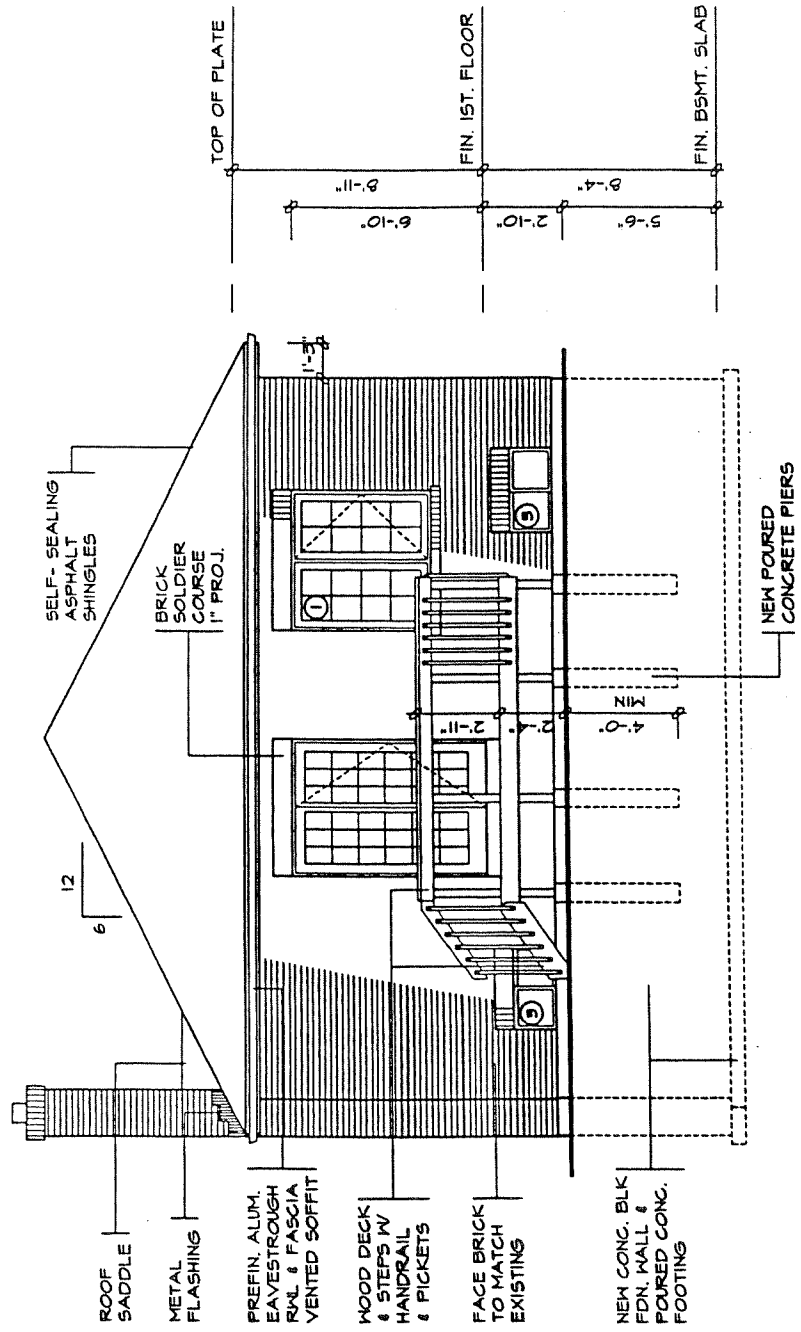
ZONING	LOT NO.	PLAN NO.	LOT AREA	LOT FRONTAGE	LOT DEPTH			
R2 106	LOT 9	4220	6250.00 S.F. (380.84)	50.00' (15.24)	125.00' (38.10)			
DESCRIPTION	EXISTING	ADDITION	TOTAL	% ALLOWED	%	SETBACKS	EXISTING	PROPOSED
LOT COVERAGE	431.26 S.F. (86.52)	260.00 S.F. (24.15)	1191.00 S.F. (110.65)	19.0	-----	FRONT YARD	25'-0" (7.62)	25'-0" (7.62)
GROSS FLOOR AREA	431.26 S.F. (86.52)	260.00 S.F. (24.15)	1191.00 S.F. (110.65)	19.0	5750.00 S.F. (60.0) (346.59)	REAR YARD	60'-4" (18.39)	42'-4" (12.90)
LANDSCAPED AREA	-----	-----	-----	-----	-----	INTERIOR SIDE (east)	10'-0" (3.00)	10'-0" (3.00)
NO. OF STORIES HEIGHT	1 STOREY 14'-11" (4.55)	1 STOREY 14'-11" (4.55)	1 STOREY 14'-11" (4.55)	32'-10" (10.00)	-----	INTERIOR SIDE (west)	4'-0" (1.20)	4'-0" (1.20)
WIDTH	26'-0" (7.93)	26'-0" (7.93)	26'-0" (7.93)	-----	-----	EXTERIOR	-----	-----
DEPTH	59'-8" (12.09)	10'-0" (3.00)	44'-8" (15.14)	55'-4" (17.00)	-----	-----	-----	-----
PARKING	-----	-----	-----	-----	-----	-----	-----	-----

NOTE: ZONING RESTRICTIONS VARY IN EVERY MUNICIPALITY. CONTACT YOUR LOCAL MUNICIPAL OFFICE FOR SPECIFIC SETBACKS AND OTHER LIMITATIONS IN YOUR AREA.

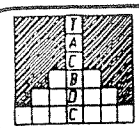


SAMPLE DRAWING FOR PERMIT APPLICATION
 SITE PLAN & ZONING INFORMATION

DWG. NO.
A03
 07-98



NORTH ELEVATION
SCALE 3/16" = 1'-0"

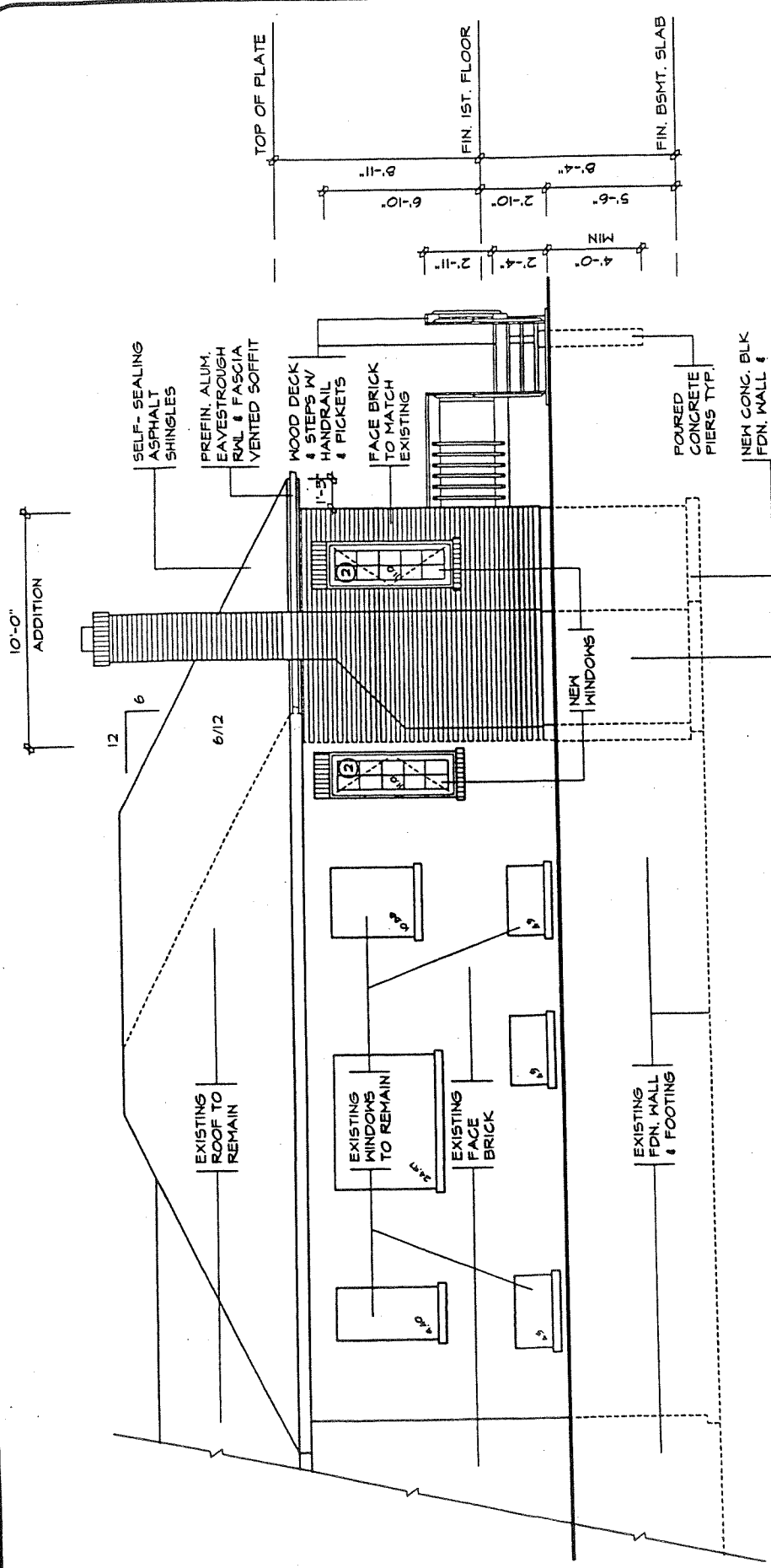


SAMPLE DRAWINGS FOR
PERMIT APPLICATION
ELEVATION

DWG. NO.

A06

07-98



EAST ELEVATION

SCALE 3/16" = 1'-0"

UNPROTECTED OPENINGS

WALL AREA	537.95 SQ.FT
LIMITING DISTANCE	10'-0" @ 19.43%
MAX. ALLOWABLE OPENINGS	104.52 SQ.FT.
TOTAL OPENINGS PROVIDED	102.05 SQ.FT.

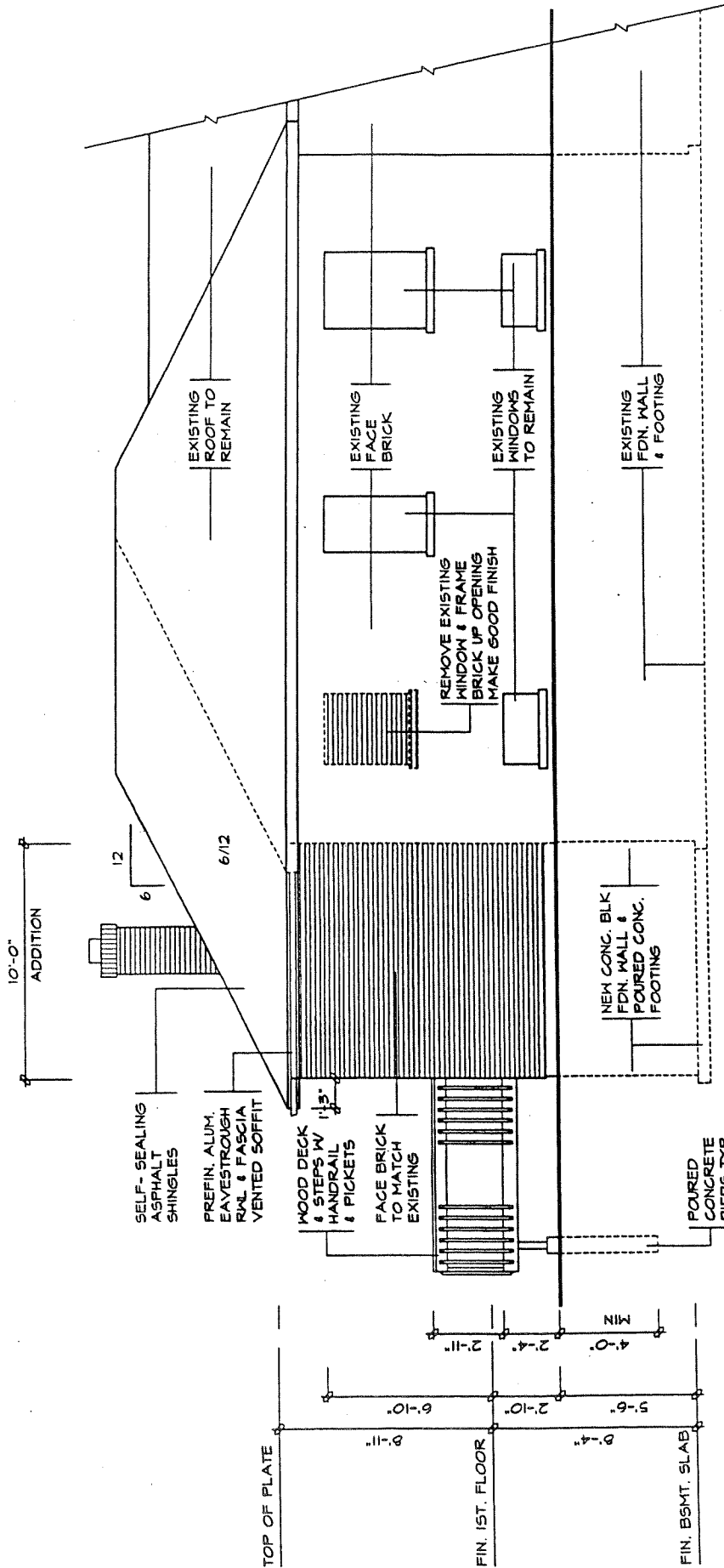


SAMPLE DRAWINGS FOR PERMIT APPLICATION
ELEVATION

DWG. NO.

A07

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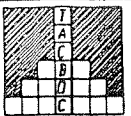


WEST ELEVATION

SCALE 5/16" = 1'-0"

UNPROTECTED OPENINGS

NO NEW OPENINGS
EXISTING TO REMAIN



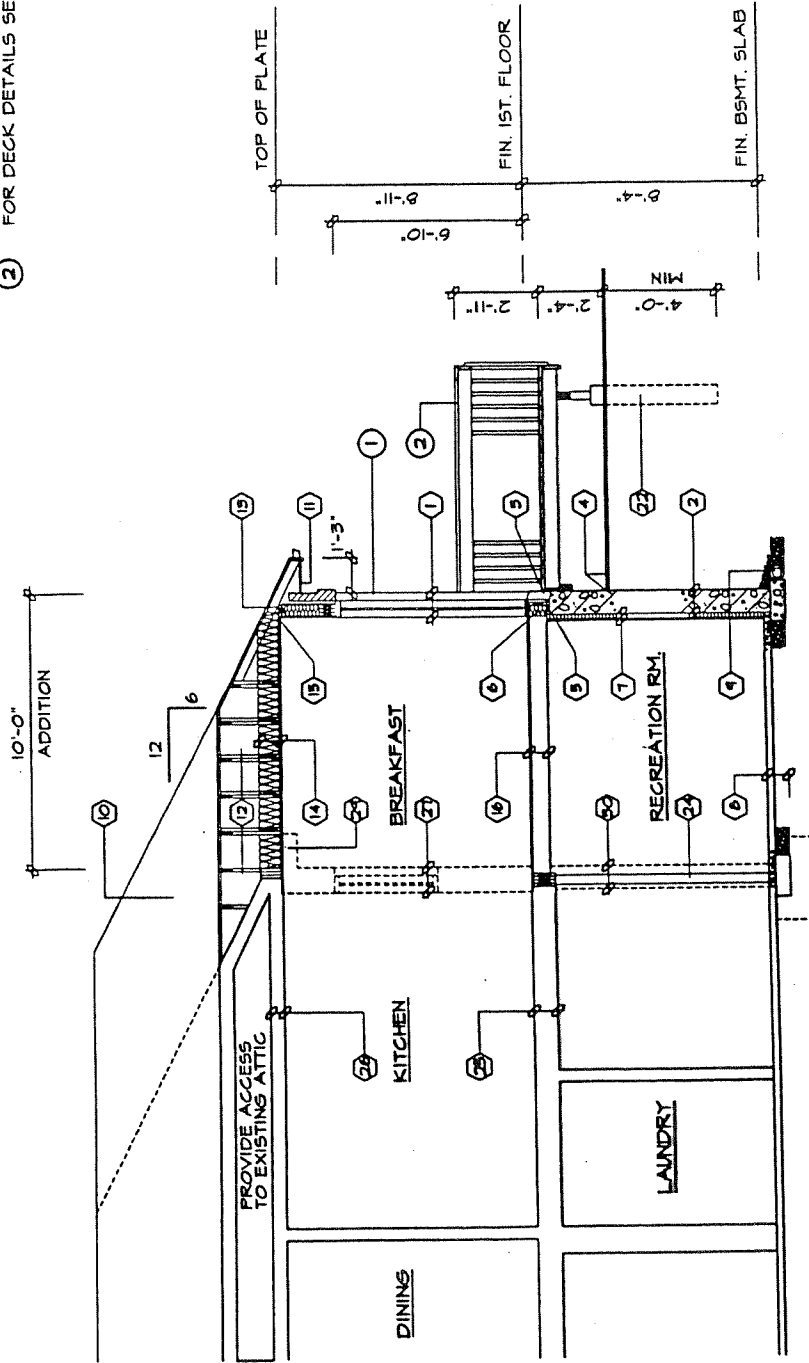
SAMPLE DRAWINGS FOR PERMIT APPLICATION
ELEVATION

DWG. NO.

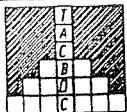
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- ① FOR WALL SECTION SEE M03
- ② FOR DECK DETAILS SEE D01 & D02



SECTION 'A-A'
SCALE 3/16" = 1'-0"



SAMPLE DRAWINGS FOR PERMIT APPLICATION
CROSS SECTION

DWG. NO.

A09

07-98

CONSTRUCTION SPECIFICATIONS

1 BRICK VENEER WALL

4" FACE BRICK, 1" AIR SPACE
0.03 THICK X 7/8" WIDE
GALVANIZED METAL TIES
INSTALLED W/ GALVANIZED
SPIRAL NAILS OR SCREWS
32" O.C. HORIZ., 16" O.C. VERT.
SHEATHING PAPER, LAYERS
TO OVERLAP EACH OTHER
EXTERIOR TYPE SHEATHING
2"x6" WOOD STUDS @ 16" O.C.
R IT BATT INSUL. IN CONTINUOUS
CONTACT W/ EXTERIOR SHEATHING
CONTINUOUS AIR / VAPOUR BARRIER
1/2" INTERIOR DRYWALL FINISH
DOUBLE PLATE @ TOP
SOLE PLATE @ BOTTOM

2 FOUNDATION WALL

BITUMINOUS DAMPROOFING ON
MINIMUM 1/4" PARINGS ON
CONCRETE BLOCK FDN. WALL
TOP BLOCK COURSE FILLED
W/ MORTAR OR CONCRETE
PROVIDE PARINGS COVERED OVER
18" X 6" POURED CONC. FOOTING
TO BEAR ON UNDISTURBED SOIL
PROVIDE DRAINAGE LAYER
- MIN. 3/4" MINERAL FIBRE
INSULATION W/ A DENSITY OF
NOT LESS THAN 3.6 LB./FT. OR
- MIN. 4" OF FREE DRAINING
GRANULAR MATERIAL OR
- A B.M.E.C. APPROVED
DRAINAGE LAYER MATERIAL

3 BRICK VENEER @ FDN. WALL

20 MIL POLY FLASHING MINIMUM
6" UP BEHIND SHEATHING PAPER
KEEP HOLES @ MIN. 2"-T" APART

4 GRADE

SLOPE GRADE AWAY FROM
BUILDING FACE & PROVIDE
SEMI-SOLID BLOCK COURSE
AT OR BELOW GRADE LEVEL

5 SILL PLATE

2"x6" SILL PLATE FASTENED
TO FOUNDATION WALL WITH
MIN. 1/2" DIA. ANCHOR BOLTS
EMBEDDED MIN. 4" IN CONCRETE
@ 7'-10" O/C. MAX. & PROVIDE
CAULKING OR GASKET BETWEEN
PLATE & FOUNDATION WALL

6 FLOOR INSULATION

CONTINUOUS HEADER JOIST WITH
R IT BATT INSULATION, EXTEND
VAPOUR / AIR BARRIER & SEAL
TO JOIST AND SUBFLOOR

7 FOUNDATION INSULATION

1/2" INTERIOR DRYWALL FINISH
2"x3" WOOD STRAPPINGS @ 16" O/C.
MIN. R2 INSULATION W/ 6 MIL POLY
AIR / VAPOUR BARRIER FULL HEIGHT.
MOISTURE BARRIER TO HEIGHT OF
EXTERIOR GRADE BETWEEN
FOUNDATION WALL & WOOD FRAMING

8 BASEMENT SLAB

3" POURED CONCRETE SLAB
(3600 PSI CONC. STRENGTH)
4" CRUSHED STONE BELOW

9 DRAINAGE

4" DIA. WEEPING TILE W/
6" CRUSHED STONE COVER

10 ROOF CONSTRUCTION

20 YEAR ASPHALT SHINGLES ON MIN.
3/8" EXTERIOR PLYWOOD SHEATHING
ON APPROVED ROOF TRUSSES OR
CONVENTIONAL FRAMING (SEE PLANS)
USE W CLIPS IF 24" O.C. SPACING

11 OVERHANG CONSTRUCTION

PREFINISHED ALUMINUM FASCIA,
EAVESTROUGH & RAIN WATER LEADERS
TO MATCH EXISTING FINISHES. PROVIDE
DRIP EDGE AT FASCIA & VENTED SOFFIT
EXTEND DOWNSPOUTS TO GRADE LEVEL

12 ROOF VENTILATION

1:300 OF THE INSULATED CEILING
AREA UNIFORMLY DISTRIBUTED.

13 EAVES PROTECTION

EAVES PROTECTION MEMBRANE TO
EXTEND FROM THE EDGE OF THE
ROOF, 36" UP THE SLOPE BUT NOT
LESS THAN 12" BEYOND THE INTERIOR
FACE OF THE EXTERIOR WALL

14 CEILING CONSTRUCTION

5/8" INTERIOR DRYWALL FINISH
CONTINUOUS AIR / VAPOUR BARRIER
W/ MINIMUM R 31 BATT INSULATION

15 WALL/CEILING INSULATION

CARRY MIN. R12 INSULATION
TO COVER THE INTERIOR FACE
OF THE EXTERIOR WALL

16 FLOOR CONSTRUCTION

5/8" T&G PLYWOOD SUBFLOOR
2XB FLOOR JOISTS @ 16" O/C.
FLOOR JOISTS BRIDGED W/
CONTINUOUS 1"x3" STRAPPINGS OR
2 ROWS OF 2"x2" CROSS BRIDGING
OR SOLID BLOCKING

17 INTERIOR STUD PARTITION

1/2" DRYWALL FINISH BOTH SIDES OF
2"x4" WOOD STUDS @ 16" O/C
2 TOP PLATES & 1 BOTTOM PLATE
PROVIDE SOUND ATTENUATION
INSULATION IN BATHROOM WALLS
& WHERE INDICATED ON PLAN

18 MECHANICAL VENTILATION

PROVIDE MIN. 1 AIR CHANGE
PER HOUR IN ROOMS SPECIFIED
TO BE MECHANICALLY VENTED
80 CFM FOR BATH PRIMARY VENTS

19 STAIRS INTERIOR/EXTERIOR

MAXIMUM RISE	=	7 7/8"
MINIMUM RISE	=	4 7/8"
MINIMUM RUN	=	8 1/4"
MAXIMUM RUN	=	14"
MINIMUM TREAD	=	9 1/4"
MAXIMUM TREAD	=	14"
MAXIMUM NOSING	=	1"
MINIMUM WIDTH	=	2'-10"
MINIMUM HEADROOM	=	6'-5"

20 GUARDS

INTERIOR LANDINGS	=	2'-11"
EXTERIOR BALCONY	=	3'-6"
INTERIOR STAIRS	=	2'-11"
EXTERIOR STAIRS	=	2'-11"
MAX. BETWEEN PICKETS	=	4"

GUARD HEIGHT IF
DECK TO GRADE IS:
GREATER THAN 3'-11" = 3'-6"
3'-11" OR LESS = 2'-11"
NO MEMBER OR ATTACHMENT
BETWEEN 4" & 2'-11" HIGH
SHALL FACILITATE CLIMBING

21 ATTIC ACCESS

PROVIDE ATTIC ACCESS
MIN. 20" X 28" W/ INSULATION
& HEATHER STRIPPING

22 PIERS

PROVIDE 8" DIA. SONO TUBE
FOR POURED CONCRETE PIERS
MINIMUM 4'-0" BELOW GRADE

23 EXISTING SOLID MASONRY
EXTERIOR WALL TO REMAIN.

24 3 1/2" DIA. PIPE COLUMN W/
6X6X3/8" TOP & BOTTOM PLATE
38"X38"X16" CONCRETE FOOTING

25 EXISTING FLOOR STRUCTURE
TO REMAIN.

26 EXISTING CEILING STRUCTURE
TO REMAIN.

27 REMOVE EXISTING EXTERIOR WALL
AS SHOWN DOTTED

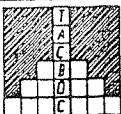
28 REMOVE EXISTING INTERIOR STUD
PARTITIONS AS SHOWN DOTTED

29 REMOVE EXISTING ROOF OVERHANG
AS SHOWN DOTTED

30 REMOVE EXISTING FOUNDATION WALL
AS SHOWN DOTTED

31 REMOVE EXISTING WINDOW & FRAME
MAKE GOOD OPENING W/ BRICK TO
MATCH EXISTING ON THE EXTERIOR

32 INSTALL A CARBON MONOXIDE
DETECTOR CONFORMING TO
CAN/CSA-6.19 OR UL 2034



A GUIDE TO BUILDING PERMITS

SAMPLE DRAWING: CONSTRUCTION SPECIFICATIONS

DWG. NO.

A10

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