



Consumers have rights and responsibilities under the **Consumer Protection Act (CPA)**, such as the final price of a home renovation cannot be more than 10% over the original estimate included in the contract.

5 Precautions to Take Before Signing a Contract

ESTIMATES

- **1** Get written estimates for the work. Generally, three estimates will provide enough information but get as many as you need to feel comfortable making a final decision.
- 2 Ensure estimates contain everything you ask for.

CONTRACTS

- 3 Ensure the contract covers all discussed terms. A "hand shake" promise may not be enforceable if it's not included in the written contract.
- Before signing the contract, ensure you fully understand what you are signing and what is included.

DON'T GET SCAMMED Avoid 'tax-free' deals. This can be a significant because of the second because of the se

Avoid 'tax-free' deals. This can be a sign that a business is avoiding important customer and worker protection responsibilities. A 'tax-free' deal without receipts provides no legal recourse over goods and services purchased.



Visit Ontario.ca/HomeRenos to find out more.

Call Consumer Protection Ontario at **1-800-889-9768** if you have a complaint about a contractor not fulfilling a written contract. **Ontario.ca/ConsumerProtection**

What Else Should I Consider?

ASK ABOUT THEIR BUSINESS

- List of references
- Contract includes scope of work and terms of payment
- Do they provide warranties
- Are they registered with WSIB
- Work related Insurance coverage

ASK ABOUT HEALTH AND SAFETY

- Does the contract cover assurance they will comply with legislation from MOL?
- Has the contractor trained workers with the hazards associated with the work (i.e. working over 3m)

PROTECT YOURSELF

 Ensure the contractor gives you a written contract before work begins that includes the specific work to be performed, terms of payment and warranties

For additional information from the Ministry of Labour visit **Ontario.ca/beforeyoubuyaroof**. General inquiries about workplace health and safety or reporting health and safety incident call **1-877-202-0008**.



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Safe At Work Ontario

435 James St. South, Suite 222, Thunder Bay ON 807-475-1691 hsthunderbaydistrict@ontario.ca

Health and Safety Law for Construction Projects

Role on a Construction Project

The Occupational Health and Safety Act defines a **constructor** (aka general contractor) as a person who undertakes a construction project for an **owner**. In some cases, the **owner** of the project is the **constructor** as well. When an **owner** undertakes all or part of a project, either by himself or herself, or by contracting work out to more than one **contractor or employer**, the **owner** becomes the **constructor**.

If the **owner** hires only one **contractor** to do all the work, then that contractor may be the **constructor**, depending on the contractual arrangements with the **owner**. The contractor may, in turn, subcontract work to other people, but he or she remains the **constructor** for the project, as long as he or she is the only party the owner had contracted to do the work.

Under the Occupational Health and Safety Act, a "constructor" (aka general contractor) is a party (a person or company) who oversees the construction of a project and who is ultimately responsible for the health and safety of all workers.

The **constructor** must ensure that all the **employers** (aka subcontractors) and **workers** on the project comply with the Act and Regulations. For further details on the constructor see our Constructor Guideline https://www.labour.gov.on.ca/english/hs/pubs/constructor/index.php

What are the key duties of a constructor?

Constructors have the following key responsibilities, on the projects that they undertake:

- ensure that the measures and procedures prescribed by the Occupational Health and Safety Act and its regulations are carried out on the project,
- ensure that every employer and every worker performing work on the project complies with the Occupational Health and Safety Act and its regulations,
- ensure that the health and safety of workers on the project is protected,
- ensure that a health and safety representative or a joint health and safety committee is selected or established, when and as required,
- · ensure that the Ministry of Labour is notified of a project, when and as required,
- ensure that the Ministry of Labour is notified of an accident or occurrence, when and as required,
- ensure that every contractor or subcontractor receives a list of all designated substances present at the
 project before the prospective contractor or subcontractor enters into a binding contract for the
 supply of work on the project,
- ensure that written emergency procedures are established for the project and posted, and
- appoint a supervisor for every project at which five or more workers will work at the same time.

Notice of Project

Constructors are required to notify the Ministry of Labour before construction begins of any project meeting any of the requirements listed in the Construction Regulations. Not filing a notice when required is a chargeable offence. This form has nothing to do with the Building permit or Building Department. The purpose of the notice is to identify to everyone who the Constructor is, in turn identifying who is in charge of the project and responsible to ensure that all health and safety regulations under The Occupational Health and Safety Act are being followed on the job site. A signed copy of the completed form must be posted in a conspicuous place at the project or be available at the project for review by an Inspector.

Requirements to file a Notice with the Ministry of Labour include:

- all renovations and construction where the materials & labour combined are \$50,000 or more, even for personal residences
- erection or structural alteration of a building more than two storeys or more than 7.5 meters (25 feet)
 high
- demolition of a building four meters (13 feet) high and higher with a floor area of 30 sq meters (300 sq feet) and larger
- construction of an ice road for vehicles, machinery or equipment over frozen water, slush or wetlands

The form is FREE and can be found and filed at https://www.labour.gov.on.ca/english/hs/forms/index.php



Safe At Work Ontario
Enforcement > Compliance > Partnership >

435 James St. South, Suite 222, Thunder Bay ON 807-475-1691 hsthunderbaydistrict@ontario.ca

Designated substances

Before beginning any work, the **owner** must first determine if there are any designated substances (asbestos, lead, etc.) present at the project site. If there are, the **owner** must prepare a complete list, to complete the list testing may be required for positive identification. This list must be included as part of any tendering information on a project.

Before the **owner** can enter into a binding contract with a **constructor** to work on a site where there are designated substances, the owner must ensure that the constructor has a copy of the list.

An **owner** is liable to a **constructor** and **every contractor and subcontractor** who suffers any loss or damages as a result of the presence of designated substances that were not on the list.

If designated substances are present they need to be handled and abated by qualified workers and disposed of in a proper manner in a designated facility that accepts that type of substance.

Working at heights

The regulatory requirements regarding fall protection on a construction project are set out in Sections 26 to 26.9 of the Regulation for Construction Projects (O. Reg. 213/91).

Some control methods include guardrail systems which must be used to prevent falls, unless it is not reasonably possible to install one. Constructors and employers must install guardrails (or take other protective measures), if workers are at risk of falling:

- more than three metres
- more than 1.2 metres if the work area is used as a path for a wheelbarrow or similar equipment
- into operating machinery
- into water or other liquids
- into or onto a hazardous substance or object
- · through an opening on a work surface

A guardrail system must also be used if a worker is exposed to a fall of 2.4 metres or more and has access to the open side of a:

- floor, including a mezzanine or balcony floor
- bridge surface
- roof while formwork is in place
- scaffold platform or other work platform, runway or ramp

Employers must ensure that workers on construction projects who use any of the following methods of fall protection: travel restraint systems, fall restricting systems, fall arrest systems, safety nets and work belts or safety belts, have valid Ontario Working at Heights training.

It is in a homeowner's best interest to make sure workers at their home are safe. This can be as simple as asking contractors if their workers have been trained, and how they plan to keep workers safe on site, before signing a contract. In the case of projects where workers will be at heights, such as repairing a roof, homeowners should ask contractors if their workers have been trained to do the work safely.

Depending on the circumstances, homeowners may be considered constructors and subject to obligations under Occupational Health and Safety Act if they hire multiple contractors to work at the same time.

Health and Safety - Ministry of Labour https://www.ontario.ca/page/ministry-labour

Ministry of Labour Health & Safety Contact Centre 1-877-202-0008



Applicable Law Checklist

This form is used to confirm approvals from other agencies that are required before a building permit can be issued.

Application No:	Address:	Date:
1		

The Building Code Act prohibits the issuance of a building permit if the proposed construction or demolition will contravene an applicable law as defined by the building code. The questions below will help you to determine if an applicable law applies to your project. No timeframe for building permit review can be established until all required applicable law approvals are completed and the approval documents are submitted to the Building Services Department.

If the answer is YES to any question, the relevant approval documents must be submitted with this permit application. Where any required approval has not been obtained, the agencies listed on the back of this form must be contacted to obtain approval and the declaration on the bottom of this form must state accordingly.

			Office
Zoning By-Laws • Planning Services	Yes	No	Use Only
Is/was relief required to permit a minor zoning variance in your proposal?			
Is/was rezoning required to permit the proposed building or land use? Is a land division or subdivision required and not yet fully completed?	\vdash	\vdash	
Are municipal services required but not yet completed or available?			
Planning Approval • Planning Services			•
Does this development require site plan approval from the Planning Division?			
Heritage ● Planning Services			1
Are you demolishing a building that is listed on the Township's heritage			
inventory? Is the building designated or in the process of being designated? Is the property located in a heritage district or study area?			
Construction & Fill Permits • Lakehead Region Conservation Authority	_	<u> </u>	
Does the property abut a ravine, watercourse, wetland or shoreline?			
Building & Land Use Permits ● Ontario Ministry of Transportation			
Is the property within 45m of a highway or 180m from any highway intersection?			
Is the property within 395m of a controlled highway intersection? Is this a major traffic generating project located within 800m of a highway?			
Environmental Approvals • Ontario Ministry of Environment			
Is a Record of Site Condition required to be filed because of a change to more sensitive land use? Is the property a former waste disposal site?			
Is this project a major industrial, commercial or government project?			
Is this a renewable energy project?			
Electrical Conductor Clearances • Electrical Safety Authority			
Are there any overhead electrical conductor wires within 5.5m of the proposed building?			
Clean Water Act ● Lakehead Region Conservation Authority			
Does a water source protection plan restrict the land use you are proposing?			
Agriculture & Farms ● Ontario Ministry of Agriculture and Food			1
Is this a farm building that will house animals or manure? Is this a milk processing plant?			
Child Care Centres • Ontario Ministry of Education			
Is a daycare proposed in any part of the building?			
Seniors Centres • Ontario Ministry of Community and Social Services			
Is this a seniors project where Ontario Government funding is being sought?			
Cemeteries • Ontario Ministry of Consumer Services			
Is work being carried out within a Cemetery?			
Public Lands Act • Ontario Ministry of Natural Resources			
Is work being carried out on public land?			
Education Act • Ontario Ministry of Education			
Is this project being carried out on the property of an educational facility? If so, is any or all buildings on the property being fully or partially demolished?			
Fortification of Land • Licensing and Enforcement			
Does this project include fortification of land, or any structure on the property?			
Easements • Township of Gillies and Other Utilities	_		
Does your property contain easements used by or under the control of local utilities? (If unsure, contact the Land Registry Office at (807)343-7436 to confirm)			

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I have considered the list of applicable laws in the Ontario Building Code and as described above, and do hereby declare that:

- None of these applicable law approvals apply to this project.
 - Applicable laws checked with a 'yes' apply to this project, and approval documents are submitted with this application. Applicable laws check with a 'yes' apply to this project, however all approval documents have not yet been obtained. 2. 3.

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation or partnership with respect to this application (if applicable). Date:

Name: Signature:

Applicable Laws & Building Permits

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **not** administered by the Building Services Division. The fastest way to obtain a building permit is to ensure all of these other approvals are completed (or do not apply) before applying for a building permit. The Building Services Division is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals.

Zoning, Planning & Heritage

Contact: Township of Gillies, Planning Services at 807-475-3185

Planning Act, s. 34 or 38, 46, 47

Zoning by-laws restrict such things as land use, lot size, building size and setbacks. If your project does not comply with any part of the zoning by-law, a minor variance or rezoning must be obtained before any building permit can be issued. Zoning by-laws also restrict the issuance of permits until any associated land division, subdivision or municipal servicing is complete.

Planning Act, s. 41

Site Plan Control Approval is required for some new buildings and additions other than houses and accessory structures. The site plan agreement must be registered before site plans will be approved.

Ontario Heritage Act, s. 27(3), 30(2), 33, 34, 34.5, 34.7(2), 40.1 &42

Thunder Bay has designated certain heritage buildings and maintains a listing of buildings of heritage interest. Specific areas have also been established as Heritage Conservation Districts. Planning and/or City Council approval for demolition, alteration and construction is required if your property is affected. Contact City Clerk's Office (625-2897) for more information.

Conservation Authority Permits

Contact: Lakehead Region Conservation Authority at 807-344-5857

Conservation Authorities Act, s.28(1)(c)

Development within certain conservation regulated area requires a construction and fill permit from the conservation authority before any building permit can be issued. LRCA will confirm if your property falls within their jurisdiction.

Highway Corridor Building & Land Use Permits

Contact: Ministry of Transportation at 807-473-2000 or 1-800-465-5034

Public Transportation and Highway Improvement Act, s.34 or 38

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.

Environmental Approvals

Contact: Ministry of Environment and Climate Change at 807-475-1205 or 1-800-875-7772

For **Record of Site Condition** inquiries please contact 1-800-461-6290 or 1-416-314-8001

Environmental Protection Act, s.46,47,168.3,138.6(1)

Ministry of Environment approvals are required when any of the following apply: (A) A property of Industrial, Community or Commercial use is changed to more sensitive Residential, Institutional, Agricultural, or Parkland use; (B) for major government, industrial and commercial projects where defined by regulation; (C) property was formerly used for landfill or waste disposal; and (D) renewable energy projects.

Source Water Protection

Contact: Lakehead Region Conservation Authority at 807-344-5857

Clean Water Act, s.59

Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated risk management official.

Agriculture & Farms

Contact: Ministry of Agriculture, Food and Rural Affairs at 1-877-424-1300

Nutrient Management Act 2002, s.11.1, Milk Act s.14

Buildings or structures that house animals or store manure may trigger a requirement for a nutrient management strategy approved by the Ministry. The Ministry must determine that a milk processing plant is necessary and authorize it before building permit can be issued.

Child Care Centres

Contact: Ministry of Education at 807-474-2890 or 1-800-465-5020

Day Nurseries Act, s.5 of reg 262

Ministry plan approval is required if a new building is proposed to be used as a day nursery, an existing building is proposed to be used, altered or renovated for a day nursery, or if an existing day nursery is altered or renovated.

Seniors Centres

Contact: Ontario Ministry of Community and Social Services 1-888-789-4199

Elderly Persons Centres Act, s. 6 of reg 314

Reports must be submitted to the Minister and approval obtained for all seniors centres to which government funding applies.

Cemeteries

Contact: Cemeteries Regulation Unit 1-800-889-9768

Cemeteries Act, S. 2 of R.S.O 1990, Chapter C.4

Approval is required for the establishment, alteration of, or increase of capacity of the cemetery or crematorium.

Public Land

Contact: Ontario Ministry of Natural Resources

Public Lands Act, S.2 Ontario Regulation 453/96

It is illegal to construct or place a building, trail, water crossing or road, fill shore lands, remove aquatic vegetation, or construct or place a structure or combinations of structures on public land without authority and a proper work permit.

Educational Facilities

Contact: Ontario Ministry of Education

Education Act, S. 194

Approval from the Minister is required for a school board to sell, lease or otherwise dispose of a school site, part of a school site or property or demolish a building on a school site.

Fortification of Land

Contact: City of Thunder Bay By-Law Enforcement Division 1-807-625-2710

Municipal Act, 2001 s.133(4)

Excessive fortification of land (barriers to prevent or hinder access to land or buildings) or excessive protective elements (ie. video surveillance or electrical fencing) applied to the land is prohibited.



Application for a Permit to Construct or Demolish This form is authorized under subsection 8(1.1) of the Building Code Act.

		For use b	y Principa	I Authority			
Application number:			Permit r	number (if differ	ent):		
Date received:			Roll nur	mber:			
Application submitted to:	(Name of municipalit	ty, upper-tier n	nunicipality, bo	pard of health or o	conservatio	n authority)	
A. Project information							
Building number, street nan	ne					Unit number	Lot/con.
Municipality		Postal code	Э	Plan number/	other desc	cription	
Project value est. \$				Area of work	(m ²)		
B. Purpose of applicat	tion						
☐ New construction	Addition to existing but	uilding		ation/repair		Demolition	Conditional Permit
Proposed use of building		Cı	urrent use of	building			
Description of proposed wo							
C. Applicant	Applicant is:		or [☐ Authorized			
Last name		First name		Corporation of	or partners	•	
Street address						Unit number	Lot/con.
Municipality		Postal code	Э	Province		E-mail	
Telephone number ()		Fax ()				Cell number	
D. Owner (if different f	rom applicant)						
Last name	., ,	First name		Corporation of	r partners	hip	
Street address				<u>I</u>		Unit number	Lot/con.
Municipality		Postal code	Э	Province		E-mail	
Telephone number ()		Fax ()				Cell number	

E. Builder (optional)								
Last name	First name	Corporation or partnersh	hip (if applicable)					
Street address			Unit number	Lot/con.				
Municipality	Postal code	Province	E-mail					
Walliopality	1 ootal oodo	1 10411100	L man					
Telephone number	Fax		Cell number					
()	()		()					
F. Tarion Warranty Corporation (Ontario	New Home Warran	ty Program)						
 i. Is proposed construction for a new home Plan Act? If no, go to section G. 	e as defined in the Onta	rio New Home Warranties		Yes 🔲	No			
ii. Is registration required under the Ontario	o New Home Warranties	s Plan Act?		Yes 📮	No			
iii. If yes to (ii) provide registration number((s):							
G. Required Schedules								
i) Attach Schedule 1 for each individual who revi	iews and takes responsi	bility for design activities.						
ii) Attach Schedule 2 where application is to cons	struct on-site, install or re	epair a sewage system.						
H. Completeness and compliance with a	applicable law							
Building Code (the application is made in the	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							
Payment has been made of all fees that are regulation made under clause 7(1)(c) of the <i>B</i> is made.				Yes 🗖	No			
ii) This application is accompanied by the plans a resolution or regulation made under clause 7(-law,	Yes 🗖	No			
iii) This application is accompanied by the informal law, resolution or regulation made under claus the chief building official to determine whether contravene any applicable law.	se 7(1)(b) of the <i>Building</i>	g Code Act, 1992 which en	nable	Yes 🗖	No			
iv) The proposed building, construction or demoli	tion will not contravene	any applicable law.		Yes 🗖	No			
I. Declaration of applicant								
200iaiation of approvant								
I(print name)			d	eclare that:				
(print name)								
 The information contained in this application documentation is true to the best of my If the owner is a corporation or partnership. 	knowledge.			ther attached				
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 descrip	tion	
B. Individual who reviews and takes	responsibili	ty 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 i Division C]	ndividual ide	ntified in Section B. [Bu	ilding Code Table	3.5.2.1. of
☐ House ☐ Small Buildings ☐ Large Buildings ☐ Complex Buildings Description of designer's work		g Services on, Lighting and Power	□ Building Stru □ Plumbing − I □ Plumbing − I □ On-site Sew	House
D. Declaration of Designer				
1		de	clare that (choose o	ne as appropriate):
(print name	e)		(1	
I review and take responsibility C, of the Building Code. I am of Individual BCIN: Firm BCIN:	qualified, and the	e firm is registered, in the app	oropriate classes/cat	egories.
☐ I review and take responsibility under subsection 3.2.5.of Divi	sion C, of the Bu	uilding Code.	. •	n other designer
☐ The design work is exempt from	m the registration	on and qualification requireme	ents of the Building (
I certify that:		and the characters of the char		
 The information contained in this s I have submitted this application w 		-		
Date		Signature of Designer		

NOTE:

- 1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d).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 authorization, 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.

Schedule 2: Sewage System Installer Information

A. Project Information								
Building number, street name			Unit number	Lot/con.				
Municipality	Postal code	Plan number/ other description						
B. Sewage system installer								
Is the installer of the sewage system engagemptying sewage systems, in accordance Yes (Continue to Section C)		C? ☐ Installer u	ervicing, cleaning or nknown at time of n (Continue to Section E)					
C. Registered installer information	n (where answ	ver to B is "Yes")						
Name	-	-	BCIN					
Street address			Unit number	Lot/con.				
Municipality	Postal code	Province	E-mail					
Telephone number	Fax ()		Cell number					
D. Qualified supervisor information	on (where ans	wer to section B is "Yes	")					
Name of qualified supervisor(s)		Building Code Identification	Number (BCIN)					
E. Declaration of Applicant:								
I(print name)				declare that:				
I am the applicant for the permit submit a new Schedule 2 prior to			er is unknown at time	e of application, I shall				
<u>OR</u>								
I am the holder of the permit to o known.	construct the sew	age system, and am submitt	ing a new Schedule 2	2, now that the installer is				
I certify that:								
The information contained in this	s schedule is true	to the best of my knowledge) .					
2. If the owner is a corporation or p	artnership, I have	e the authority to bind the co	rporation or partnersl	hip.				
Date		Signature of applicant						



Application for a Permit to Construct Detached Garage / Shed

For use by Principal Authority									
Permit number:		Roll number:							
A. Project Location									
Building number, street name Legal Description									
	licant is:		horized agent						
Last name	First name	Corpora	tion or partners	hip					
Street address		L		Unit number	Lot/con.				
Municipality	Postal code	Province	Э	E-mail					
Telephone number	Fax ()	,		Cell number					
C. Building Information	D	. Construction	Information						
☐ Gable Roof	☐ Hip Roof W	Valls:	2"x	" @	" Centres				
	E	ngineered Truss	es:	@	" Centres				
	R	afters:	2"x	" @	" Centres				
		oists:	2"x	" @	" Centres				
		oof Sheeting:	"	Plywood	" O.S.B.				
			☐ Shingles	□ Roll Ro					
MC III		Vall Sheeting:		Plywood " @	О.З.В.				
	· ·	Vall Strapping: exterior Finish:	2"x	" @	" Centres				
Height: Roc E. Foundation Information		xterior Finish:	F.	Lintel Size	9				
M	140 x 140 mm (6 x 6) or 140 x 190 mm (6 x 8)	4-10M Reinford	ing bur cont.	verhead Door					
	or 140 x 190 mm (6 x 8) preservative treated lumber sill	10M Stirrups A	WOODS THE DESCRIPTION	Engineered I					
Wood mud sill		6"x6"x6/6 Weld			able End Truss				
7				()) – 2" x"				
12 mm (1/2") corrosion resistant rods 2400 mm (8") intervals Concrete ground anchor "Dead man" (buried	- 0		OCC Ma	an Doors:					
200 mm (8") square				() – 2" x"				
be 1.2 m (4') vertical or 1 m (3'4") on angle		'-0" Comparted	\A\ \A\ \A\ \A\	indows:					
Figure 16.5 Small Garage Support and Anchorage		Compacted	Granolar (III		\ O" \ "				
☐ Pressured Treated Mud Sill	☐ Reinfor	ced Concrete Slab-		() ()					
Garage / Shed Plan	Recommended Scale – On								
Garage / Gried Fian	Recommended Scale – On	le Square = 2 -0 - Silo	JW DOOI & WIIIGOV	V Sizes and Local	10115				
			 						
			ļ ļ						
			 						

A review of this application information did not include a review of minimum separation clearances from overhead electrical distribution wires (conductors) and transformers or other matters for which specific information was not provided. The owner / applicant are required to seek and obtain such other approvals as may be necessary. In all cases, the most restrictive condition applies. Where other restrictions cause any change to the location or construction of this project, such changes must be reviewed and approved by the Building Division prior to construction. 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.

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 Decks which are at or close to grade 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 LIGET 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 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 You can The permit must be posted in a conspicuous place on your property prior to starting work. 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 GUIDE TO BUILDING PERMITS

DWG NO A01 07-08

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
2" EATH HOLD STAND THE STAN

2 FOUNDATION WALL

BITUMINOUS DAMPPROOFING ON MINIMUM 11° PARGING ON CONCRETE BLOCK FON WALL TOP BLOCK COURSE FILLED W/ MORTAR OR CONCRETE PROVIDE PARGING COVED OVER 18° X 8° POURED CONC. FOOTING TO BEAR ON UNDISTURBED SOIL PROVIDE DANIAGE LAYER INSULATION W/ A DENSITY OF NOT LESS THAN 3.6 LB./FT. OR OR THE STANDARD THE STANDARD OR THE

(3) BRICK VENEER @ FDN. WALL

20 MIL POLY FLASHING MINIMUM 6" UP BEHIND SHEATHING PAPER WEEP HOLES @ MIN. 2'-7" 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

FLOOR INSULATION

CONTINUOUS HEADER JOIST WITH R 17 BATT INSULATION, EXTEND VAPOUR / AIR BARRIER & SEAL TO JOIST AND SUBFLOOR

7 FOUNDATION INSULATION

1/2" INTERIOR DRYWALL FINISH 2"X3" WOOD STRAPPING @ 16" O/C. MIN. R8 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 'H' 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 2X8 FLOOR JOISTS @ 16" O/C. FLOOR JOISTS BRIDGED W/ CONTINUOUS 1"X3" STRAPPING 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 ATTENDATION INSULATION IN BATHROOM WALLS & WHERF INDICATED ON PI AN

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 77/8*
MINIMUM RISE = 8 1/4*
MAXIMUM RUN = 14*
MAXIMUM RUN = 14*
MAXIMUM TREAD = 9 1/4*
MAXIMUM TREAD = 14*
MAXIMUM NOSING = 1*
MINIMUM HEADROOM = 6:5-10*

(20) GUARDS

3'-6"

DECK TO GRADE IS:
GREATER THAN 5'-11"
= 5'-11" OR LESS
NO MEMBER OR ATTACHMENT
BETWEEN 4" & 2'-11" HIGH
SHALL FACILITATE CLIMBING

(21) ATTIC ACCESS

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

(22) PIERS

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

- 23 EXISTING SOLID MASONRY EXTERIOR WALLTO 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

 PARTITIONS AS SHOWN DOTTED

 REMOVE EXISTING ROOF OVERHANG AS SHOWN DOTTED
- (30) REMOVE EXISTING FOUNDATION WALL AS SHOWN DOTTED
- REMOVE EXISTING WINDOW & FRAME MAKE GOOD OPENING W/ BRICK TO MATCH EXISTING ON THE EXTERIOR
- 32) INSTALL A CARBON MONOXIDE DETECTOR CONFORMING TO CAN/CGA-6.19 OR UL 2034



A GUIDE TO BUILDING PERMITS
SAMPLE DRAWINGS: Construction Specifications

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 affects which is affect when construction. Each plan shows the interior layout of the level in question as well as providing the structural framing information for the floor or rord 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
-
 - Exterior wall cladding, finishes & flashing
 - Overhang dimensions
 - · Roof shape, slope & finish
 - Rain water leader & eavestrough

SECTIONS and DETAILS

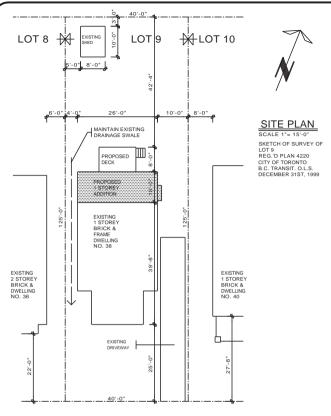
A SECTION represents a view of the house along an imaginary line at a particular location, & illustrates construction details. The extent of the sections should correspond with the sectional arrows shown on the plans. Sections should indicate the following:

- 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.



A GUIDE TO BUILDING PERMITS DRAWING REQUIREMENTS FOR A RESIDENTIAL ADDITION A02



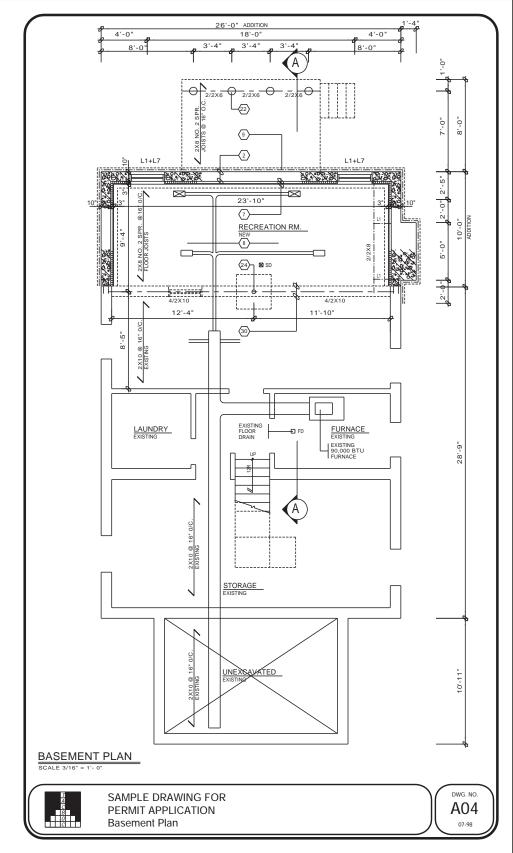
KHALMUR CRESCENT

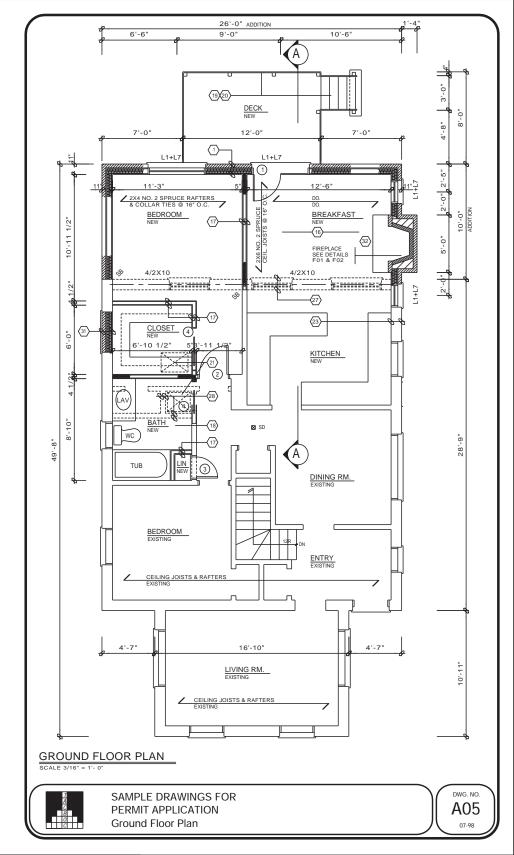
ZONING R2 Z0.6).64)	LOT FRONTAGE 50.00' (15		LOT DEPTH 125.00' (38.10)			
DESCRIPTION	Eλ	KISTING	ADDITION		TOTAL	%	ALLOWED	%	SETBACKS	EXIST	ING	PROPOSEL
LOT COVERAGE		.26 S.F. i.52)	260.00 S.F. (24.15)		1191.00 S.F. (110.65)	19.0		-	FRONT 25'-0 YARD (7.62			25'-0" (7.62)
GROSS FLOOR AREA		.26 S.F. i.52)	260.00 S.F. (24.15)		1191.00 S.F. (110.65)	19.0	3750.00 S.F. (348.39)	60.0	REAR			42'-4"
LANDSCAPED AREA								-	YARD			(12.90)
NO. OF STORIES HEIGHT		STOREY -11" (4.55)	1 STOREY 14'-11" (4.55)	1 STOREY 14'-11" (4.55)		32'-10" (10	.00)	INTERIOR SIDE (east)	10'-0" (3.50)		10'-0" (3.50)
WIDTH	26' (7.9	-	26'-0" (7.93)		26'-0" (7.93)					4'-0"		4'-0"
DEPTH	39'	-8* .09)	10'-0"		49'-8" (15.14)		55'-9" (17.00)		SIDE (west) EXTERIOR	(1.20)		(1.20)
PARKING									EXTENSOR			

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



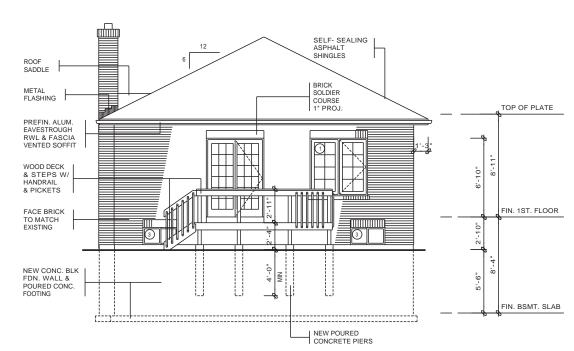
A SAMPLE DRAWING FOR PERMIT APPLICATION Site Plan & Zoning Information DWG. NO.
A03





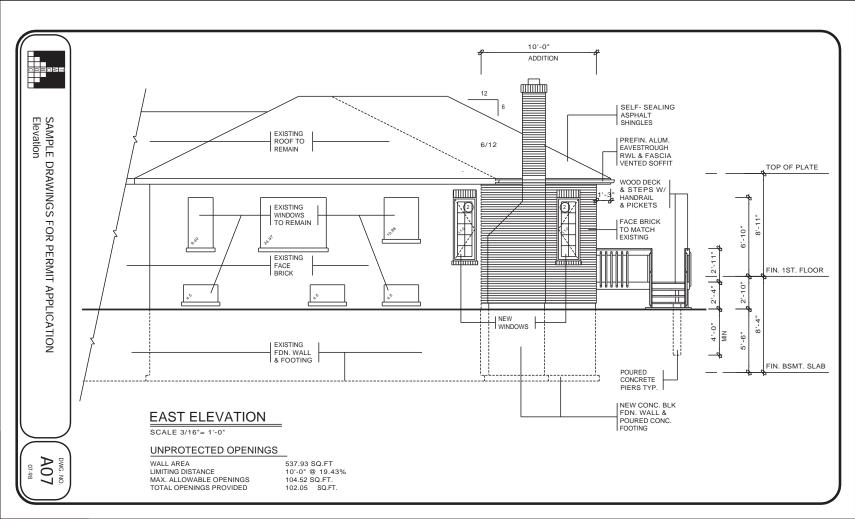


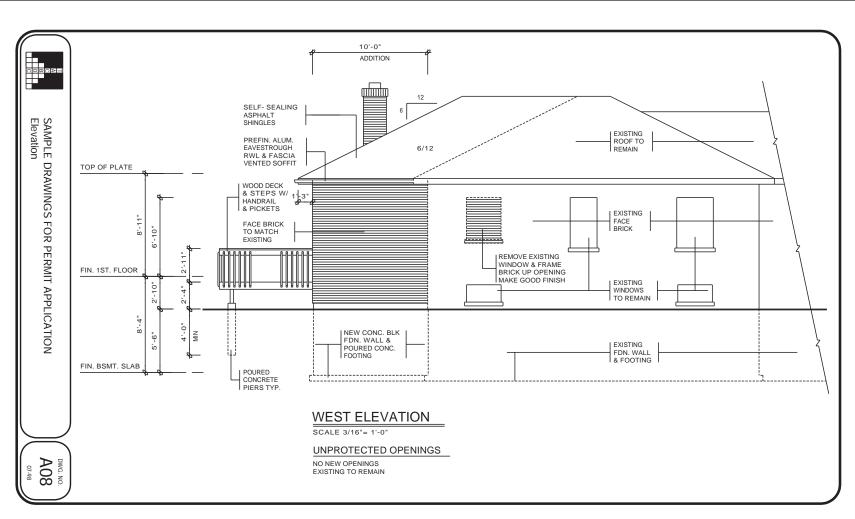
SAMPLE DRAWINGS FOR PERMIT APPLICATION Elevation

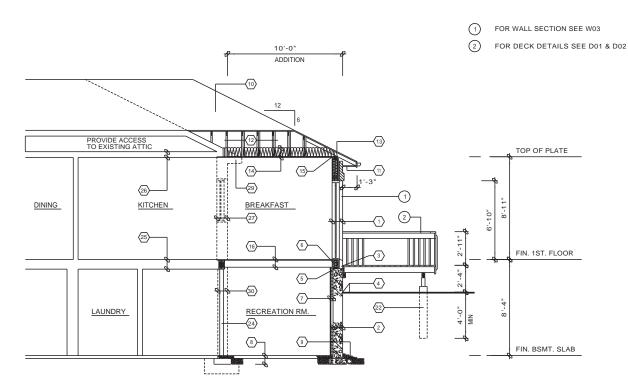


NORTH ELEVATION

SCALE 3/16"= 1'-0"







SECTION 'A-A'

SCALE 3/16"= 1'-0"

RO	ROOM FINISH SCHEDULE											
RM.	ROOM	FLOOR		BASE		WALLS		CEILING			REMARKS	
NO.	NAME	MATERIAL FINISH		MATERIAL FINISH		MATERIAL	FINISH	MATERIAL	FINISH	HEIGHT		
	FIRST FLOOR											
1	KITCHEN	CERAMIC TILE		WOOD	PAINT	DRYWALL	PAINT	DRYWALL	PAINT	8'-11"		
2	BREAKFAST	WOOD	STAIN	WOOD	PAINT	DRYWALL	PAINT	DRYWALL	PAINT	8'-11"	MAPLE TO MATCH EXISTING	
3.	BEDROOM	WOOD	STAIN	WOOD	PAINT	DRYWALL	PAINT	DRYWALL	PAINT	8'-11"	MAPLE TO MATCH EXISTING	
4.)	CLOSET	WOOD	STAIN	WOOD	PAINT	DRYWALL	PAINT	DRYWALL	PAINT	8'-11"	MAPLE TO MATCH EXISTING	
5.)	BATH	CERAMIC TILE		WOOD	PAINT	DRYWALL	PAINT	DRYWALL	PAINT	8'-11"		
	BASEMENT											
6.	REC. ROOM	CONC.	CERAMIC TILE	WOOD	PAINT	DRYWALL	PAINT			7'-8"		

_												
DC	OOR SCHED	ULE										
NO.	TYPE	SIZE	QTY.	REMARKS								
1	EXTERIOR	5'-0"X 6'-8"	1.	FRENCH DOOR								
2	SLAB	2'-6"X 6'-8"	1.	800 SERIES								
3.	SLAB	2'-0"X 6'-8"	1.	800 SERIES								
4.	POCKET DOOR	2'-0"X 6'-8"	2.									

L1NTEL SCHEDULE		<u>LEGEND</u>	
NO.	DESCRIPTION	WD	
(1)	2-2X8 SPRUCE	€WP	DUPLEX OUTLET (WEATHERP
12	3-2X8 SPRUCE	⊕-∞	DUPLEX OUTLET (HGT. ABOVE DUPLEX OUTLET (12" ABOVE
(3)	2-2X10 SPRUCE	•	EXHAUST FAN
(4)	3-2X10 SPRUCE	-01	SWITCH
(L5)	2-2X12 SPRUCE	₩ ^{HB}	HOSE BIB
(L6)	3-2X12 SPRUCE		SMOKE DETECTOR
(7)	3 1/2"X 3 1/2"X 1/4" L	•	HEAVY DUTY OUTLET
(18)	3 1/2"X 3 1/2"X 5/16" L	ф-	LIGHT FIXTURE (WALL MOUN
(B)	4"X 3 1/2"X 1/4" L	¤	LIGHT FIXTURE (CEILING MOU
\vdash		Ø	POT LIGHT FIXTURE
\vdash		®	LIGHT FIXTURE (WATER RESI
\vdash		0	LIGHT FIXTURE (CAPPED)
		FL	FLUORESCENT LIGHT FIXTURE

WINDOW SCHEDULE ONE WINDOW PER FLOOR TO HAVE AN UNOBSTRUCTED OPEN PORTION MY A MIN. AREA OF 0.35m2 W NO DIMENSION LESS THAN 380mm & MAXIMUM SILL HEIGHT OF 1M ABOVE FLOOR								
NO.	TYPE	SIZE	QTY.	REMARKS				
1	CASEMENT	5'-0"X 5'-0"	1.					
2	CASEMENT	2'-0"X 5'-0"	2.					
3.	SLIDER	3'-0"X 1'-6"	2.					
4.								
(5.)								
6.)								

LEGEND

DUPLEX OUTLET (WEATHERPROOF) ● DUPLEX OUTLET (HGT. ABOVE FLR.) DUPLEX OUTLET (12" ABOVE FLR.) \rightleftharpoons lacktriangleEXHAUST FAN SWITCH ₩HB HOSE BIB SMOKE DETECTOR HEAVY DUTY OUTLET Ď-LIGHT FIXTURE (WALL MOUNTED) LIGHT FIXTURE (CEILING MOUNTED) ® POT LIGHT FIXTURE ® LIGHT FIXTURE (WATER RESISTANT) 0 LIGHT FIXTURE (CAPPED)

860 SOLID WOOD BEARING ☐ FD FLOOR DRAIN ◀ TV CABLE OUTLET ◁

O

TELEPHONE OUTLET COMPUTER OUTLET DE DRYER EXHAUST



SAMPLE DRAWINGS FOR PERMIT APPLICATION Schedules

DWG. NO. A11

Letter of Authorization

Date:	
Owner(s) Name(s):	
Address:	
Phone Number:	
Attention: Chief Building Official	
Subject: Letter of Authorization	
Re: Lot:	
Plan:	
Township of Gillies	
Dear Sir:	
Please be advised that h	nas the authority
to apply for a Building Permit on the above-mentioned lot.	
Do not hesitate to contact me personally if there are any fu	rther questions.
	disconditional discondition
Yours truly,	
Owner(s) Name(s)	