



# **THE HOMEOWNERS GUIDE**

## **TO BUILDING**

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## AIM & APPLICATION OF THE GUIDE

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This guide is intended to help you better understand the requirements for building as set by applicable law, which could either be a Municipal By-law, a Provincial Statute or a combination of both. This guide also explains our fees and charges.

It also outlines what is expected of the homeowner during the course of construction.

This is a **GUIDE ONLY** and is not intended to be a substitute for any applicable law. If you have any questions or need further assistance, please contact the Building Department.

Phone: Building Admin: 705-434-5055 ext. 232

Website: <https://www.adjtos.ca/en/business-and-development/building-and-renovating.aspx>

## WHEN DO I NEED A BUILDING PERMIT?

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Building permits are required for any new construction, alteration or repairs to a building. Following are a few examples of when a building permit would be required:

1. Any new structure greater than 15m<sup>2</sup> (161 ft<sup>2</sup>); new structures less than 15m<sup>2</sup> still must comply with zoning by-laws.
2. Adding a carport, garage, deck, porch, room(s) or another storey to an existing house.
3. Adding structural features such as a balcony, dormer, enclosing a porch, window enlargement, wind turbine or solar array panels on a building.
4. Excavating to construct a new or full basement under an existing house.
5. Any structure containing plumbing.
6. Doing renovations or repairs or undertaking structural changes to a building.
7. Signs having structural components.
8. Change of Use or occupancy of a building.
9. Heating plan replacements (ex. Changing from oil furnace to gas furnace).
10. Installation of solid fuel burning applicants.
11. Replacement of an existing deck, railing, porch, carport, etc.
12. Chimney construction.
13. New or replacement plumbing.
14. Retaining wall(s) exceeding 1m in height.
15. Temporary tent structures.
16. Tarp structures.
17. Manure storages.
18. Barns, driving shed, etc.
19. Grain bins and silos.
20. Moving of a building within or into the Municipality.
21. Sewage system installation or alteration.

**Note: There may be other instances where a building permit would be required. If you are unsure whether a permit is required or not, you are strongly encouraged to review your proposed project with Building Department staff prior to proceeding.**

A Demolition Permit is required if you are demolishing a building or part of a building.

Whether a Building Permit is required or not, all structures must comply with the Municipal Zoning By-laws and other applicable law as appropriate to your property.

## HOW DO I APPLY FOR A BUILDING PERMIT?

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During the preliminary planning stage of your project, you must determine the zoning by-law rules that apply to your property. Zoning by-laws regulate the use, size, location and types of structures permitted on all properties with the Municipalities. Zoning maps are available for review on-line.

You will be required to complete and sign an application form. Please note the application process is fully online and can be found here:

<https://www.adjtos.ca/en/business-and-development/building-permit-applications.aspx>.

- Click the drop down 'Apply for your permit online'
- Click 'Apply for a Building Permit'
- **Cloudpermit** will open as a new web page

We do not require hard copies. Any hard copies you have, need to be uploaded to the permit applications. Should you have difficulties applying on-line, please contact Building Department staff to assist you.

You may also be required to submit other pertinent information depending on the type of proposed construction.

## REQUIRED INFORMATION WHEN APPLYING FOR A PERMIT

### **Application**

- a. Completed in its entirety an application of Permit to Construct or Demolish.

### **Owner's Authorization Form**

- b. If you are not the Property Owner, an Owner's Authorization Form completed and signed by the Property Owner.

### **Completed Schedule 1: Designer Information**

- c. Which must be completed and signed by the registered designer who takes responsibility for the design.

### **Site Plan**

- d. Which must be submitted with each and every application, drawn to scale, fully dimensioned and detailing the property lines, setbacks from property lines, proposed building area (labelled), all existing structure locations with the height and square footage, septic tank, septic bed, well, overhead power lines, easements, entrances, water line location as well as any other structures on the property.
- e. The site plan must include the location of the driveway.

### **Construction Drawings**

- f. A complete set of Construction Drawings showing floor plans, elevations, sections, details, roof plan, etc. prior to the processing of an application.

### **Grading Plans (if required; refer to lot grading document)**

- g. A Site Plan Providing Grading / Drainage and Servicing detail, completed by a Competent Designer – Professional Engineer (P.Eng.), a Certified Engineering Technologist (C.E.T.) or an Ontario Land Surveyor (OLS).

### **Engineered Drawings**

- h. Engineered Drawings for all drawings that would be required to be completed by an Engineer shall be submitted as part of the plans submitted for permit issuance.

### **Entrance Permit & Civic Address**

- i. Any property wishing access onto open and maintained roads, requires an Entrance Permit & Civic Address from the road's maintenance authority (Municipality, County or MTO). Please contact the authority having the jurisdiction.
- j. Building Permits will not be issued for any property unless an approved Entrance Permit and Civic Address are issued. Address must be visible at all times and prior to inspections.

## **Compliance with Applicable Law (but not limited to)**

### **Public Transportation and Highway Improvement**

**Act, section 34,38** Ontario Ministry of Transportation

Electrical Safety Authority

Tarion Home Warranty

Upper Tier Simcoe County

OMAFRA (Ontario Ministry of Agriculture, Food and  
Rural Affairs)

Hydro One

### **Planning Act, section 34, 36, 44,**

Clean Water Act (Is the property within a Source  
Water Protection regulated area)

Ontario Ministry of Environment

### **Conservation Authorities Act, Section 38:**

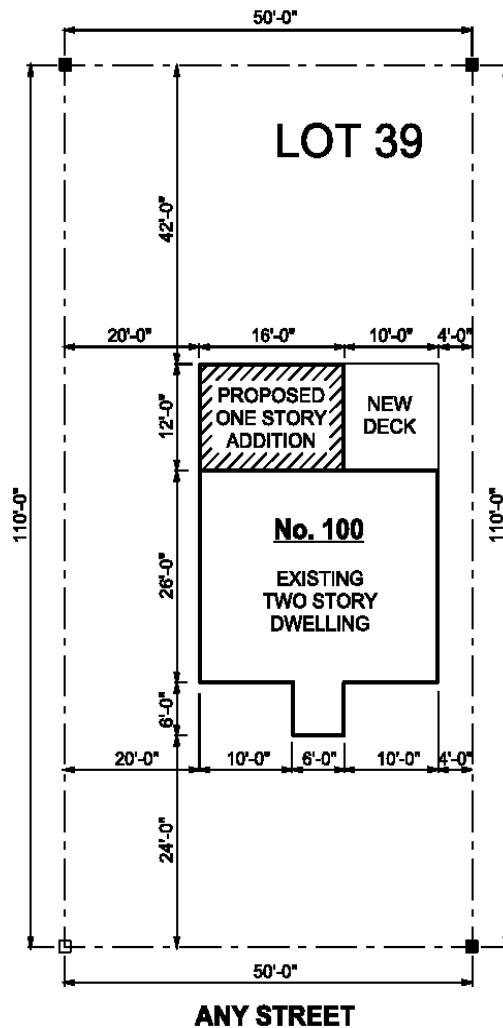
- Nottawasaga Valley Conservation Authority
- Oak Ridges Moraine
- Toronto Conservation Authority

## CONSTRUCTION DRAWINGS

### Site Plan

The following information (all that is applicable) must be indicated:

- Title of Plan
- Scale
- North Arrow
- Lot lines & dimensions
- Street name(s)
- Setbacks to lot lines
- Setbacks to other structures
- Parking locations & dimensions
- Entrance location & size
- Septic tank and bed location
- Well location
- Overhead Power Lines
- Hydro Poles
- Easements
- Overhang Encroachment(s)
- Accessory structures & decks
- Existing & proposed construction & dimensions



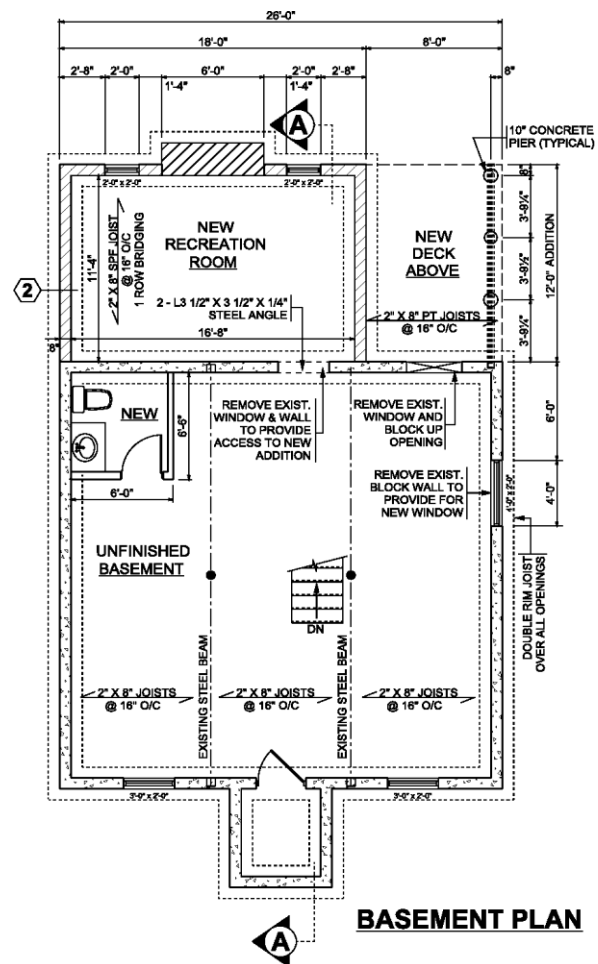
## Required Building Plans or Drawings

Drawings are required for all new buildings, additions, accessory buildings and structural alterations. The approved set of drawings **must** be kept on the construction site at all times for use by all trades and inspection referencing. Measurements may either be in imperial or metric.

Plans vary depending on the type of construction but would typically include the following information.

### Foundation or Basement Plans

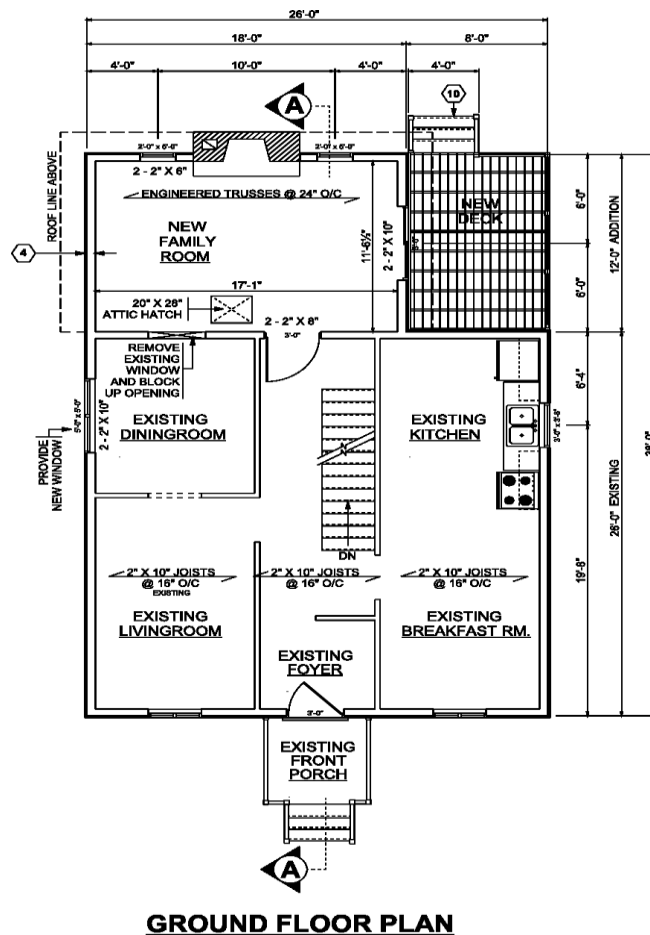
- Fully dimensioned
- Size & location of beams
- Weight bearing walls or support columns
- Footing size (strip, column & pier)
- Foundation thickness
- Foundation type (concrete block, poured, wood, etc.)
- Size & type of floor joists, spans and centres
- Stair location and framing
- Floor drain and sump pump
- Plumbing location or future vent
- Floor covering
- Smoke detector & carbon monoxide detector
- Room titles
- Sectional arrow(s)
- Width, location and lintel sizes of all openings



## Floor Plans

A floor plan is a top view of the structure as seen as if it is cut horizontally a few feet above the floor. One floor plan is required for every floor of the house. Each floor plan shows the interior layout of the level in question as well as providing the structural framing information for the floor above. In the case of the top floor plan, the roof framing is shown instead. Each plan is to include the following:

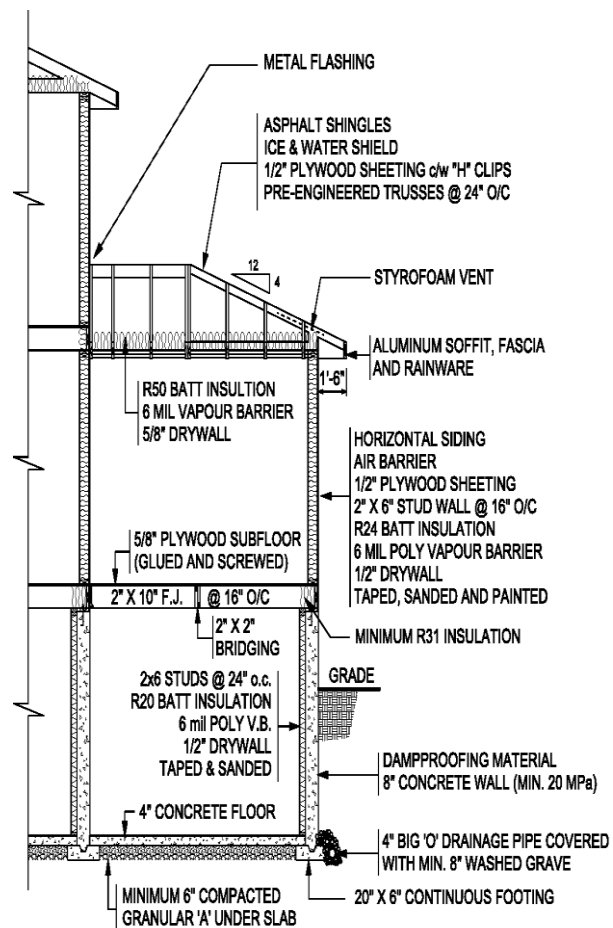
- Title of Plan
- Scale
- Use of rooms and space
- Extent of new construction including new work within existing buildings
- Size, type and location of exterior and interior walls and partitions
- Widths, location and lintel sizes of all openings
- Location, dimensions and direction of stairs
- Size, type, spacing and location of structural members
- Sectional arrow
- References to detailed drawings
- Material specifications or notes



## Sections

A section drawing presents a view of the house along an imaginary cut through one particular location of the building. It illustrates the typical relationship between the various components which are hidden in the walls, floor and ceilings. Additional sections may be required at other locations to provide further clarifications. The extent of the sections should correspond with the sectional arrows on the plans. It should indicate the following:

- Title of Section
- Size and type of footings and foundations walls
- Roof and ceiling construction
- Grade
- Backfill height
- Overall building height
- Overhang dimension
- Distance from grade to underside of footing
- Scale
- Exterior and interior wall construction
- Floor construction
- Attic and Crawl space ventilation
- Foundation wall height
- Roof ventilation
- Foundation drainage

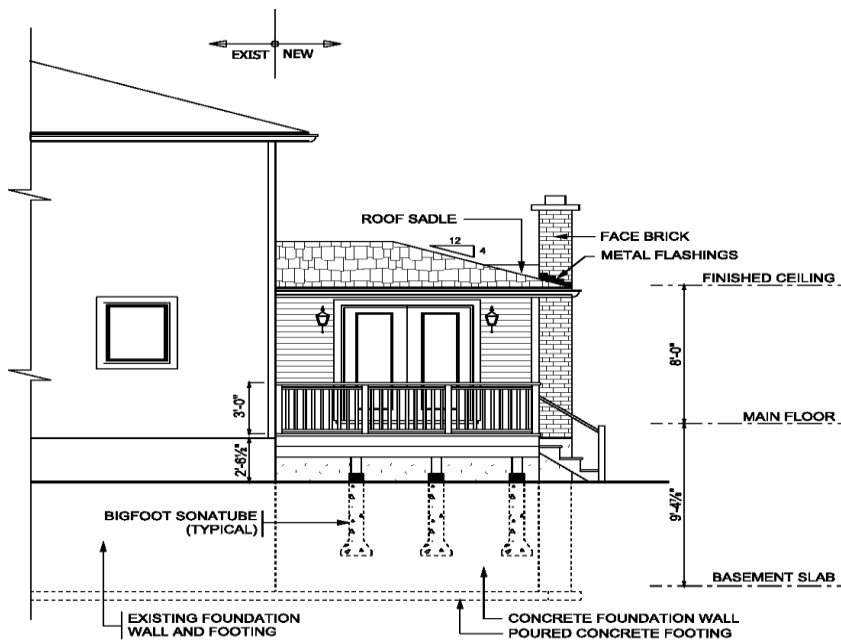


**CROSS SECTION A/A**

## Elevations

Elevations show the exterior of each side of the building. Each elevation is identified by the direction it is facing. It should contain the following:

- Title of Elevation
- Grade level
- Exterior lighting (required at all exits)
- Dimension from grade to u/s of ceiling
- Scale
- Overhang dimensions
- Exterior cladding and flashing
- Stairs and railings
- Extent of new & existing construction
- Roof shape, slope and finish
- Deck(s), porch(s) & guarding
- Foundation & footing construction
- Vertical dimensions of walls, windows & doors
- Rain water leader & eavestrough
- Chimney height & distance above roof



**WEST ELEVATION**

## ON-SITE SEWAGE SYSTEMS

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For new construction, if your property is not serviced by municipal services, then you will be required to submit an application for an on-site sewage system permit through Cloudpermit.

If you are planning to add an addition to your home which would include increasing fixture units, number of bedrooms, etc., then a review would be required of your existing system and modifications to the system to occur before a building permit is issued. For further information, please contact the Building Department at (705) 434-5055 ext. 232.

## PLUMBING PERMITS

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Plumbing permits are required for the installation of any plumbing fixtures or plumbing and drainage systems (new, replaced or altered). Permits are issued by the Building Department. All plumbing is subject to inspection. A water or air test must be verified by the Building Department at the time of inspection.

## DEMOLITION PERMITS

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Demolition permits are required prior to the removal of most buildings from a property. Please contact the Building Department at (705) 434-5055 ext. 232 for further information.

## NEW HOME WARRANTY REGISTRATION

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All new home construction in the Province of Ontario must be registered with Tarion New Home Warranty.

A homeowner who is constructing his/her own home has the option of opting out of the home warranty if they so choose. The homeowner is still responsible to sign the declaration that must be sent into Tarion New Home Warranty.

## DEVELOPMENT CHARGES

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The Development Charges Act, 1997, enables a Municipality to pass by-laws for the imposition of development charges against residential and non-residential development based on current programs and future capital needs. All lands within Municipalities are affected by development charges except land owned by, and used for the purposes of:

- A board of education;
- A municipal or local board;
- Hospitals under the Public Hospitals Act;
- Places of worship exempt from taxation under the Assessment Act; and
- Farm buildings.

### **Purpose of Development Charges**

The purpose of a Municipal Development Charge is to recover costs incurred as a result of new development by providing a mechanism for collecting funds for growth related capital costs that are required to service new growth.

By passing a by-law under the Development Charges Act, Municipalities may impose a Development Charge for new or expanding development. Such a charge ensures that funds are available to that existing development does not experience a decreased level of service and that new development pays for the capital expenditures for which it is responsible.

### **Development Charges Rates**

The Township of Adjala-Tosorontio also applies Development Charges to new residential and non-residential developments. The fees can be viewed on the Township of Adjala-Tosorontio website at <https://www.adjtos.ca/en/business-and-development/development-charges.aspx>

- Both Municipal and County Development Charges My be indexed annually as of the date the By-Law comes into force without amendment to the By-Law.

## CONNECTION RATES TO EXISTING SYSTEMS

Each Municipality has a fee to connect to municipal water and sewer systems. Please refer to the Fees & Charges By-law for the Township of Adjala-Tosorontio regarding our specific fees.

## OTHER MATTERS THAT NEED TO BE CONSIDERED

Other matters you should consider prior to construction or renovation include:  
Please Call Ontario OneCall for your locates locations.

### **Public Utilities**

Water and sewer locates as well as to coordinate connections

### **Bell Canada**

For telephone connections and the location of buried cables

### **Union Gas**

Natural gas connections and pipe location

### **Cable**

Pre-wiring for Cable TV, Internet connections, etc.

### **Insurance**

Contact your own agent for coverage during construction.

### **Hydro One & Electrical Safety Authority**

Electrical permits and inspections are required for any wiring done during construction. Contact Electrical Safety Authority for inspections and Hydro One for servicing.

### **Applicable Laws**

Compliance with applicable law must be proven prior to a building permit being issued. A full list of applicable law is available at the Building Department.

### **Addressing**

All new construction requires an approved address on an open and maintained road. This is either assigned by the Municipality or the County. A fee is applicable for this service as specified by by-law.

## WHAT ARE MY OBLIGATIONS DURING CONSTRUCTION?

- a) **POST** your Building Permit so that it is visible from the **ROAD**.
- b) **KEEP** a copy of your building plans on the construction site.
- c) **SCHEDULE** a required inspection at least 48 hours in advance of a required inspection through Cloudpermit, or by contacting the building department.
- a) **NOTIFY** Building Department of any proposed changes to your building plans. This will require **PRIOR APPROVAL** before implementation.

## WHY DO I NEED INSPECTIONS?

Inspections are a service that you pay for through the Permit Fee. Property inspections ensure that construction is safe and that it meets fire and health requirements. This will protect your investment and contribute to a better standard of development for the community.

You must call, email or schedule for inspections when they are required. Mandatory or required inspections are provided with the permit. It is a violation to proceed without calling for and obtaining an inspection when one is required. Failure to schedule for a required inspection may result in completed works having to be removed in order to approve work that is hidden, which can cost you both time and money. Following notification, minimum of two business days is required to schedule an inspection.

## WHAT HAPPENS IF I BUILD WITHOUT A PERMIT?

Building without a permit is against the law and is subject to fines or penalties as set out in the Building Code Act. The Fees and Charges By-law has provisions for an administration fee should you proceed without a permit.