



## Requirements for Building Permit

When submitting a building permit application the following items are required at the time of submission.

**\*\*Please note submitting documents electronically for a paper-free review is preferred\*\***

### - **Application for a Permit to Construct or Demolish**

- **Zoning Compliance Form** and all relevant documents such as Site Plan Control or Zoning Amendment approval, Minimum Distance Separation calculations, Nutrient Management Strategy/Plan approval, Road Entrance permit, Conservation Authority permit, Municipal Drainage Department approval, Municipal Water/Wastewater permit, Local Health Unit approval.

- **Lot Grading Plan** bearing the signature and seal of a Professional Engineer, Landscape Architect, or an Ontario Land Surveyor or an approved **Lot Grading Exemption Form** from the Township of Malahide Physical Services Department.

- **Additional Sewage System Information Forms** including septic layout, section and soil test.

- **Schedule 1 and 2 Forms** for all designers and septic installers.

- **Energy Efficiency Design Summary Form.**

- **Commitment to General Review by Architect and Engineer Form** to be filled out for any buildings designed outside of Part 9 of the OBC.

- **2 sets of drawings**, to scale, legible and to include:

- **Site Plan.** Showing lot lines and dimensions, new and existing building locations and setbacks, septic location and setbacks, driveways and parking areas, street names, municipal address and north arrow. (Plans submitted for Lot Grading Exemption approval may also be re-submitted for building permit).
- **Foundation Plan.** Showing scale, dimensions, size, type and location of all walls and partitions, width, locations and lintel sizes for all openings, material specifications or notes.
- **Floor Plans.** Showing scale, dimensions, use of rooms and spaces, size, type and location of all walls and partitions, width, locations and lintel size for all openings, material specifications or notes, location and direction of stairs, references to details.
- **Exterior Elevations.** Showing scale, vertical dimensions, grade level, exterior finishes, overhang dimensions, roof shape, slope and finish, references to details.
- **Sections and Details.** Showing scale, details of footing and foundation, walls, floors, roof, distance from grade to floors, roof and underside of footing, material specifications or notes.
- **Floor Layout** for engineered floor systems.
- **Roof Truss Layout** for engineered truss designs. Engineer stamped truss designs recommended.
- **Heating, Ventilation and Air Conditioning** information including heat loss calculations, duct design and duct layouts.
- **Electrical** (I.C.I buildings only)
- **Plumbing** (I.C.I buildings only)

## **Building Permit Notes**

### **Drawings and Application**

- All drawings are to be done by a qualified designer with a valid BCIN (except for exemptions as outlined under sections 2.17.4.1.(3)(4) and 2.17.5.1.(2) of the OBC)
- All applications deemed to be incomplete will be rejected prior to review and will need to be resubmitted for issuance of building permit.

### **Permits**

- The Ontario Building Code Act and the Township of Malahide Building By-law prescriptively prohibit construction of a building without a permit being issued by the Chief Building Official. As such please be advised that if a person undertakes to commence construction of a building prior to the issuance of a building permit, permit fees may be doubled in accordance with the Ontario Building Code, Ontario Building Code Act and the Township of Malahide Building By-law.
- Permits shall be posted at all times during construction or demolition in a conspicuous place on the property where the work is being done.

### **Inspections**

- It is the responsibility of the owner of the property where the construction is taking place to give notice of all required inspections at least 24 hours prior to the event.
- Framing inspection will not be completed and approved if roof truss layout with engineer stamped roof truss designs and floor joist layout is not on site at time of inspection. Plumbing and HVAC rough-in work to also be completed prior to framing approval.
- No person shall occupy a building or part of it unless the Chief Building Official has issued a permit authorizing occupation of the building or part of it.

### **Lot Grading**

- Section 9.14.6.1(1) Surface Drainage of the Ontario Building Code states that "The building shall be located on the building site graded so that water will not accumulate at or near the building and will not adversely affect adjacent properties."
- Under Canadian Law, those that "collect and discharge" water are liable for its affect. Thus, the water that is collected from building (roofs and eavestroughs) must be discharged so as to not adversely affect adjacent properties.
- To ensure these obligations are met, the Township requires Lot Grading Plan. The lot grading plan must be prepared by a Professional Engineer, Landscape Architect or an Ontario Land Surveyor who is covered by insurance to undertake such work.
- Under certain conditions, the Township may exempt an applicant from having to provide a plan where it can be clearly demonstrated by the application that a plan is not warranted. Exempting an applicant from the requirement to submit an engineered plan, does not exempt the applicant from their obligation under the Ontario Building Code and/or their legal obligations.