



Township of Edwardsburgh/Cardinal

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Building Permits

What is a Building Permit?

A Building Permit is a license which grants legal permission to undertake the construction, alteration, repair or change of use of a building or structure, on private property.

Requirements for Permits

Building Permits are typically required for the following:

- New Buildings
- Additions to Existing Buildings
- Repair, Renovation and Alteration of Existing Buildings
- Prefabricated and Relocated Buildings
- Building Systems (heating, fire protection, etc.)
- Various Structures (decks, retaining walls, towers, pools, etc.)
- Installation of Plumbing, Drains and Sewers
- Demolition
- Change of Use of a Building

Check with your local Building Department for specific requirements and details.

The Purpose of Permits

The permit process involves the examination of the plans and details of construction projects against the requirements of the Ontario Building Code and applicable laws, followed by the inspection at various stages of construction of the project. The plan examination and inspection by the staff of the municipal Building Department is undertaken to reduce the risk to the health and safety of the public and the people who use and occupy buildings.

Permits are an essential part of Code enforcement. All of us have a major investment in our home or business, which we may wish to construct or renovate. When that home or business does not comply with the Code or other requirements, then the value of our investment could be reduced, and it is possible that we, our family and the other occupants could be at risk if there is improper construction. Obtaining a permit helps to protect that investment and reduce the risk of improper or unsafe construction.

Why bother with a permit?

There are several good reasons including:

- ✓ The Building Permit process helps you to understand, not only what the Ontario Building Code requires, but also the other local requirements, such as zoning, which apply to your particular project.
- ✓ Building Permits provide the means for the local building officials to review the design and to inspect the construction, against the requirements of the Code, other applicable laws and local bylaws.
- ✓ Building Permits provide the means for the local building officials to ensure minimum standards are met and thus help to reduce the risks to the health and safety of the public and building occupants.
- ✓ It's the law...

When is a Building Permit Required?

You must obtain a building permit before you do any of the following:

- ✓ Construct a new building
- ✓ Installation of a swimming pool
- ✓ Renovate, repair or add to a building
- ✓ Demolish or remove all or a portion of a building
- ✓ Change a building's use
- ✓ Install, change or remove partitions and load-bearing walls
- ✓ Make new opening for, or change the size of, doors and windows
- ✓ Build a garage, balcony or deck or enclose an existing deck
- ✓ Build a building over 108sq.ft. (10sq.m.)
- ✓ Construct a foundation
- ✓ Install or modify any life safety or fire suppression system such as fire alarms, sprinkler or standpipe or fixed extinguishing systems
- ✓ Install or modify heating, plumbing and air conditioning systems, fireplaces, fireplace inserts and woodstoves
- ✓ Install or renovate plumbing
- ✓ Finish a basement or convert a room to a bedroom.

You do not require a building permit to:

- ✓ Replace existing, same-size doors and windows, subject to distance from property lines
- ✓ Install siding
- ✓ Build a building under 108sq.ft. (10sq.m.),but must conform to the zoning setbacks
- ✓ Re-shingle a roof, provided there is no structural work
- ✓ Install eavestroughs, provided that drainage is contained on your property
- ✓ Damp-proof basements

- ✓ Paint or decorate, including interior finishes, but excluding insulation
- ✓ Reinstall/replace kitchen or bathroom cupboards without plumbing

Drawing Requirements

Along with the fully completed Building Permit, Application Forms, two (2) copies of the following drawings are required to be submitted:

- Site Plan
- Floor Plans
- Exterior Elevations
- Cross Sections
- Mechanical Drawings

Site Plans must be dimensioned in metric units. All other plans must be drawn to scale and fully dimensioned in either metric or imperial units.

Site Plan

A Site Plan shows the location of the proposed construction and any other accessory structures in relation to the property lot lines. The following information shall be included on the Site Plan:

- ✓ Scale (metric only)
- ✓ Direction (north arrow)
- ✓ Municipal address
- ✓ Legal description (lot and plan numbers)
- ✓ Existing buildings and accessory structures (pools, sheds, etc)
- ✓ Dimensioned property lines with setbacks to all new and existing structures
- ✓ Proposed construction
- ✓ Overall building dimensions
- ✓ Rights-of-way and easements
- ✓ Landscaped areas and hard surfaces such as driveways
- ✓ Site Statistics (lot area, coverage, gross floor area, height, etc)

Calling for Inspections

Inspection Requirements

- ✓ Construction must start within 6 months from the date the Building Permit was issued.
- ✓ The homeowner or the contractor must notify the Building department at certain stages of construction.
- ✓ The Building Permit must be posted on site and associated drawings must be kept and maintained on the site of construction at all times.

Required Inspections

- Footings
 - ✓ Prior to pouring concrete
- Foundation
 - ✓ Prior to backfilling, to view drain tile, sump pit, water proofing or damp proofing
- Framing
 - ✓ Includes roof framing, wall framing both structure & non-structure, rough plumbing, HVAC systems
- Insulation
 - ✓ Includes insulation, vapour barrier windows and doors
- Final Inspection
 - ✓ Prior to occupancy to view smoke/CO2 alarms, heating, hot water, bathroom group (toilet, sink, shower or bathtub), guards and handrails and means of egress.

Further information can be obtained by contacting the Chief Building Inspector at 613-658-3055.