

# **Required Permit Drawings**

The following list can be used as a guide when preparing drawings for submission for a building permit. For a project designed under Part 9 of the Ontario Building Code, professional design is not required. All drawings must be to scale.

**As of January 1, 2006** –The designer that prepares the permit drawings is responsible to ensure that they provide sufficient information to the Builder to ensure compliance with the requirements of the Ontario Building Code. All designers will be required to show proof of meeting the qualifications required by the Ministry of Housing.

Any project designed under Part 3 of the Ontario Building Code (assembly occupancy, institutional, large buildings over 600 square metres and multiple dwellings) require professional design by an Architect and/or a Professional Engineer.

## **Site Plan**

- The location of all existing and proposed buildings.
- Must show all property boundaries, adjacent road and water bodies. Setbacks must be clearly marked.
- The existing and proposed drainage patterns and means of storm water disposal must be illustrated.
- All existing and proposed services on site (septic system, well, hydro).
- Proposed and existing parking areas, width of traffic flow and proposed snow storage area.
- North map position displayed.

## **Floor Plan**

- The floor plan for each storey (including basement) must be separate.
- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows, placement of plumbing fixtures and stairs must be clear.
- If the project is an addition, the layout of the existing portion is also required.

\*The structural information for roof or floor /framing information and any mechanical and electrical specifications may be illustrated on the floor plan for simple projects.

## **Foundation Plan**

- Soil conditions and water table.
- The size and type of materials used.
- The location and size of all footings, including column and pier footings.
- The location and type of any required drainage should be illustrated.

\*Plumbing and electrical services can be added on this drawing.

## **Framing Plan**

- The size, type and location of all structural members must be clear. (Lintel details required)
- The spans for beams must be indicated.
- The specifications for engineered lumber must be provided.
- All loads must be safely transferred to the foundation; sufficient information must be provided.

## **Roof Plan**

- Roof slope and any roof mounted equipment must be shown.

## **Cross-Sections and Details**

Cross sections will illustrate all materials that make up the wall, floor and roof systems. Adequate information to determine the location of; insulation, air barrier, vapour barrier, structural members, sheeting, backfill height, stairs, bracing and required connections must be shown.

## **Building Elevations**

- Show proposed grade at each elevation of building. Windows, doors, roof slopes, decks, chimneys, etc...

## **Electrical**

- Show location of lights, smoke alarms, carbon monoxide detectors, required switching, etc...

## **Plumbing**

- Indicate locations of fixtures
- Provide information on fixture units, pipe and vent sizing.

## **Heating, Ventilation and Air Conditioning – Building Services**

- Location and description of all HVAC units including clearance details.
- Indicate locations of supply and return air openings.
- Provide information and specifications on HVAC units.

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\*Any changes to the original plans are required to be approved prior to inspection

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## **REQUIREMENTS**

Complete application, required plans and Class Permit Fees shall be paid on a request for any permit.

Where a partial permit has been issued in order to expedite work; partial approval shall not be construed to authorize construction beyond the submitted plans nor that approval for the remainder of the construction will necessarily be granted

Permits are valid for a 12 month period in which a renewal fee is required where applicable and provided construction has commenced.

No Building Permit Application will be accepted without a septic approval from the North Bay/Mattawa Conservation Authority; where applicable.

An Entrance Permit may be required in addition to a building permit (McMurrich/Monteith Roads Department and/or M.T.O.)

A Hydro Permit may be required in addition to a building permit (Ontario Hydro)

Set Back Restrictions:

Centre line of street or road allowance is 55 ft (18m)

\*Property fronting on Hwy 518W must meet additional setback restrictions (M.T.O.)

Side Property line is 10 ft (3m)

Shoreline is 66 ft (20m)

\*Building near or on the water have exceptions and requires an additional environmental study ( M.N.R. and/or Department of Fisheries and Oceans)

McMurrich/Monteith Municipal Office  
Road Superintendant - Shawn Armstrong  
North Bay/Mattawa Conservation Authority  
Ministry of Natural Resources (M.N.R.)  
Department of Fisheries and Oceans  
Ministry of Transportation  
Hydro One  
Bell Canada

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(705) 685-7609  
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