

# **REQUIREMENTS FOR RESIDENTIAL BUILDING PERMITS**

The following is a summary of information required to process Building Permit applications for new or additions to single detached dwellings, semi-detached, links, duplexes and townhouses. Please submit the items applicable to your application to the Building Division. You may contact the Plans Examiner at the Building Division for information that is applicable to your project.

**Architectural Drawings**

Two (2) sets are required, drawn to scale including; floor plans, foundation plans, sections, elevations, guard details, site plans and other details necessary. One (1) set of plans will be returned to you with your permit. These are to be kept at the site. Sample drawings are available from our office.

**Trusses**

Two (2) copies of roof and/or floor trusses layout. Two (2) copies of roof trusses shop drawings sealed and signed by a Professional Engineer. Please note that shop drawings may also be required for laminated beams. Your truss supplier will provide you with the required drawings.

**HVAC Ventilation**

Two (2) copies of heat loss calculations, a ventilation summary sheet and two (2) copies of floor plans showing all boot locations, ducts, trunk location and sizes, plenum and furnace location. All drawings and calculations must bear the seal of an HRAI certified Designer or Professional Engineer.

**Please Note** The designers may be required to be registered and/or qualified. For information click the “Qualification and Registration” link on the following website: [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca). The Municipality will not issue a building permit if the designers are not appropriately qualified and/or registered. This includes architectural and engineering firms, or drafting firms that provide design services.

**Plumbing**

All plumbing work must be performed by a Plumber licensed by the Municipality of Clarington. The Plumber's Name and Licence # must be provided prior to the issuance of a permit. The Homeowner may perform this work, provided that schematic drawings are submitted to the Plumbing Inspector for approval prior to the issuance of a permit.

**Health (Septic)**

A Health Permit, issued by the Region of Durham Health Department, is required for all development on septic systems. Please contact Michael Strachan at the Region's Office (905) 723-3818 x2135.

**Water and/or Sewer Connection**

A permit is required from the Region of Durham Public Works Department. Phone # (905) 668-7711 for water and/or sanitary building sewer connections.

**Storm Sewer Connection**

Contact our Engineering Department for information about storm sewer on the road allowance. If available you must connect to the storm sewer. If storm sewers are not available, you must show the proposed location of the sump pit in the basement. You must also show on the site plan a suitable location (approved by the Engineering Services Department) where the storm water will be discharged on your property.

**Grading Plan (New House)**

For lots in registered plans of subdivision or created by Land Division, lot grading is governed by the lot grading design guidelines. Contact the Engineering Services Department. For those lots within a Plan of Subdivision the plan must be sealed by the Subdivision Consulting Engineer. For lots created by consent a Professional Engineer or Ontario Land Surveyor must seal the plan.

For all other lots the grading plan must comply with “Homeowner’s guide to lot grading and drainage for infill lots”. A fee of \$2,000. Grading/Occupancy deposit by certified cheque will be required prior to issuing of the building permit.

Four (4) Copies of the grading plan is required.

**Tarion (Protecting Ontario New Home Buyers)**

A declaration form will be provided. Please have your Builder/Vendor complete Parts 'A' and 'B' or if you are acting as the Builder, please complete Parts 'A' and 'C' and return it to our office.

□ **Conservation Authority**

If your land is within the jurisdiction of The Central Lake Ontario Conservation or The Ganaraska Region Conservation Authority you must obtain a permit from that Authority.

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| □ <b>C.L.O.C.</b> | 100 Whiting Avenue<br>Oshawa, Ontario<br>L1H 3T3<br>(905) 579-0411 | □ <b>G.R.C.A.</b> | P.O. Box 328<br>Port Hope, Ontario<br>L1A 3W4<br>(905) 885-8173 |
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□ **Driveway Entrance**

For access from a Municipal Road please contact the Engineering Branch – Municipal Administration Centre 3<sup>rd</sup> Floor. For access from a Regional Road please contact Region of Durham Public Works Department **(905) 668-7711**.

□ **Ministry of Transportation**

For Highway 35/115: You will require a permit if your building is within 45m (148') of any limit of a controlled-access highway or upon or within 180m (591') of the centre point of an intersection.

For Highway 401: You will require a permit if your building is within 45m (148') of any limit of a controlled-access highway or upon or within 395m (1296') of the centre point of an intersection.

□ **Building/Plumbing Permit Fees**

The fees for Single Detached Dwelling, Semi-Detach Dwelling, Link, Townhouse, Duplex, Live/Work unit will be \$10.93/s.m. of living spaces. Finished basement areas will be \$3.38/s.m. Please note that there will not be an additional charge for attached garages/carports, porches, decks, and breezeways built with the dwelling. The value of the work will be based on \$1,600.00/s.m. of living space, for single detached, links, semis, duplex and live work. The value of the work for townhouses will be based on \$1,200.00/s.m. Finished basement area will be \$400.00/s.m.

□ **Development Charges**

Applicable Municipal, Regional and Educational Development Charges are due at the permit issuance stage. **(Payment can be made by Certified Cheque, Bank Draft or Debit/Interac)**

***Please note that additional information might be required; i.e. Professional Design for a specific building component which is outside of the scope of the Ontario Building Code Part 9. Staff will determine this upon completion of a preliminary review of your drawings.***

□ **Planning Approval**

Before you have drawings prepared for your building project, you should visit the Planning Department (located on the third floor of the Municipal Administrative Centre) with a copy of your survey or a site plan to confirm zoning compliance, to determine the proposed use is permitted and the proposed setback and lot coverage will comply to the Municipal Zoning By-law.

**NOTES:**

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For your electrical permit, contact the Electrical Safety Authority at: 1-877-372-7233