

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 via the online portal, Service Clarington. **All documents for your application are required to be in PDF format.** You may contact the Plans Examiner at the Building Division for information that is applicable to your project.

☐ **Architectural Drawings**

Drawings should be drawn to scale including; floor plans, foundation plans, sections, elevations, guard details, site plans and other details necessary. A stamped copy will be issued to you with your permit. These are to be printed and kept on the site. Sample drawings are available from the Building Division upon request. Please see Note 1.

☐ **Energy Efficiency Design Summary**

The form is required to be submitted for buildings of residential occupancy that is within the Scope of Part 9 of Division 'B' in the Building Code and is intended for occupancy on a continuous basis during the winter months.

☐ **Trusses**

Include a copy of the roof and/or floor trusses layout. Roof trusses shop drawings are to be 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**

Mechanical plans, including heat loss calculations, a ventilation summary sheet and floor plans showing all boot locations, ducts, trunk location and sizes, plenum and furnace location. All drawings and calculations must bear the seal of a Heating, Refrigeration, and Air Conditioning Institute of Canada (HRAI) certified Designer or Professional Engineer. Please see Note 1.

Please Note: The designers may be required to be registered and/or qualified. For information, visit the [Ministry of Municipal Affairs and Housing website](#). 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 number 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. Contact the Region's Office at 905-723-3818.

☐ **Water and/or Sewer Connection**

A permit is required from the Region of Durham Public Works Department. Please call 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 the Municipal Engineering Design Guidelines. A \$3,000 Grading, Occupancy, and Damage Deposit will be required prior to issuing of the building permit. Payment can be paid by cheque or bank draft.

☐ **Damage Deposit (Addition, Renovation, Demolition)**

Damage deposits are required to provide security in an amount sufficient to cover the cost of any damage that may be caused to a boulevard as a result of the construction or demolition of a building. A \$1,000 Damage deposit is required when crossing the boulevard with heavy equipment (bobcat, backhoe, concrete truck, et cetera). Payment is required prior to issuing of the building permit.

☐ **Driveway Entrance**

For access from a Municipal Road, please contact the Municipality’s Engineering Department. For access from a Regional Road, please contact the Region of Durham Public Works Department at 905-668-7711.

☐ **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 Authority or the Ganaraska Region Conservation Authority you must obtain a permit from that Authority.

Central Lake Ontario Conservation Authority 100 Whiting Avenue Oshawa, Ontario L1H 3T3 905-579-0994	Ganaraska Region Conservation Authority 2216 County Road 28 Port Hope, Ontario L1A 3W8 905-885-8173
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☐ **Ministry of Transportation**

- ☐ For Highway 35/115: You will require a permit if your building is within 45 metres (148 feet) of any limit of a controlled-access highway or upon or within 180 metres (591 feet) of the centre point of an intersection.
- ☐ For Highway 401: You will require a permit if your building is within 45 metres (148 feet) of any limit of a controlled-access highway or upon or within 395 metres (1296 feet) 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 \$16.71 per square metre of living spaces. Finished basement areas will be \$5.17 per square metre. Additional dwelling units will be \$6.30 per square metre. The value of the work will be based on \$2,610.00 per square metre of living space, for single detached, links, semis, duplex and live work units. Stacked townhouses will be based on \$2,718.00 per square metre. A six storey mid-rise will be based on \$3,041.00 per square metre. Row townhouses will be based on \$2,395.00 per square metre. Finished basement area will be based on \$565.00 per square metre. An additional dwelling unit will be based on \$684.00 per square metre.

☐ **Development Charges**

Applicable Municipal, Regional, and Educational Development Charges are due at the permit issuance stage. Payment can be made by cheque, certified cheque, bank draft, or debit.

☐ **Easements and/or Rights-of-Way**

You are required to check if there are any easements or rights-of-way on your property and inform the Plans Examiners. Also include the location of any easement or rights-of-way on your site plan drawings and submit it with your building permit. Check your survey or your title for the registration of any easements or rights-of-way.

☐ **Planning Approval**

Before you have drawings prepared for your building project, you should visit the Planning Department (located on the ground 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.

Note 1:

Additional information might be required, such as 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.

Notes:
