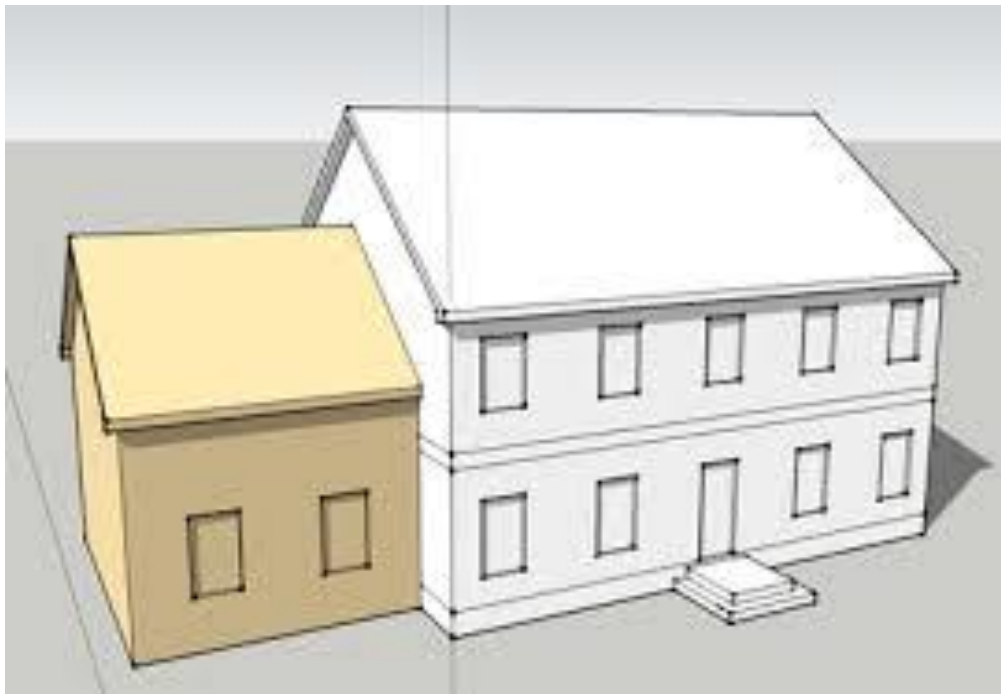




# The Corporation of The Town of Amherstburg

3295 Meloche Road  
Amherstburg, Ontario N9V 2Y9  
Phone: 519-736-5408 Fax: 519-736-7111

## **BUILDING DEPARTMENT**



## **GUIDE TO RESIDENTIAL BUILDING ADDITION PERMITS**

[www.amherstburg.ca](http://www.amherstburg.ca)

January 06, 2020

## **Welcome to The Town of Amherstburg**

The Town of Amherstburg is a growing historical community. It is one of the oldest most picturesque towns in Southwestern Ontario, nestled on the shores of Lake Erie and the Detroit River. The Town of Amherstburg is committed to delivering cost-effective and efficient services for the residents with a view to improve and enhance their quality of life.

The Building Department is responsible for the enforcement of the Ontario Building Code, By-Laws and the Municipal Act.

## **What construction projects need building permits?**

The following is a partial list of projects that require building permits.

- New residence
- Additions or renovations to an existing building
- Finished Basements
- Secondary Suites
- Detached garage and carports
- Pole Barns
- Sunrooms and porches
- Sheds, Pool houses
- Covered deck
- All swimming pools
- Demolition of a building
- Alterations of building structures
- Alterations to the plumbing system in a building
- New septic system or alterations to a septic system
- Retaining walls greater than 3'-4" in height
- Solar Panels

## **What construction projects do not require a building permit?**

- Building less than 107 SF (without plumbing)
- Property fence (must comply with the fence by-law)
- Retaining walls less 3'-4" in height
- Sidewalks and Landscaping
- Replacing roof shingles
- Minor repairs to masonry
- Damp proofing basements
- Hot tubs
- Other approvals may be required for electrical, gas, ERCA, etc.

## **Why are building permits needed?**

Permits are required to ensure that construction meets the minimum standards set out in the Ontario Building Code. They are also required to ensure that other applicable laws such as zoning by-laws, site plan control etc. are complied with.

## **Who should apply for a permit?**

It is the property owner's responsibility to ensure that a building permit is obtained. You may authorize your contractor to apply for the permit, however as the owner, ensure that a permit is in place prior to commencement of work. Owner should also verify that all work, inspections and all permits are complete prior to finalizing any contract or final payments.

## **What does the Building Department provide?**

The building department reviews all applications for building permits to ensure compliance with all applicable zoning by-laws, applicable laws and building code requirements.

In addition, we perform inspections as mandated by the Building Code Act based on the project that is being constructed.

The Building Department staff are available to answer any questions you may have. For additional information call 519-736-5408.

## **What is required for a building permit?**

Documents for permit applications will vary by the type of construction project. Every project will require an application to construct or demolish. This can be found on our web site at [www.amherstburg.ca](http://www.amherstburg.ca) under the Building Department section.

The following is a list of required documents for new residential applications:

- Application to Construct or Demolish
- Designer form
- Energy efficiency form
- Right of Way Permit. (To be obtained from Public Works)
- Lot grading plan for all infill lots
- Two set of scaled construction drawings
- Other approvals (as required) ERCA, Septic System Design (may require soil reports)

Along with drawings and information listed above, other approvals may be required for your particular project. The following are some approvals that may be required upon submitting your application prior to issuance of a building permit.

- ERCA
- Septic Sewage System Approval
- Ministry of Transportation
- Committee of Adjustment
- Minor Variance
- Site plan agreement
- County road approval
- County road construction / Entrance permit

### **What is required for a building addition permit?**

Documents for permit applications will vary by the type of construction project. Every project will require an application to construct or demolish. This can be found on our web site at [www.amherstburg.ca](http://www.amherstburg.ca)

The following is a list of required documents for an addition to a residential building:

- Application to Construct or Demolish
- Designer form
- Energy efficiency form
- Two set of scaled drawings
- Other approvals (as required)

Please note that incomplete applications or plans will not be accepted.

### **What is the cost of a building addition permit?**

The following is a sample permit fees for a 600 square foot addition with plumbing and an attached two car garage

\$1.05 / sq ft of living space	\$ 630.00
Garage (20' X 20') x \$.48/ sq ft	\$ 192.00
Plumbing permit	Refer to building by law fee schedule
Septic System (where applicable)	Refer to building by law fee schedule

Fees for additions are also based on construction costs.

Some fees may vary. For our complete fee schedule go to our web site at [www.amherstburg.ca](http://www.amherstburg.ca)

## **What if my project is on the Heritage Lists?**

Amherstburg is unique town where the majority of buildings within the downtown core are buildings with heritage values.

Prior to any construction plans to a property the applicant should ensure the property is not on the property of interest or on the Heritage Designated list. This can affect the design of the addition.

Designation under the Ontario Heritage Act helps to recognize and protect the heritage features on that property. It provides a process for ensuring that changes to a heritage property are appropriately managed and that any changes respect the property's heritage value. This includes protection from demolition.

As an owner of a Heritage Property, any alterations you wish to make should be brought forth to the Amherstburg Heritage Committee for review and approval. You can speak to our Heritage Committee Staff Liaison, Angelo Avolio for further information via email [aavolio@amhestburg.ca](mailto:aavolio@amhestburg.ca) or phone 519-736-5408.

For more information on Heritage Designation please refer to the Ontario Heritage Act at [http://www.mtc.gov.on.ca/en/heritage/heritage\\_act.shtml](http://www.mtc.gov.on.ca/en/heritage/heritage_act.shtml)





## INSPECTION SCHEDULE

The following schedule outlines the required inspections for building projects. It is the builder's responsibility to request inspections and confirm that all work has been approved. Permit drawings must be on site at time of inspection.

Any work covered before inspections are made, must be uncovered by the applicant for proper inspection.

Inspections will be available between the hours of 10:00 am to 12:00 pm and 1:00 pm to 3:30 pm. Inspection request must be made 24 hours in advance at 519-736-5408.

1. **Storm and sanitary** sewer connection inspection. (water test required)
2. **Water Service Line** inspection contact Water Department at 519-736-3664
3. **Footing** inspection (before concrete is poured).
4. **Grade entry** inspection (rigid insulation installed prior to inspection).
5. **Underground storm completion** (before backfilling)
6. **Purge & tar** inspection (before backfilling).
7. **Underground plumbing** inspection (water test or air test)
8. **In-floor heating** inspection
9. **Rough plumbing** inspection (water test or air test)
10. **Water Line inspection** (air test required)
11. **Rough framing** inspection (Provide roof truss drawings and engineered floor truss drawing layouts)
12. **House Wrap** Inspection (May be part of framing inspection)
13. **Concrete porch rebar** inspection
14. **Fireplace** inspection: before damper installation
15. **Insulation & air/vapour barrier** inspection. (Post attic insulation certificate at the hydro panel location).
16. **Rear yard drainage** inspection (before backfilling)
17. **Final building and plumbing / Occupancy Permits**

## **INSPECTION GUIDELINES**

All construction sites must be clearly identified with municipal address. Approved permit drawings must be available on site for review.

Contractor must ensure proper and safe access onto the job site as per Ministry of Labour guidelines. Inspection may be denied if proper access is not provided.

Contractor / Applicant must ensure that all work is complete and ready for inspection. If any booked inspections are not ready they must be cancelled prior to the inspection otherwise it may be subject to a \$60.00 fee.

Contractor / Applicant must ensure that deficiencies are complete and re-inspected.

### **Water, Storm and Sanitary**

- Both storm and sanitary connections must be ready and water tested for inspection
- Water connection inspection is to be booked with Public Works at 519-736-3664
- Water fee of \$100.00 per month will commence at point until the water meter is installed

### **Footing**

- All form work placed and secured
- Soil must be undisturbed with no loose or organic material
- A soils report may be required if soil conditions are questionable
- **Top of footing certificate** is required at time of inspection

### **Backfill**

- Weeping tiles must be covered with building paper or geo sock to prevent ingress of sand
- Storm sewer must be on compacted fill, clear stone or secured to the foundation
- Pipe penetrations through foundation wall must be properly sealed with non-shrinkable grout and tar
- **All downspouts** must be splashed on to grade level. Downspouts are permitted to be connected where there is a walk way or front entry. A maximum of one downspout connection permitted.
- 'Y' and 45° fittings are to be used for vertical to horizontal downspout connections.
- 'TY' fittings are permitted for test tees and cleanouts only.
- Two 45° elbows or one 90° 'long sweep' elbow fitting may be used for horizontal installations
- Storm pipe suspended by foundation must be secured with straps and saddles at maximum 16" o/c.
- Ensure that a sump pump discharge is provided. (Refer to diagram)

- All storm piping must have a water test
- **Directing ground water into the sanitary sewer is not permitted.**

### **Framing**

- Provide proper access to all floor levels
- Ensure that all framing is complete including installation of windows, doors and house wrap
- Approved drawings must be available on site including approved pre-engineered roof trusses, floor joist layout and beam drawings
- All steel beams and columns must be bolted or secured.
- Exterior columns must be anchored at top and bottom.
- All truss bracing must be complete for inspection
- Attic hatch must be installed.

### **Fire Separations**

- Where applicable, required fire separations must be inspected
- ABS piping not permitted within party walls.

### **Plumbing**

- All residential dwelling must be equipped with a back-water valve (open type) or a sewage ejector where specified. (Refer to diagram)
- All plumbing must be tested by either water or air and exposed for inspection
- Rough plumbing to have water test or air test of 5 psi
- Water lines and in-floor heating inspections are required to have a 100-psi air test
- Provide smash plates on all drain lines and waterline where required
- Maximum hot water temperature supplied to fixtures shall not exceed 49 degrees Celsius for all dwelling units
- Drain Water Heat Recovery Units (DWHR) must be installed to receive drain water from all showers or a least two showers and must be connected in an upright position. (as per submitted SB-12 Compliance requirements)
- Hot Water Tanks must meet the minimum Energy Efficient outlined in your SB-12 Compliance package

### **Heating (Not a required inspection)**

- A rough heating inspection is currently not required however the following must be completed prior to insulation inspection.
- Grade entrances must have a supply air register at floor level within 5 feet of the door
- Heat ducts in attic spaces, exterior walls and garage areas must be sealed and insulated (min. R-12)
- All return air inlets must be at floor level in basements
- All heating and cooling units must be at least 36" from any side yard.
- Insulation of ductwork must be completed for insulation inspection
- Heat Recovery Ventilators (HRV) units required in all new dwellings



## Insulation

- All previous inspection are required to be completed and passed prior to insulation inspection
- Building must be weather protected to prevent rain ingress
- All coffered ceilings must have minimum of R-60 insulation
- Insulation stops minimum 16" must be installed at all change of ceiling heights.
- Blown-in insulation cannot be installed on sloped ceilings greater than 2.5/12
- Provide blown insulation certificate at the electrical panel
- Ensure the installation of #22 gauge 3 conductor wire is installed for water meter

## Structural Slabs over Cellar

- Slab re-enforcing must be installed as per code, including ties to foundation walls
- Provide moisture protection for all wood in contact with concrete
- Inspection required prior to placement on concrete

## Final Inspection

- A final inspection must be performed before occupancy of all buildings.
- All interior finish work completed
- Water meter must be installed and connected
- Gas meter to be installed and connected
- All exterior finishes to be completed
- All smoke and carbon monoxide detector with strobe light to be connected and operational
- All stairways to be completed with guard rails and handrails
- All self-closing devices required between garage and house
- All plumbing and heating to be complete and operational
- Grading must be completed as per grading design
- All cleanouts exposed complete with screw on caps
- A final occupancy certificate will be issued on site only if all items are completed. A certificate will not be issued if any deficiencies are safety related.



## GENERAL BY-LAW INFORMATION

The following is for general information only. The information below is for residential zone with in the Town of Amherstburg.

It is the applicant's responsibility to verify all property lines, setbacks, roadways and easements.

### Setback requirements

<b><u>Pool</u></b>	Minimum side and rear yard	1.5m (5'-0")
	Minimum exterior side yard	not permitted

#### **Pump, Filter and Heater**

Minimum from side and rear lot lines	1.0m (3'-4")
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<b><u>Fences</u></b>	The minimum height for pool fences	1.2m (4'-0")
	The maximum height for all fencing in rear yard	1.98m (6'-6")
	The maximum height for fence in front yard	.915m (3'-0")

Fences must be constructed within property lines and are not permitted on easements and alleys

#### **Decks** building permit required if deck is above 24" from grade

Minimum side yard (deck attached to house)	1.5m (5'-0")
Minimum side yard (deck not attached to house)	1.2m (4'-0")
Minimum rear yard (max. into required yard)	1.5m (5'-0")

#### **Sheds (Accessory structures)**

##### **Structures over 10m<sup>2</sup> (107s.f.) – building permit is required**

Maximum lot coverage applies. Refer to bylaw.

Proper building drawings and a site plan are required.

○ Minimum side and rear yard	1.2m (4'-0")
○ Exterior side yard	not permitted
○ Maximum building height (to the top peak of roof)	5.5m (18'-0")

##### **Structures under 10m<sup>2</sup> (107s.f.) – building permit not required**

○ Minimum side and rear yard	1.2m (4'-0")
○ Exterior side yard	not permitted
○ Maximum building height (to the top peak of roof)	5.5m (18'-0")

#### **Air Conditioners**

- AC units must be a minimum of 0.9m (3'-0") from any property line

## **Frequently Used Phone Numbers**

1. Building Department.....	519-736-5408
2. Committee of Adjustment.....	519-736-5408
3. Public Works .....	519-736-3664
4. Water Department.....	519-736-3664
5. Clerks Department.....	519-736-0012
6. Finance Department.....	519-736-0012
7. MPAC.....	519-739-9920
8. Essex Power .....	519-737-6640
9. Hydro One.....	1-888-664-9376
10. Union Gas.....	1-888-774-3111
11. Ontario One Call (Call before your dig) .....	1-800-400-2255
12. Electrical Safety Authority.....	1-877-372-7233
13. Essex Region Conservation Authority (ERCA).....	519-776-5209
14. County of Essex.....	519-776-6441
15. Windsor Essex County Health Unit.....	519-258-2146
16. Ministry of Transportation.....	519-354-1400
17. Ministry of Environment.....	519-254-2546
18. Ministry of Natural Resources.....	519-354-7340
19. Ministry of Municipal Affairs .....	416-265-4736
20. Ontario New Home Warranty (Tarion).....	1-800-250-3589
21. Windsor Police-Amherstburg Detachment.....	519-736-2252
22. Town of Amherstburg Fire Service.....	519-736-6500

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

<b>For use by Principal Authority</b>				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
<b>A. Project information</b>				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
<b>B. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
		Applicant is:	Owner or	Authorized agent of owner
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
<b>D. Owner (if different from applicant)</b>				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an “other designer” under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of Designer</span> </p>			

**NOTE:**

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

## Schedule 2: Sewage System Installer Information

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Sewage system installer</b>			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
Yes (Continue to Section C)		No (Continue to Section E)	
		Installer unknown at time of application (Continue to Section E)	
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p>I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p>			