



AMHERSTBURG
EST. 1796

The Corporation of The
Town of Amherstburg

BUILDING DEPARTMENT

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<https://www.amherstburg.ca/en/town-hall/building-applications-permits.aspx>



**GUIDE TO RESIDENTIAL BUILDING
ADDITION PERMITS**

Version: 2026

1. Introduction

Welcome to the Town of Amherstburg. The Town of Amherstburg is a growing community with an abundance of history. 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 residents with a view to improving and enhancing their quality of life.

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

2. What construction projects require 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
- Decks with or without roofs (below 24" from grade and without roof not required)
- 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

3. What construction projects do not require a building permit?

- Building less than 161 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.

4. Why are building permits needed?

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

5. 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. Owners should also verify that all work, inspections and all permits are complete prior to finalizing any contract or final payments.

6. What does the Building Department provide?

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

Inspections are conducted 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.

7. What is required to obtain a permit for an addition?

The Town of Amherstburg currently uses an online permit submission portal called [Cloudpermit](#). All applications will require to be completed online using Cloudpermit. Visit our website www.amherstburg.ca/building or log onto <https://ca.cloudpermit.com> to create an account. With this online system, it will allow you to complete the entire building permit process from anywhere at any time.

All drawings will be required to be completed by a certified designer. The drawings should be uploaded as a PDF and shall be scaled as indicated below.

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

- Application to Construct or Demolish (Cloudpermit).
- Schedule 1: Designer form.
- Schedule 2: Sewage System Installer Information (as required).
- Energy Efficiency Design Sheet (EEDS).
- Construction Drawings
 - Site plan (1/16" = 1'-0")
 - Foundation plan (3/16" = 1'-0")
 - Floor plans (3/16" = 1'-0")
 - Elevations (3/16" = 1'-0")
 - Sections and details (1/2" = 1'-0")
 - Engineering drawings (where required)

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

- ERCA (Essex Region Conservation Authority)
- Septic Sewage System Approval
- Committee of Adjustment (Minor Variance)
- Site plan agreement
- County road construction / Entrance permit
- Soil reports (as required).

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

8. What is the cost of a building addition permit?

The following is a sample permit fee for a 600 square foot addition with plumbing and an attached 400 square foot two-car garage.

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|--|---------------------------------------|
| • Addition (600 SF) x \$1.40 / sq. ft. of living space | \$ 810.00 |
| • Garage (20' X 20') x \$.60/ sq. ft. | \$ 240.00 |
| • Plumbing permit | Refer to building by law fee schedule |
| • Septic System (where applicable) | Refer to building by law fee schedule |

Fees for additions and/or renovations are also based on construction costs at \$15.00 / \$1000 construction value.

All payments must be paid in cash, cheque or debit. Credit cards or online payments will not be accepted. The indemnity deposit will be refunded following the final inspection of the building and if the permit is completed and cleared.

Some fees may vary. For our complete fee schedule go to our web site at <https://www.amherstburg.ca/business-and-development/building-services/development-charges-by-laws/>

9. What if my project is on the Heritage Lists?

The Town of Amherstburg has many buildings on the Heritage designated list and the properties of interest list. Please use the following links to review if your property is within the Heritage Conservation District and if your property is designated. You may also want to use the interactive property guide.

- <https://www.amherstburg.ca/heritage/heritage-designations/>
- <https://www.amherstburg.ca/heritage/heritage-conservation-district/>
- <https://www.amherstburg.ca/heritage/owning-a-heritage-property/interactive-heritage-property-guide/>

Please contact our Heritage Planner (Adam Coates) if your property is designated or if you have any questions regarding the Heritage approval process.

10. What requirements do I need if I have a Septic System?

When a home has an On-site sewage system (Septic System) if the home is subject to an extension (addition), alteration, or repair the system may need an evaluation to determine if the system needs to be upgraded. A septic evaluation may be required to be submitted at the time of application submission.

To determine if a septic system upgrade is needed, you should be asking the following questions.

- Has the number of bedrooms increased?
- Does the extension exceed 15% of the existing finished floor area? or,
- Are there any new plumbing fixtures added?

If any of the three items apply, a septic system upgrade may be required. This is due to a higher daily design load. A septic Evaluation will be required to be submitted. Download our septic evaluation form for existing system and upload as part of your application.



A separate application and additional permit for a new on-site sewage system (septic system) may be required prior to issuing the permit for the addition. Please see our septic system guidelines regarding permit requirements.

11. What inspections are required and how are they scheduled?

Requesting inspections is the responsibility of the homeowner and/or contractor of the project. It is their responsibility to ensure the work is complete and ready for the inspector. Any work covered up before the inspection must be uncovered for proper inspection. In addition to the above, the builder is responsible for providing the permit drawings on site at the time of the inspection.

Inspections can be requested through "Cloudpermit" and will require to be confirmed with our office. Please understand that a requested inspection time is not approved until the building dept. office accepts the inspection. The requested time may be different from the approved time. You can also schedule inspections by contacting our office at least 24 hours in advance at 519-736-5408. Inspections will be available between 10:00 am to 12:00 pm and 1:15 pm to 3:30 pm.

Each major phase of construction must be inspected to verify the work conforms to the Ontario Building Code. The listed below are the mandatory inspections.

1. **Footing** inspection (before pouring concrete).
2. **Parge & tar** inspection (before backfilling)
3. **Underground storm completion** (Sump pit discharge and rear yard drain connection. Downspout connections not permitted)
4. **Grade entry** inspection (rigid insulation installed prior to inspection)
5. **Underground plumbing** inspection (water test or air test)
6. **Rough-In Radon Mitigation** Inspection (Refer to drawing)
7. **In-floor heating** inspection (air test required)
8. **Rough plumbing** inspection (water test or air test)
9. **Water line inspection** (air test required)
10. **Rough framing** inspection (Provide roof truss and engineered floor joist drawings)
11. **Fire Separation** (where required)
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, Final Grade Certificate**
18. **Final Clearance**-Indemnity deposit return. Return if permit is cleared within 3 years of permit issuance

12. Inspection Guidelines

Water, Storm and Sanitary

- Both storm and sanitary connections must be ready and on water test for inspection.
- Water connection inspection is to be booked with Public Works at 519-736-3664.

Footing

- All form work placed and secured.
- Soil must be undisturbed with no loose, frozen, or organic material.
- A soils report may be required if soil conditions are questionable.
- A top of footing elevation certificate* must be presented to the Building Inspector at the time of the inspection. ****Certificates must be prepared by an Ontario Land Surveyor, Professional Engineer or a Certified Engineering Technician****

Backfill and Storm Completion

- All storm piping must have a water test for inspection.
- Weeping tile must be covered with clear stone and geo sock, or building paper to prevent ingress of sand.
- Storm sewer must be on firm soil, clear stone, or secured to the foundation.
- Storm pipe suspended by foundation must be secured with straps and saddles at maximum 16" o/c.
- Pipe penetrations through foundation wall must be properly sealed with non-shrinkable grout and tar.
- '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.
- Ensure that a sump pump discharge with overflow is provided. (Refer to diagram).
- All downspouts must be splashed on to grade level. A maximum of one downspout may be connected (usually at main entry walkway).
- 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 and secured.
- Exterior columns must be anchored top and bottom.
- All truss bracing must be complete for inspection.
- Attic hatch opening must be installed.

Fire Separations

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

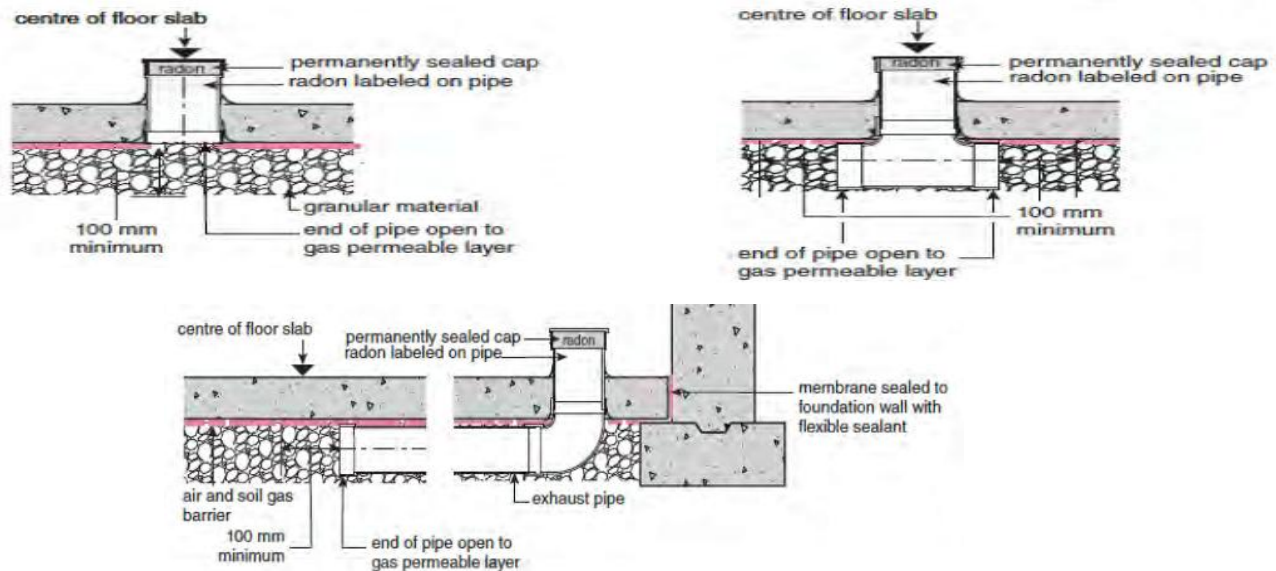
Plumbing

- All plumbing must be tested with either a water or air test (5 psi) and exposed for inspection.
- Water lines and in-floor heating inspections are required to have an air test (100 psi).
- Provide smash plates on all drain lines and water lines where required.

- Maximum hot water temperature supplied to fixtures shall not exceed 49 degrees Celsius for dwelling units.
- Hot Water heating must meet the minimum Energy Efficiency outlined in your SB-12 Compliance package.

Radon Rough-In Mitigation

Rough-in will consist of a 4" (100mm) pipe installed under the slab in the gravel near the center of the house and terminate in a location that is accessible. A sealed cap must be installed and labelled. The label must indicate a **RADON ROUGH IN.** (refer to diagram)



Heating

A rough heating inspection is required; 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 inspections are required to be completed and passed prior to insulation inspection.
- Buildings must be protected by the weather to prevent water damage.
- 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 occupying all buildings.
- All exterior finishes to be completed.
- Grading must be completed as per grading design.
- All interior work shall be completed.
- All smoke and carbon monoxide detectors with strobe lights to be connected and operational.
- All stairways to be completed with guard rails and handrails.
- Self-closing devices required on doors between garage and house.
- All plumbing and heating to be complete and operational.
- All cleanouts exposed complete with screw on caps.

A final inspection report will be emailed or issued on site only if all items are completed. A certificate will not be issued if any deficiencies are safety related (ex. Guards missing) It is the responsibility of the Permit Owner to make title changes with service providers after occupancy for billing purposes.

13. Record of Requested Building Inspections (Applicant / Owner Use)

<u>Type of Inspection</u>	<u>Date Requested</u>	<u>Date Approved</u>
Storm and Sanitary		
Footings		
Grade Entry Insulation		
Backfill and Storm Completion		
Framing		
House Wrap		
Fire Separation (if required)		
Underground Plumbing		
Radon Rough in Mitigation		
Rough Plumbing		
Waterlines		
Rough Heating		
Fire Separation (if required)		
Main Floor Insulation		
Basement Insulation		
Second Floor / Bonus Room Insulation		
Rear Yard Drain and Grading		
Final Plumbing / Heating		
Occupancy		
Final Clearance		