



# 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: 2025

## **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 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.

## **2. 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
- 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 law 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](https://ca.cloudpermit.com). All applications will require to be completed online using Cloudpermit. Visit our website [www.amherstburg.ca/building](http://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. All drawings shall be a minimum scale as indicated. The following drawings may be required.

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
- Construction drawings
- Other approvals ex. ERCA (as required)
- Schedule 2: Sewage System Installer Information (as required)
- Soil reports (as required)

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

## 8. What drawings will I need to submit?

All applications will be required to be filled out in Cloudpermit. Along with your completed application form, you will be required to upload PDF of the construction drawings completed by a certified designer. All drawings shall be a minimum scale as indicated or scale that is legible. The following drawings are required.

- 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 drawings and the 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 (Essex Region Conservation Authority)
- Septic Sewage System Approval
- Committee of Adjustment (Minor Variance)
- Site plan agreement
- County road construction / Entrance permit



## 9. 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.

Addition (600 SF) x \$1.35 / 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

Some fees may vary. For our complete fee schedule go to our web site at <https://www.amherstburg.ca/en/town-hall/building-services.aspx>

## 10. What if my project is on the Heritage Lists?

The Town of Amherstburg has many older buildings on the Heritage Designated List. Certain approvals will be required if the building is designated under the Ontario heritage Act. Any additions would have to be approved by the Heritage Committee and council. Contact our Heritage Planner, Adam Coates to verify whether your property is on the Designated Heritage List prior to doing any work. [acoates@amherstburg.ca](mailto:acoates@amherstburg.ca) 519-736-5408 Ext 2147

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)





## **11. 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 need, you should be asking the following questions.

- 1) Have the number of bedrooms increased?
- 2) Does the extension exceed 15% of the existing finished floor area? or,
- 3) Is 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. Down load our septic evaluation for existing system and upload as part of your application.



## **12. Inspection Schedule**

The following is a list of required inspections for residential building projects. It is the builder's responsibility to request inspections and confirm that all work has been completed and approved. Any work covered up before the inspection must be uncovered for proper inspection. In addition to the above, the builder is responsible to provide the permit drawings on site at the time of the inspection.

Requesting inspections is the responsibility of the homeowner or the contractor of the project. Inspections must be booked at least 24 hours in advance at 519-736-5408. Inspections will be available between 10:00 am to 12:00 pm and 1:00 pm to 3:30 pm.

1. **Storm and sanitary** sewer connection inspection (water test required on both services)
2. **Water Service Line** inspection contact Public Works Department at 519-736-3664
3. **Footing** inspection (before pouring concrete).
4. **Parge & tar** inspection (before backfilling)
5. **Underground storm completion** (Sump pit discharge and rear yard drain connection. Downspout connections not permitted)
6. **Grade entry** inspection (rigid insulation installed prior to inspection)
7. **Underground plumbing** inspection (water test or air test)
8. **Rough-In Radon Mitigation** Inspection (Refer to drawing)
9. **In-floor heating** inspection (air test required)
10. **Rough plumbing** inspection (water test or air test)
11. **Water Line inspection** (air test required)
12. **Rough framing** inspection (Provide roof truss and engineered floor joist drawings)
13. **Fire Separation** (where required)
14. **House Wrap** Inspection (May be part of framing inspection)
15. **Concrete porch rebar** inspection
16. **Fireplace** inspection (before damper installation)
17. **Insulation & air/vapour barrier** inspection. (**Post attic insulation certificate at the hydro panel location**)
18. **Water meter installation** (Public Works Department 519-736-3664)
19. **Rear yard drainage** inspection (before backfilling)
20. **Final building and plumbing / Occupancy Permits, Final Grade Certificate**
21. **Final Clearance**-Indemnity deposit return. Return if permit is cleared within 3 years of permit issuance

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

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



<b>Rear Yard Drain and Grading</b>		
<b>Final Plumbing / Heating</b>		
<b>Occupancy</b>		
<b>Final Clearance</b>		



### **13. 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. Inspections 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

#### **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

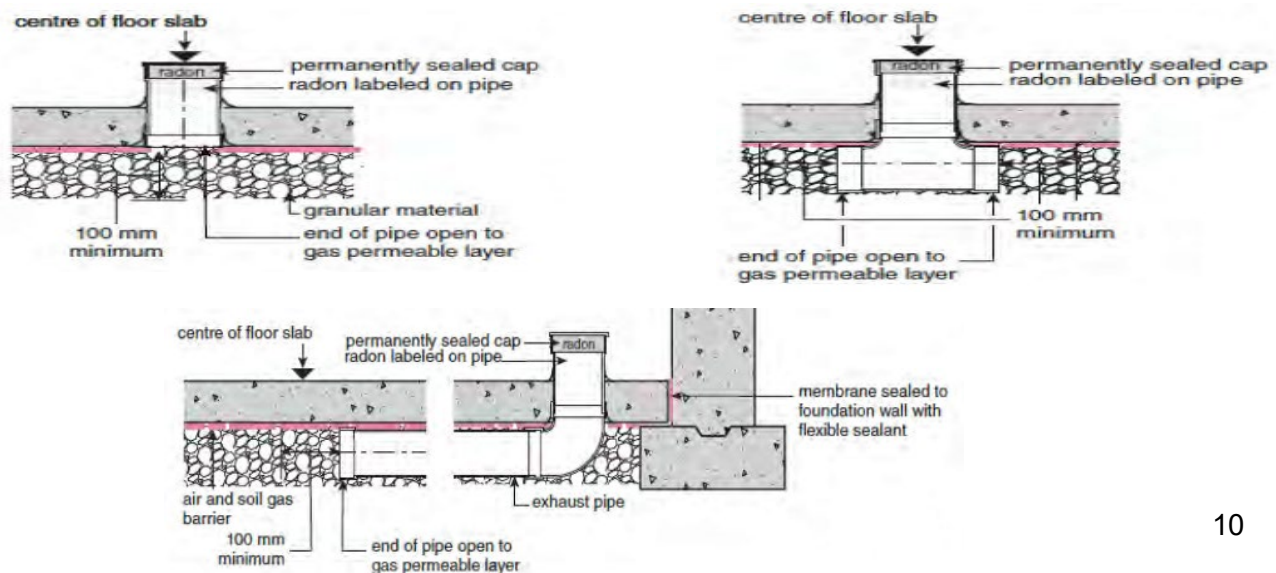
- Where applicable, required fire separations must be inspected
- ABS piping not permitted within party walls.

## 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 waterline 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 centre 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
- 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 exterior finishes to be completed
- Grading must be completed as per grading design
- All interior finish work 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 occupancy certificate 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.

## **General By-Law Information**

The following is for general information only.

The information below is for residential zones within the Town of Amherstburg.

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

### **Setback requirements**

#### **Pool**

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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#### **Fences**

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

The minimum height for pool fences	1.2m (4'-0")
The maximum height for all fencing in rear yard	2.0m (6'-6")
The maximum height for fence in front yard	0.915m (3'-0")

#### **Decks**

Building permit required if deck more than 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 15m<sup>2</sup> (161s.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**

Minimum distance from any property line	0.9m (3'-0")
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## **Frequently Used Phone Numbers**

1. Building Department.....	519-736-5408
2. Planning/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. Enbridge.....	1-866-772-1045
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. Windsor Police-Amherstburg Detachment.....	519-736- 8559
21. Amherstburg Fire Service.....	519-736-6500