



HOME OWNERS GUIDE TO BUILDING PERMITS

If you are planning to build a new home or deck or want to make alterations or additions to your home, then you will need to obtain a building permit. A building permit is your formal permission to begin construction or demolition. It means that the Township of Tay Building Department has approved plans for new structures, additions or renovations. Approved plans comply with the Ontario Building Code, local Zoning By-laws and other applicable laws and regulations. A permit is important, as it ensures that all safety requirements specified in the Building Code are met. By obtaining a permit, you can also take advantage of the professional expertise of the Building Department staff. Our staff can offer valuable suggestions to avoid problems that may occur.

BEFORE YOU START

Before you start to prepare your drawings, you should check that your proposal will comply with the Townships Zoning By-laws. The Zoning By-laws specify minimum setbacks from property lines, maximum coverage and other zoning provisions that may limit your proposal. It's best to find out if these limits will affect your project before you start preparing your drawings. Zoning information may-be obtained from the Planning & Development Department by calling (705) 534-7248, Ext. 220

Water / Sewer Connections - Engineering & Environmental Services must provide comments on water and sewer connection requirements for your project prior to permit issuance.

Entrance Permits (new or replacement) – Contact the appropriate approving authority (i.e. County of Simcoe, MTO, or Municipality). Submit approvals prior to permit issuance; refer to the contact sheet or call the Township of Tay, Public Works Department at (705) 534-7248 Ext. 230.

BUILDING PERMIT

Please refer to the Township's Fee By-law for a full list of permit fees, visit www.tay.ca

HOW DO I APPLY FOR A BUILDING PERMIT?

In order to provide sufficient staff review and submission timing, you can apply for a building permit in person, Monday to Friday, 8:30 a.m. to 4:30 p.m., 450 Park Street. The applicant must be the owner of the building or property or a person authorized in writing by the owner to apply for a permit on the owner's behalf. To learn more about complete permit submission, visit www.tay.ca, or call the Building Department at (705) 534-7248 Ext 220.



PERMIT SUBMISSIONS









When applying for a building permit, you'll need to provide Building Department staff with the following documentation:

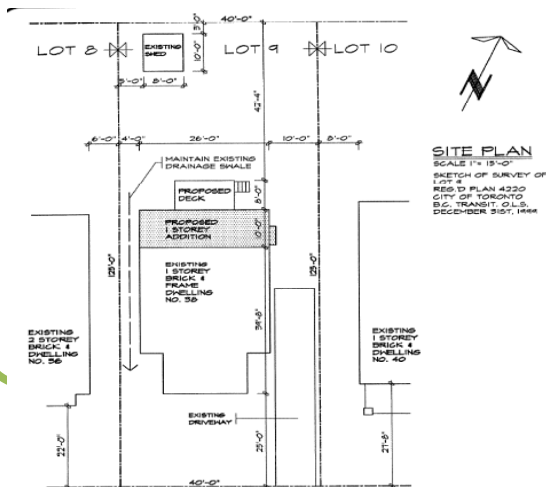
-  Permit Application
-  Documentation as outlined in the appropriate Guideline
-  Site Plan
-  Cross Section
-  Exterior Elevation
-  Certified Lot Grading Plan (as required)
-  Floor Plan(s)
-  Heat Loss Calculations / Ventilation Specifications
-  Department comments / approvals

Note: **Two** copies of all drawings must be submitted. Drawings must be drawn to scale and fully dimensioned in either metric or imperial measurements.

What is a Site Plan?






A site plan shows the locations of your house and any other accessory structures on the lot. The following information should be included on the site plan:

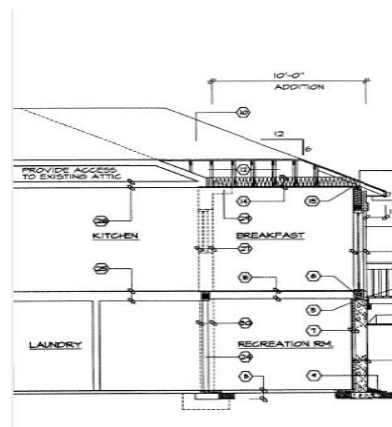
-  North arrow Scale
-  Municipal address
-  Legal description (lot and plan numbers)
-  Zoning information (lot area, gross floor area)
-  Existing building(s) and accessory structures (i.e. pools and sheds)
-  Proposed construction (delineate existing from new, if applicable)
-  Property lines (with dimensions) with set backs to all new and existing structures
-  Septic system



What are Cross Sections?







Cross Sections are cut away views through a house that show structural elements hidden behind walls, ceilings or floors. Several cross sections may be required to accurately describe your proposal; the more complex your project is, the more cross sections you will need. The following information should be shown on a cross section:

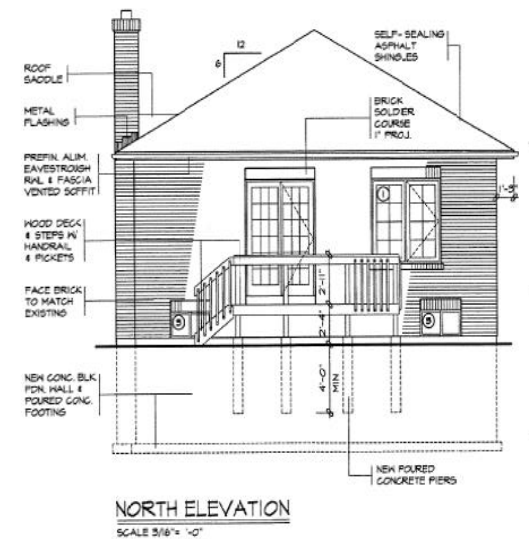
-  Existing and proposed work
-  Size and type of footings and foundations and distance from grade to basement slab
-  Finished floor levels and distance from floor to floor
-  Interior and exterior wall construction (including insulation values)
-  Roof, ceiling and floor construction (including insulation values)



What are Exterior Elevations?

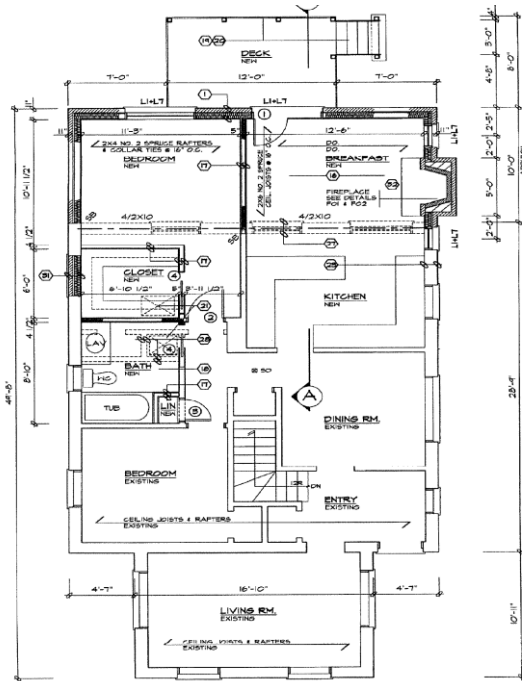
Exterior Elevations are side views of your home. They are required for all new construction and any project that affects the exterior of an existing structure. Elevations are required for each side of your project and should include the following information:

-  Existing and proposed work
-  Exterior finish materials
-  Grade level finished floor levels
-  Vertical dimensions (including maximum height of building)
-  Roof slope, overhangs, porches and stairs
-  Size and location of windows and doors



What are Floor Plans?

Floor Plans show the layout of your house. A floor plan is required for all construction areas. Floor plans include a foundation plan, a framing plan for each floor, and a roof framing plan. The following information should be included on your floor plans: Title and scale; size and use of each room; full interior and exterior dimensions; location and size of all door and window openings; structural framing for each level and the roof including joists, posts, beam and lintels indicating size, material and spacing (this includes engineer drawings for trussed roofs and pre-engineered floor joists); location of plumbing fixtures; smoke alarms; and carbon monoxide detectors.



What is a Certified Lot Grading Plan?

Certified lot grading plans show how water drains from your property and is prepared by an Engineer or Ontario Land Surveyor. The proposed plan is to be submitted to the Township Engineer (TSH Engineers) for review and approval. The plan must include elevations of the dwelling and the land around it including the swales which carry the water off the property. Certified lot grading plans are required for all registered plans of subdivision, or infill lots where the structure is proposed within eight (8) meters of a property line. Please contact the Building Division to discuss specific lot requirements.

Septic Systems

For those wishing to use an existing septic system to service a new dwelling or addition a Septic Size Verification Application must be submitted with any possible supporting installation documentation (i.e. Use Permit). This application is to verify if the existing septic system is adequately sized to service the proposal.

If the existing septic system will be inadequate then the construction proposal may be revised or a Septic Permit Application shall be submitted to either upgrade or replace the existing system.

What are Heat Loss Calculations and Ventilation Specifications?

Heat Loss Calculations are required to ensure the furnace selected has the capacity to heat or cool your house. Ventilation specifications are required to ensure OBC compliance. This information is generally available from the mechanical contractor.

Please Note: If you are proposing an addition that is less than 200 ft² or 10 % of the size of your house, Heat Loss Calculations and Ventilation Specifications are not required.