



Town of Kingsville

Building Department

## BUILDING PERMIT GUIDE FOR ADDITIONS

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

2017

*Disclaimer: The fees and by-law information compiled within this guide are for reference purposes only. While we do our best to ensure the information is correct, all fees and by-law information are imposed pursuant to the relevant by-law. If there is any discrepancy between the information contained in this guide and the relevant by-law, the by-law prevails. Please contact the Municipal Office for a copy of the applicable by-law or for additional information.*

## Welcome to the Town of Kingsville

The Town of Kingsville endeavors to ensure a healthy, vibrant and caring community as part of Development Service. The Building Department is responsible for the enforcement of the Ontario Building Code, some By-Laws.

The following is a list of frequently asked questions for building projects.

### What construction projects need building permits?

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

- New residence
- Addition or renovations to an existing building
- Detached garage and carports
- Sunrooms and porches
- Sheds and 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 foot 4 inches in height
- Solar Panels

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

- Building less than 108 square feet (without plumbing)
- Property fence (must comply with the fence by-law)
- Retaining walls less than 3 foot 4 inches in height
- Sidewalks and Landscaping
- Replacing roof shingles
- Finishing a basement (installation of drywall)
- 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 and all permits are complete prior to finalizing any contracts

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

The building division 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 the inspections as mandated by the Building Code Act based on the project that is being constructed.

The Building Division staff are available to answer any questions you may have. For additional information call 519-733-2305 ext. 636

## **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 website at [www.kingsville.ca](http://www.kingsville.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 drawings will I need to submit for an addition?

Along with your completed application form you will be required to submit two full sets of construction drawings completed by a certified designer. All drawings shall be a minimum scale as indicated. The following drawings are required.

- Site plan (1/16 inch = 1 foot)
- Foundation plan (1/4 inch = 1 foot)
- Floor plans (1/4 inch = 1 foot)
- Elevations (1/4 inch = 1 foot)
- Sections and details (1/2 inch = 1 foot)
- Lot grading plan (where required)
- Engineering drawings (where required)

Along with drawings 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

Refer to sample drawings within this package.

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

\$1.05 per square feet and \$0.50 per square feet for finished basements for New Construction

Septic System (where applicable) Refer to building by law fee schedule

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

## 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.

Inspection request must be made 24 hours in advance at 519-733-2305 ext. 636

1. **Water Line**
2. **Footing** inspection (before concrete is placed).
3. **Grade entry** inspection (rigid insulation installed prior to placement of concrete).
4. **Underground storm completion** (before backfilling)
5. **Parge & tar** inspection (before backfilling).
6. **Underground plumbing** inspection (water test or air test)
7. **In-floor heating** inspection
8. **Rough plumbing** inspection (water test or air test)
9. **Water distribution** (air test required)
10. **Rough framing** inspection (Provide roof truss drawings and engineered floor truss drawing layouts and ensure Town approved permit drawings are on site at time of inspection)
11. **House Wrap** Inspection
12. **Rebar inspection** (ICF foundations/cellars, etc.)
13. **Fireplace** inspection: before damper installation
14. **Heating** inspection: rough-in and lower level equipment and ductwork
15. **Insulation & air/vapour barrier** inspection. (Post attic insulation certificate at the hydro panel location).
16. **Final building, plumbing & heating / Occupancy Permits** (prior to occupancy)

## 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 \$75.00 re-inspection fee.

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

### 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 condition are questionable

### 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
- Applicable downspouts must be connected to storm sewers or ditches.
- 'Y' and 45 degree fittings are to be used for vertical to horizontal downspout connections
- 'TY' fittings are permitted for test tees and cleanouts only.
- Two 45 degree elbows or one 90 degree '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 inches on centre
- Change of direction on underground Sanitary/Storm sewers shall be by use of two 45 degree elbows with a minimum of 2 feet of pipe in between fittings or a cleanout provided at the change of directions
- All storm piping must have a water test

## 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 which include 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, all fire separations must be inspected

## Plumbing

- All plumbing must be tested by either water or air and exposed for inspection
- Rough plumbing to have water test or air test
- Water line inspections are required 100 pounds per square inch air test
- Provide smash plates on all drain lines and waterline where required

## Heating

- A rough heating inspection is required 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 4 foot 0 inches from any side yard.

## Insulation

- A rough heating inspection is required prior to insulation inspection
- Building must be weather protected to prevent rain ingress
- All coffered ceilings must have minimum of R-50 insulation
- Insulation stops minimum 14 inches must be installed at all change in ceiling heights
- Blown-in insulation cannot be installed on sloped ceilings
- Provide blown insulation certificate at the electrical pane

### Structural Slabs over Cellar

- Slab re-enforcing must be installed as per code, including ties to foundation walls
- 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
- All exterior finishes to be completed
- All stairway 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 (if provided)
- A final list of outstanding deficiencies will not be given on site at time of inspection. The deficiencies will be sent out in letter form.
- A work order will be issued for permits that remain outstanding



## GENERAL BY-LAW INFORMATION

The following general by-law requirements should be followed:

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

### Setback requirements:

#### Pool

Minimum side and rear yard	1 meter (3 foot 3 inches)
Minimum exterior side yard	varies call Planning Dept. 519-733-2305 ext. 249

#### Pump, Filter and Heater

Minimum from side and rear lot lines	1 meter (3 foot 3 inches)
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#### Fences

The minimum height for pool fences	1.2 meters (4 feet)
The maximum height for all fencing [Note: 1.8m (6 feet) plus one foot of open construction allowable (open lattice)]	1.8 meters (6 feet)

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

#### Decks

Minimum side yard	1.0 meters (3 foot 3 inches)
Minimum rear yard	varies call Planning Dept. 519-733-2305 ext. 249
Minimum exterior side yard (corner lot)	varies call Planning Dept. 519-733-2305 ext. 249

### Sheds (Accessory structures)

Structures over 10 meters squared (108 square feet) – **building permit is required**

Proper building drawings and a site plan are required.

- Minimum side and rear yard 1 meter (3 foot 3 inches)
- Minimum distance from house 1.8 meters (6 feet)
- Maximum building height (to mid-height of roof) 4.5 meters (14 feet 10 inches)

Structures under 10 square meters (108 square feet) – **building permit not required**

- Minimum side and rear yard 1 meter (3 foot 3 inches)
- Minimum distance from house 1.8 meters (6 feet)
- Maximum building height (to mid-height of roof) 4.5 meters (14 foot 10 inches)

### Air Conditioners

Air conditioner units must be a minimum of 1.2 meters (4 feet) from any property line.

Please note that the above information has been provided in this application guideline for convenience purposes only. Please consult with the actual Council adopted By-laws to make sure that the regulations you are following are the most current and up-to-date.

For additional information please contact the Building department at 519-733-2305 extension 636 during normal business hours.

Please be advised that these By-law requirements are subject to change without notice.

## Frequently Used Phone Numbers

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|---|------------------------|
| 1. Building Department                        | 519- 733-2305 ext. 636 |
| 2. Planning Department                        | 519-733-2305 ext. 249  |
| 3. Municipal Services                         | 519-733-2305 ext. 230  |
| 4. Union Gas                                  | 1-888-774-3111         |
| 5. Ontario One Call (Call before your dig)    | 1-800-400-2255         |
| 6. Electrical Safety Authority                | 1-877-372-7233         |
| 7. Essex Region Conservation Authority (ERCA) | 519-776-5209           |
| 8. Windsor Essex County Health Unit           | 519-258-2146           |
| 9. Ministry of Transportation                 | 519-354-1400           |
| 10. Ministry of Environment                   | 519-254-2546           |
| 11. Ministry of Natural Resources             | 519-354-7340           |
| 12. Ministry of Municipal Affairs             | 416-265-4736           |
| 13. Ontario New Home Warranty (Tarion)        | 1-800-250-3589         |