



Town of Kingsville

Building Department

**GUIDE TO RESIDENTIAL**  
**BUILDING PERMITS**

[www.kingsville.ca](http://www.kingsville.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 the Development Services. 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'-4" in height
- Solar Panels

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

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- Finishing a basement (installation of drywall)
- Minor repairs to masonry
- Damp proofing basements Building less that 108 s.f. (with out plumbing)
- Property fence (must comply with the fence by-law)
- Retaining walls less 3'-4" in height
- Sidewalks and Landscaping
- Replacing roof shingles

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 Department 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 permit?**

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

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

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

Please note that the Building Department will not accept incomplete applications.

## What drawings will I need to submit?

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" = 1'-0")
- Foundation plan (1/4" = 1'-0")
- Floor plans (1/4" = 1'-0")
- Elevations (1/4" = 1'-0")
- Sections and details (1/2" = 1'-0")
- Lot grading plan
- Engineering drawings (where required)

Along with the 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 permit?

The following is a sample list of fees for a typical single family residence.

Administration fee	\$ 150.00
\$1.05 per sq ft of living space	
\$.50 per sq ft for finished basement	
Sewer/water connection fee	\$ 175.00
Water meter fee	\$ 335.00 + HST
Education development fee	\$ 305.00
Development charge (additional development charge may apply)	Varies call Planning Dept. 519-733-2305 ext. 249
Driveway fee	\$ proposed
Indemnity deposit	\$ 1000.00
Septic System (where applicable)	separate fee schedule

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

## How long does it take to get my permit and when can I start?

Residential building permits are usually issued within 10 business day of a complete application and when all deficiencies are corrected from the time of being submitted. Applications that are incomplete because of missing or incorrect information will be delayed. **No work can commence** until the permit has been issued and all fees have been paid.

## What inspections are required and how are they scheduled?

Requesting inspections is the responsibility of the homeowner or the contractor of the project. Inspections must be booked at least 24 hours in advance.

Each major phase of construction must be inspected to make certain the work conforms to the Ontario Building Code. Listed below are the mandatory inspections that are required.

## Some things to consider when choosing a contractor

- Check for contractors experience in the type of construction proposed
- Interview the contractor and check on previous projects the contractor has completed
- If building a new home, verify that the building contractor is registered with the Tarion warranty program
- Before signing the contract, check the drawings to ensure they comply with what you want and check specifications and materials proposed.
- Confirm whether the contractor is obtaining the building permit or if you are expected to handle the building permit. When the contractor is applying for the permit, make sure you see the permit card before allowing work to start.
- **Please note that the building department has no jurisdiction to rectify any contract disputes**

## 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 9:00 am to 12:00 pm and 1:00 pm to 4:00 pm.

Inspection request must be made 24 hours in advance, however when request volumes are high we may require 48 hours in advance notice contact us at 519-733-2305 extension 636

1. **Storm and sanitary sewer** connection inspections.(water test required sanitary only)
2. **Water Line** inspection
3. **Footing** inspection (after footings have been formed and before concrete is poured. No stone should be present during inspection). **Top of footing certificate** required for new homes.
4. **Grade entry** inspection (rigid insulation installed prior to placement of concrete).
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 distribution inspection** (air test required)
11. **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)
12. **House Wrap Air Barrier** Inspection
13. **Rebar inspection** (ICF foundations/cellars, etc.)
14. **Fireplace** inspection: before damper installation
15. **Heating** inspection: rough-in and lower level equipment and ductwork
16. **Insulation & air/vapour barrier** inspection. (Post attic insulation certificate at the hydro panel location).
17. **Rear yard drainage** inspection (before backfilling)
18. **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.

### Storm and Sanitary

- Both storm and sanitary connections must be ready and water tested on sanitary only for inspection
- Water connection inspection.

### 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
- **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
- Applicable downspouts must be connected to storm sewers or ditches.
- '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
- Change of direction on underground Sanitary/Storm sewers shall be by use of two 45° 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
- 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
- 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 line 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

## 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
- All return air inlets must be at floor level in basements
- All heating and cooling units must be at least 1.2 meters (4'-0") from any side yard.
- Insulation of ductwork must be completed for insulation inspection

## 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 insulation requirements based on the package that has been selected
- Insulation stops minimum 14" 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

## Structural Slabs over Cellar

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

## Final Inspection

- An Occupancy/final inspection must be performed on 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 to be connected and operational
- 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
- Final grading certificate required
- Driveway approach
- All cleanout exposed complete with metal caps at property line
- 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. The Town of Kingsville does not issue occupancy permits, however a final inspection is required at which time a determination of occupancy will be given
- A work order will be issued for permits that remain outstanding

## Grade Certificate

- A top of footing elevation certificate\* must be presented to the Building Inspector. Once all forms are in place or immediately after concrete is poured.
- A final grade certificate\* must be submitted to the Building Department. A grade certificate should indicate the following elevations:
  - Finished grades at front and rear of building
  - Catch basin or swale

**\*Note:** Top of footing certificates and grade certificates must be prepared by an ONTARIO LAND SURVEYOR, PROFESSIONAL ENGINEER or a CERTIFIED ENGINEERING TECHNICIAN

## Record of Requested Building Inspections

Note: Inspections may vary. Refer to the issued building permit for a complete list of required Inspections.

<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 Air Barrier		
Fire Separation (if required)		
Underground Plumbing		

<u>Type of Inspection</u>	<u>Date Requested</u>	<u>Date Approved</u>
Rough Plumbing		
Waterlines		
Rough Heating		
Main Floor Insulation		
Basement Insulation		
Occupancy, Plumbing and Heating final		
Final Building, Final Grade Certificate (if applicable)		

## 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:

<u>Pool</u>	Minimum side and rear yard	1.0m (3'-3" feet)
	Minimum exterior side yard	Varies call Planning 519-733-2305 ext 249

### Pump, Filter and Heater

	Minimum from side and rear lot lines (infill lot)	1.2m (4'-0' feet)
Fences	The minimum height for pool fences	1.2m (4 feet)
	The maximum height for all fencing plus one foot of open construction allowed (lattice) in side and rear yards only	1.8m (6 feet)
	Front yards fence may be solid up to	0.914m (3 feet)
	Fences must be constructed within property lines and are not permitted on easements and alleys	
Decks	Minimum side yard	1m (3'-3")
	Minimum exterior side yard (corner lot)	
	Maximum height and Minimum rear yard varies confirm with Planning 519-733-2305 ext. 249	

### Sheds (Accessory structures)

Structures over 10m<sup>2</sup> (108 s.f.) – **building permit is required**  
Proper building drawings and a site plan are required.

- Minimum side and rear yard 1.0m (3'-3")
- Minimum distance from house or other structures 1.8m (6'-0")
- Maximum building height (to mid-height of roof) 4.9m (16'-4")

Structures under 10m<sup>2</sup> (108 s.f.) – **building permit not required**

- Minimum side and rear yard 1m (3'-3")
- Minimum distance from house 1.8m (6'-0")
- Maximum building height (to mid-height of roof) 4.9m (16'-4")

### Air Conditioners

Air conditioner units must be a minimum of 1.2m (4'-0") 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**

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