



BUILDERS GUIDE TO CONSTRUCTION REQUIREMENTS IN THE TOWNSHIP OF BONNECHERE VALLEY

WHY DO I NEED INSPECTIONS?

Inspections are a service you pay for through the Construction Permit Fee. Proper building inspections protect the interests of both the individual and the community. The Building Department ensures that all construction in the municipality meets the Building Code's minimum standards for fire and structural safety standards. The review by the Chief Building Official also ensures the plans comply with the regulations of the local municipal zoning by-laws as well as all other applicable laws and regulations.

Please note: If the contractor or designer obtains the building permit on your behalf, it is still the building/property owner who is ultimately responsible for complying with all building requirements.

WHAT HAPPENS IF I BUILD AND INSTALL SEPTIC SYSTEM WITHOUT A PERMIT?

Building without a permit is against the law and is subject to fines or penalties regulated in the Province of Ontario's Building Code Act. A person who is convicted of an offence is liable to a fine of not more than \$25,000 for a first offence and to a fine of not more than \$50,000 for a subsequent offence.

CONTINUING OFFENCE

Every person who fails to comply with an order made by a Chief Building Official is guilty of an offence and on conviction, in addition to the penalties mentioned above, is liable to a fine of not more than \$10,000 per day for every day the offence continues after the time given for complying with the order has expired.

AIM AND APPLICATION OF THE GUIDE

This guide is intended to help you, the homeowner, to better understand the steps to follow in obtaining a Construction Permit. It also outlines what is expected of you during construction.

This is a guide only and is not intended to be a substitute for the Municipal Building By-Law. If you have any questions, please contact, **Mark Schroeder, Chief Building Official, Township of Bonnechere Valley's Municipal Office, 49 Bonnechere Street East, Eganville.** You can also reach him via his cell at **613.281.2200** and via email at **cbo@eganville.com**

APPLICATION GUIDE

STEP 1: WHEN DO I NEED A CONSTRUCTION PERMIT?

Construction Permits are required for the following:

- Any new buildings or structures, including farm buildings;
- Adding a carport, garage, rooms or another storey to an existing building;
- Adding structural features such as a balcony, canopy or dormer, or enclosing a porch;
- Excavating to construct a new or full basement under an existing house;
- Constructing any accessory building or structure over 10 square metres (100 square feet) such as a garage or utility building;
- Installing or replacing windows/doors if existing opening is to be altered;
- Doing renovations or repairs or undertaking structural changes such as removing a load-bearing partition or wall;
- Signs having structural components;
- Change of use or occupancy of a building;
- Installation of wood stoves or wood furnaces;
- Installation or replacement of any plumbing fixtures that require the extension or removal of supply on the drainage plumbing;
- Installation or replacement of exterior cladding, i.e.: siding, brick, if replacement is not of similar material.

A **Demolition Permit** is required if you are tearing down a building or part of a building.

STEP 2: HOW DO I APPLY?

You will be required to complete and sign an Application Form. This form is available at any Municipal Office or on-line at obc.mah.gov.on.ca. You may also be required to submit other information depending on the type of construction project you propose.

(1) Site Plan (Plot Plan or Survey)

- Required for any new buildings, additions or accessory buildings
- Should be drawn to scale (preferable in metric) if not to scale all measurements are needed.

(2) Building Plans or Drawings

- Required for new buildings, additions, accessory buildings and structural alterations;
- One (1) set of Plans to be submitted;
- Measurements may be in metric or imperial;
- Plans may vary depending on the type of construction, but typically include:

Foundation Plan

- (i) Plan to be fully dimensional showing size and location of beams, bearing walls or support columns (including footings) and foundation thickness. Specify type of material to be used, e.g. concrete block, poured concrete, wood, or other;
- (ii) Indicate size of floor joists above including span and centres;
- (iii) Indicate stair location including required framing around stairs.

Floor Plan

- (i) One Floor Plan per storey;
- (ii) Plan to be fully dimensioned with rooms and spaces identified;
- (iii) Identify doors and windows including sizes, rough openings and size of lintels over;
- (iv) Identify plumbing fixtures, either by note or symbol;
- (v) Indicate stair location including required framing around stairs.

Cross Section:

Showing foundation, wall and room assembly, with all materials fully identified.

Elevation Drawings

Complete set of Elevation Drawings showing all four sides including exterior finish and indicating grade levels, decks, entranceways, and finished floor to finished ceiling height etc.

Revisions to Plans

Any changes that should occur to the plans should be verified with the Chief Building Official in advance for approval.

(3) Water and Sewage Systems

A review of Sewage System is required for addition or change of use of building.

Arrangements may be made with the Water Department for connections to municipal water main and/or sewer main. A separate fee is charged for each type of connection.

(4) Plumbing Permit:

Certificate of Approval is needed from the Water Department and that department should be contacted to see about connecting to the Village system. A Plumbing Permit is required for the installation of any (new) plumbing fixtures or plumbing and drainage system. A Plumbing Permit is also required if you remove or extend the supply of water or drainage lines.

(5) New Home Warranty Registration Number

A New Home Warranty Registration Number is required where a person other than the homeowner is the builder or general contractor.

STEP 3: ARE THERE ANY OTHER MATTERS I SHOULD CONSIDER?

Other matters you should consider prior to construction or renovation include:

Bell Canada	For telephone connections and the location of buried cable;
ICG Utilities	For propane gas connections and pipe connections;
Heritage Buildings	For buildings designated or to be designated for historical or architectural value, contact the Municipal Office;
Insurance	For coverage during construction, contact your Insurance Agent;
Ontario Hydro	For electrical permits and inspections which are required for any electrical wiring.

STEP 4: WHAT ARE MY OBLIGATIONS DURING CONSTRUCTION?

- (1) Post your Construction permit so that it is visible from the street
- (2) Keep a copy of your Building Plans on the construction site
- (3) Notify the Chief Building Official at least twenty-four (24) hours in advance of any needed inspections. The following inspections may be required:
 - (a) Excavation and site
 - (b) Prior to pouring footings
 - (c) Footings
 - (d) Before backfilling foundation
 - (e) Framing
 - (f) Insulation/vapour barrier
 - (g) Ductwork/piping/heating/air conditioning
 - (h) After fireplace rough-in, if applicable
 - (i) Plumbing
 - (j) Interior
 - (k) Occupancy
 - (l) Final

The number of inspections for new construction will differ from project to project. Two (2) inspections may be required for insulation as main floors and basements are usually insulated at different times. Large commercial projects may involve multiple inspections of each type due to the complexity of the projects.