

# Municipality of Dysart et al

## Instructions to Building Permit Applicants

In order for the building department to continue to serve you in the most efficient manner the following strict guidelines ***must*** be followed.

- Building shall not begin until a building permit has been issued.
- No inspections will be done unless you have a building permit.
- All inspections indicated on the permit are ***mandatory***.
- Any work that has progressed past any required inspection stage will have to be uncovered for inspection.
- Notice of inspections shall be given ***at least*** 2 business days in advance.
- When requesting an inspection you ***must*** quote the permit number.

Building permit applications ***will not be accepted*** unless accompanied by all required supporting documentation as required by the Municipal Building By-law 2005-77 (copy available on request) and shall include;

1. A properly completed application form available at the office or on our web site [www.dysartetel.ca](http://www.dysartetel.ca)  
Note: all applicable fields of application must be properly completed.  
***Proposed use of the building*** is the use of the building= residential or storage etc., the type of building is listed under ***Description of proposed work*** build a garage or home
2. 2 complete sets of properly drawn building plans (***see Plans & Specifications on rear***).
3. Site Plan- must be neatly drawn referenced to a copy of the survey (***see Site Plan on rear***).
4. A copy of the Health Approval for sewage system ( see rear for when required).
5. Any entrance approval required.
6. A completed ONHWP declaration form for dwellings including seasonal dwellings.
7. An owner's declaration for authorized agent if the application is signed by anyone other than the owner.
8. The required fee.

-Any applications that do not contain the proper information & the fee will not be processed and may be returned to the applicant.

-All complete applications will be processed in the order in which they are received.

It is the builder's responsibility to make sure they are organized before work starts. You must apply for the health permit, driveway permit or any other required documentation before you apply for a building permit. Remember to think ahead when requesting inspections.

It is the building department's policy to inform the owner when Orders are issued or if deficiencies not corrected by the contractor on a timely basis.

### Plans required to accompany applications:

Starting Jan. 1, 2006- Anyone that provides Plans, other than the owner must have a Building Code Identification Number (BCIN). There are 2 types of designers: Registered Designer (RD) = BCIN + insurance & Qualified Designer (QD) = BCIN no insurance required. Below is a brief summary of who can provide plans for specific types of buildings,

Detached house, semi-detached or dwelling containing not more than 2 dwelling units = owner, RD or QD if home registered with Tarion

Additions or reno detached house = owner or QD

Ancillary Buildings garages, sheds = if less than 50 sq m (538 sq ft) by anyone  
= More than 50 sq m owner or QD

## **PLANS AND SPECIFICATIONS**

(1) Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or changes of use will conform with the Act the Building Code and any other applicable laws and shall include the following;

- a) Two sets of plans drawn to scale and shall include; floor plans, foundation plans, framing plans, roof plans, building elevations, plumbing plans, heating and ventilation plans, except plumbing and heating and ventilation plans are not required for a detached house, semi-detached house or house containing not more than 2 dwelling units.

Explanation: \*Any changes to the plans submitted requires written approval from the CBO.  
\*Show all deck, porch framing, R value of insulation etc, anything not shown on the plans will require a separate permit.  
\* Roof plans –provide truss layout or bird’s eye view showing framing layout.  
\* Provide all engineered beam, lintel or floor joist drawings with application.  
\* When applying for an addition plans must show type, depth of existing footings and proposed attachment.  
\* When applying for a new foundation provide existing foundation layout including existing interior piers, layout & size of existing beams & floor joists & layout of proposed foundation & beam sizes.

- b) A **Site Plan** referenced to an up to date survey when available or to a drawing of the lot, neatly drawn, which shall indicate:
  - the dimensions of the lot (length, width),
  - location and size of the proposed buildings & all existing buildings,
  - location of well, septic, easements (hydro, right of way etc) & entrance,
  - setbacks of proposed building or addition from all lot lines, road, other buildings within 3m, highwater mark, well and septic system.

### **Health Approval**

must be obtained from Haliburton, Kawartha, Pine Ridge District Health Unit @ 705-457-1391

Approval is required if the Occupant Load is increased, the number of bedrooms is increased, the size of the building is increased by more than 15% or if new plumbing fixtures are added.