

**Home Builder’s Guide to Building Permits for
Single Detached, Semi-Detached Homes and Row Housing**

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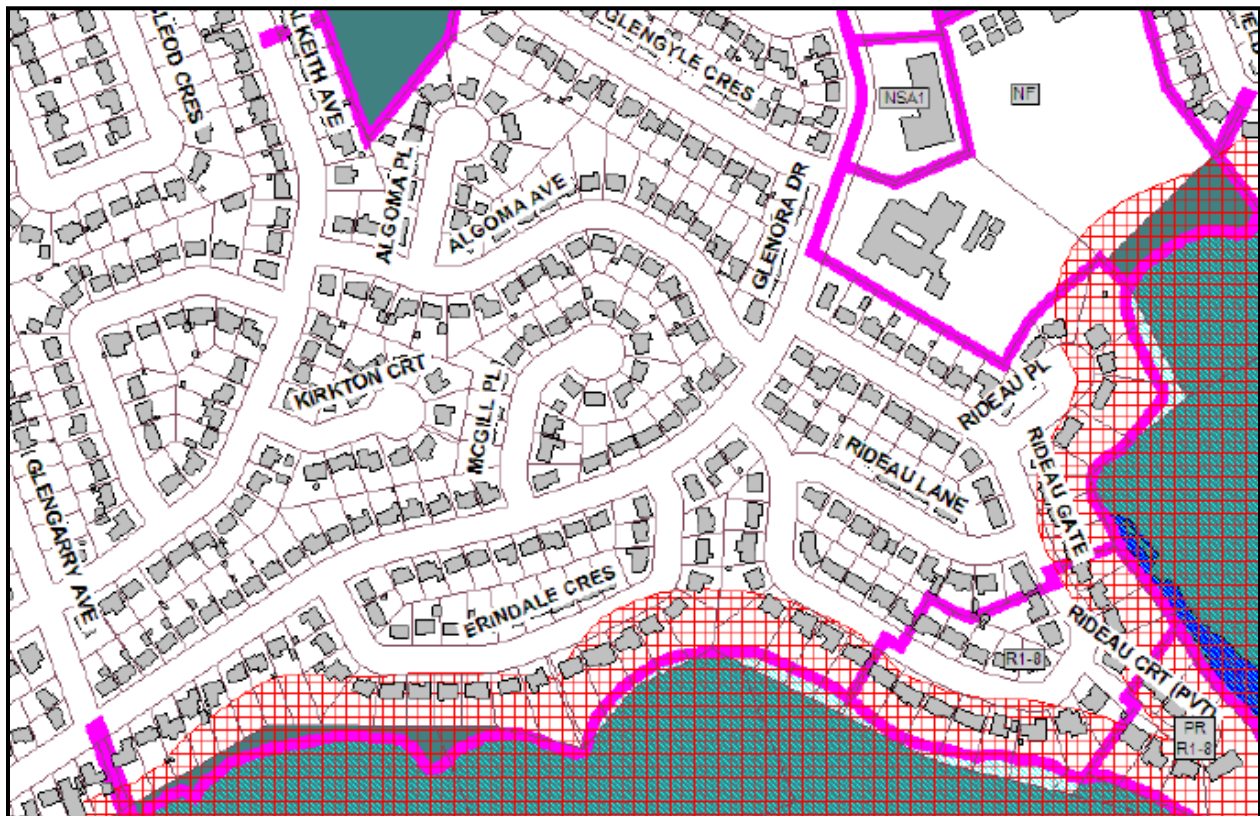
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A building permit administration/co-ordination service is provided by the Building Division to assist homebuilders. We can provide guidance and direction on the requirements for permits, information to be submitted with applications, and advise on the need for approvals and clearances from other departments and agencies. The following reviews must be completed as part of the permit issuance process:

Zoning Review

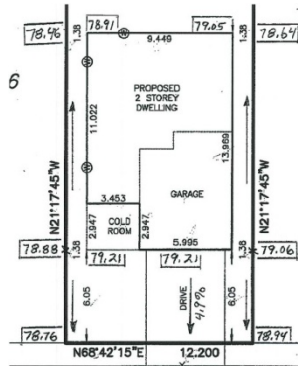
Drawings are reviewed to verify conformance to the Zoning By-laws. The following steps should be taken to determine the applicable Zoning By-law requirements:

- Determine the complete zoning of the property;
- Review the site specific zoning, if applicable;
- Review the residential zones general provisions; and,
- Review the general provisions applicable to all zones.



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Lot Grading Plans / Lot Grading Certificates



At the time of application for a building permit, the Building By-law requires **three (3) copies** of the **lot grading plan** and **lot grading certificate** with the original seal and signature on each (see requirements below). This is to ensure that the proposed development will not adversely affect the existing grades and drainage patterns on adjacent properties.

Lot Grading Plan and Lot Grading Certificate Requirements

- When building within a registered plan of subdivision with a subdivision agreement approved after September 18, 1995, starting with M-338, the lot grading plans and certificates are to be provided by the engineer who is responsible for the overall subdivision grading.
- When building within a registered plan of subdivision where there is an approved subdivision grading plan (prior to M-338), the lot grading plans and certificates submitted are to be prepared by a Professional Engineer registered in the Province of Ontario
- Where the property involved is a lot for which there is no accepted subdivision grading plan, the grading plans and certificates are to be prepared by an Ontario Land Surveyor, a Professional Engineer registered in the Province of Ontario or a Landscape Architect.

Subdivision Agreements

To establish if there are additional conditions affecting your project we recommend that you contact the developer and obtain the applicable agreement(s) for review. Conditions that may apply could include:

- Cash in lieu/parkland dedication
- Requirement for noise study report
- Occupancy restrictions
- Lot grading information
- Approval of subdivision services
- Access for fire department vehicles
- Tree preservation report

Conservation Authorities

Approval may be required from the Kettle Creek Conservation Authority (KCCA), Lower Thames Valley Conservation Authority (LTVCA) or the Upper Thames River Conservation Authority (UTRCA) if the property is located in a flood plain, in a designated flood control area or if a septic tank system is required. You can confirm requirements by clicking on "Conservation Authority Regulated Area checkbox under the E-Services City Map link on our web site. A copy of the approval documents from the appropriate conservation authority must be submitted to the Building Division prior to the issuance of the permit.

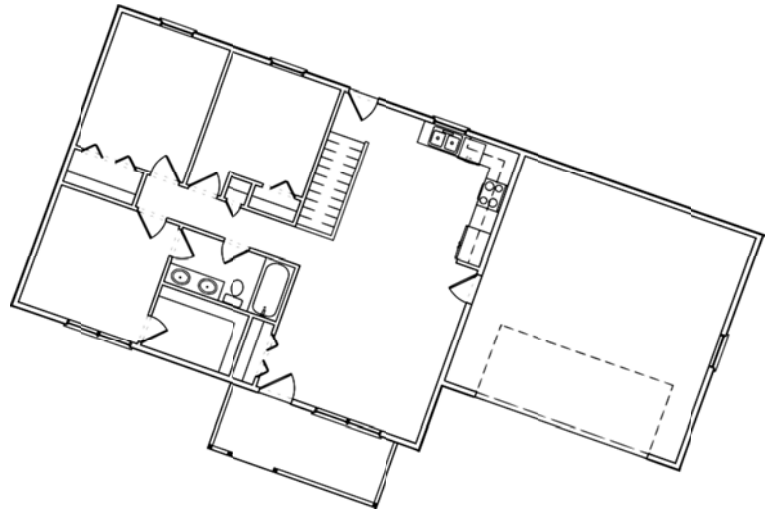
Architectural / Structural Plan Examination

Drawings Required

Provide **two (2)** complete sets of dimensioned **architectural and structural working drawings**.

Architectural and structural working drawings can be combined and information for both included on the same set of drawings. See Appendix

"A" for sample drawings. Drawings prepared by designers need to contain the BCIN, name and signature of the qualified designer. Drawings are to be to scale and all text and dimensions are to be legible. We would suggest that hand prepared drawings be a minimum 1/4" = 1'-0" scale and alternatively computer generated drawings at a minimum 3/16" = 1'-0" scale. Drawings must include the following information (as a minimum):



Architectural working drawings *

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- Foundation/Basement plans
- Floor plans
- Elevations
- Sections and details
- Specifications (e.g. general notes, site work, concrete, masonry, thermal and moisture protection measures, etc.)

Structural working drawings *

- Foundation plan
- Floor framing plans
- Roof framing/Ceiling framing plan
- Beams, wood and brick lintel sizes (including engineered calculations/details) when Building Code Tables exceeded)
- Details of connections, anchorage, framing, etc.

***Architectural and structural information may be on the same set of drawings if you are not applying for your permit online. Online permits require architectural and structural information on separate drawings**

Structural Certification

Some drawings, details and documents will require certification by a Professional Engineer registered in the Province of Ontario.

- Roof truss designs
- Point load design on engineered wood products or dimensional lumber including connection details
- Reinforced concrete design
- Engineered components, connections and assemblies which exceed design criteria of Division B - Part 9 of the Code
- Retaining walls with exposed height greater than 1 m (3'3") adjacent to public property, access to a building, or on property to which public is admitted ie. row housing
- Geotechnical certification for special soil conditions
- Any conditions not addressed by the O.B.C.



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The Ontario Building Code requires that a ventilation system be installed in every new dwelling. Acceptable systems range from properly selected exhaust fans accompanied by a method of introducing replacement air, to heat recovery ventilators which help to reduce energy costs.

Mandatory Inspections



Construction may commence upon issuance of the building permit. Mandatory inspections are required to ensure that all work is done according to the approved plans including changes noted by the plans examiner. Your building permit will include a list of the required inspections for your specific project.

Examples of construction stages when inspections are required include:

- Readiness to construct footings
- Completion of structural framing etc...

Inspections do not happen automatically. It is your responsibility to contact the City to request inspections, and to ensure that your project proceeds in accordance with the Building Code Act and Regulations.

Book your inspections:

- Online using our [Building Permit Inspection System](#). You will need your permit number and the assigned PIN. These numbers are provided on the bottom of the form called [Your Permit Explained](#), which will be provided when your permit is issued.
- By calling the Building Division's [Interactive Voice Response \(IVR\) System](#) at (519) 661-5284. This service is operational seven days a week between 2 a.m. and 11 pm
- By calling one of our Customer Service Representatives directly at 519-661-4555 (then press '0') Monday through Friday between the hours of 8:30 a.m. & 4:30 p.m.

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Note: Legislation prescribes that all inspections be conducted within two business days after receipt of the notice to inspect. The 2 day time period begins on the day after you call to request the inspection. Failure to have inspections performed may result in having to uncover and expose work for inspection.

Other Inspections

Inspections will be required by the Electrical Safety Authority for electrical installations.

Call **1-877-372-7233** for information.

Call Before You Dig

Remember to contact Ontario One Call for the location of utilities before you dig.

1-800-400-2255

www.on1call.com

Contact Us

Office Main Line: 519-661-4555

Fax: 519-661-5184

City of London

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