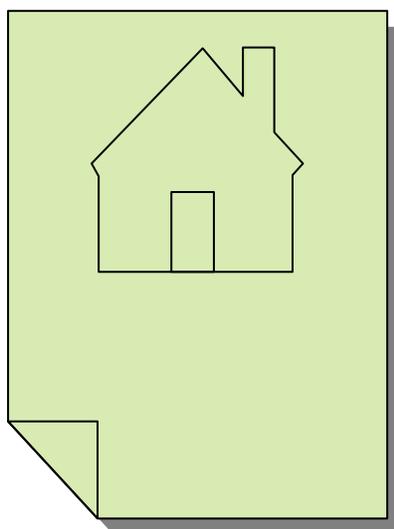


A Homeowner's Guide to Building Permits



London
CANADA

Building Division
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What is a Building?

The Building Code Act of Ontario defines a building as:

1. A structure occupying an area greater than 10 m² (108 sq. ft.) consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
2. A structure occupying an area of 10 m² (108 sq. ft.) or less that contains plumbing, including the plumbing appurtenant thereto,
3. Plumbing not located in a structure,
4. A sewage system; **OR**
5. Designated structures as defined in the Ontario Building Code. (*Examples: some retaining walls, solar collectors on buildings, etc.*)

Planning Your Project

The Zoning By-Law is a great place to start when planning your project. Zoning regulations will dictate what/where you can and cannot build on your property. For more information about the zoning regulations on your property please contact a Zoning Officer at (519) 930-3510.

Determining the site conditions and other approvals that may be required on your property will also help you in the planning and approval processes. These approvals and site designations may include (but are not limited to):

- Conservation Authorities
 - Kettle Creek Conservation Authority
 - Lower Thames Valley Conservation Authority
 - Upper Thames Valley Conservation Authority
- Heritage Act
- Landfill/Methane Sites
- Locating underground services through Ontario One Call

When is a Building Permit Required?

A building permit is required for any new building greater than 10m² (108 sq ft), any addition to an existing building, any material alterations to an existing building which affects: the structural design of the building; mechanical; plumbing services (no limit on size of building); and the use of buildings or parts thereof. If you are unsure if your project requires a permit please contact our office for clarification.

What Projects Require a Building Permit?

- decks greater than 600mm (24 inches) above ground or serving the principal entrance for dwelling units
- interior structural alterations
- adding or removing walls (i.e., creating different room sizes and/or uses)
- porches
- basement or main floor walkout alterations
- additions / sunrooms / solariums
- replacement of brick veneer or installation of new brick veneer
- carports
- attached or detached garages, sheds
- replacement of masonry chimney (below roofline)
- dormers or finishing of attic space
- installation or repair of storm, sanitary and water service
- finishing a basement or a portion thereof
- furnace and ductwork replacement or relocation
- installation of plumbing cleanouts
- conversion from septic to sanitary sewer
- plumbing and/or drains (except replacing fixtures)
- insulating exterior walls when exterior or interior cladding is removed
- new or structural alterations to windows or doors
- installation or repair of private sewer systems and water service
- installation of backflow preventers for lawn irrigation systems
- structural work related to fire damage

What Projects Require a Building Permit? (cont'd)

- solar panels that are mounted on a building and have a face area equal to or greater than 5m²
- Installation of new or replacement of weeping tile

What Projects DO NOT Require a Building Permit?

- fences (other than for swimming pools in which case a pool fence permit is required)
- decks not forming part of a principle entrance to a dwelling unit and less than 600mm (24 inches) above grade at all points
- asphalt roof shingling
- eaves troughs
- minor repairs to masonry
- damp proofing basements
- air conditioning units or heat pumps added to existing forced-air systems
- replacement of kitchen or bathroom cupboards without plumbing alterations
- replace existing forced-air furnace (no duct work alterations)
- replacing siding or windows (provided there are no structural changes)
- pool heaters
- painting and decorating
- landscaping

*** Please note:** Although a building permit may not be required, you must still comply with the City of London Zoning By-law and Ontario Building Code requirements.

Preparing a Permit Application Package

A complete permit application package should include the following:

1. A completed Application for Permit to Construct or Demolish
2. Building Permit Fee, as set out in the Building By-law Permit Fee Schedule
3. Two copies of construction plans and specifications
4. Other approvals, if applicable

Drawing Standards

- Imperial or metric is accepted however must be uniform throughout design
- All drawings must be drawn to scale (min. 3/16" = 1' - 0").
- Sketches are **not** acceptable
- We will not accept drawings in pencil, but photocopies of penciled drawings are acceptable
- Plans can be prepared by the homeowner (as long as the property owner is an individual and not a company) or a qualified designer.

***Please note:** delays in permit issuance can be avoided if all drawings and specifications incorporate sufficient information to verify that the work will conform to the Ontario Building Code and the Zoning By-law. It is recommended that you hire a qualified designer to prepare your final plans and specifications if you are not familiar with the requirements and the preparation of design drawings. A qualified designer can be a drafting service with valid B.C.I.N.s (Building Code Identification Number), Ontario Professional Engineer or Architect licensed in Ontario.

Design Templates

The Building Division offers standard design templates for small projects such as garages and sheds that can be used by the homeowner to complete and submit for permit. These templates can be obtained through the Building Division office or on the City of London website (www.london.ca).

Required Drawings and Specifications

At the time of building permit application you will be required to submit some or all of the following drawings (please see sample drawings for reference):

Site Plan (required for additions, decks, accessory buildings and some exterior work)

A site plan identifies buildings and other features in relation to property boundaries. The site plan should identify the location of your existing house, other existing structures (ie. garages, sheds, decks) and proposed additions or new structures.

Most or all of the information required for a site plan can be found on your property survey. You may have received a survey when you purchased your home or it is possible the Land Registry Office has one on record.

The following information should be shown on a site plan:

- property lines with dimensions and area of lot
- all new and existing structures with setbacks (distance) noted to property lines
- overall dimensions/area of new and existing structures (to determine lot coverage)
- right-of-ways and easements

Floor Plans

Floor plans are required for each floor level that is affected by the proposed work. For additions to existing buildings, floor plans of all or part of the existing building may be required. This should be discussed with us prior to preparing your final drawings.

The following information must be shown on floor plans:

- title and scale (min. 3/16" = 1'-0")
- all room names/uses
- interior and exterior dimensions including door and window sizes
- foundation design (foundation wall thickness, footing sizes and/or pier sizes)
- size, direction and spacing of structural members (joists, columns, beams and lintels)
- location of plumbing fixtures
- smoke alarm locations

Roof Framing Plan

Existing and new roof and ceiling framing must be indicated on the plans. If engineered roof trusses are going to be used then the truss layout and designs are required to be submitted with the building permit. Also, any hip or girder trusses must be noted on the floor plans.

* **Please note:** Partial roof framing plans may be required to indicate loading conditions affecting the existing structure and new addition.

Elevations

Elevations show all exterior views of a building. Elevation drawings may be required for any project which would alter the exterior of your house.

The following information must be shown on an elevation:

- title and scale
- heights and dimensions of existing and new window and door openings
- exterior finishes and materials
- proposed height of finished floor levels above grade
- existing house and proposed construction
- overall height of building
- slope/pitch of new roofs

Tip: Use the sample drawings enclosed in this guide as a reference to see the kind of quality and detail we look for in drawings.

Cross-Sections

A cross-section presents a view of a house along an imaginary cut line, showing the structural elements of the building and exposing what is hidden behind the walls.

Cross-sections through the proposed and existing structure(s) may be required to show building materials and how they relate to one another.

The following information must be shown on a cross-section:

- title and scale
- typical wall construction:
 - stud size & spacing
 - exterior finish material
 - air barrier system
 - sheathing material & thickness
 - type and R-value of insulation
 - vapour barrier system
 - interior finish material and thickness
- typical floor construction:
 - joist size & spacing
 - sub-floor material & thickness
 - concrete floor strength, thickness & depth of fill beneath slab
- typical roof construction:
 - roof finish
 - roof framing
 - roof sheathing material & thickness
 - type and R-value of insulation
 - vapour barrier system
 - interior finish material and thickness

Heating, Ventilating and Air Conditioning (HVAC) Design

HVAC designs are required when there are changes to the existing heating system or when an area of over 10% of the existing house area is being added. If an addition is more than 10% of the existing house area, a HVAC design is required for the added area. If an addition is more than 50% of the existing house area, a HVAC design is required for the added area and the existing house area.

Applying for a Building Permit

You can either apply in person for your building permit at the Building Division counter, located on the 7th floor of City Hall, or use our online Building Permit System. The online system will allow you to apply for simple plumbing permits and permits for residential additions and alterations to single family homes.

If applying in person, an Application for a Permit to Construct or Demolish will need to be completed. You can obtain a copy of this form from the Building Division counter or on the City of London website.

Completed application forms should be brought to the Building Division counter accompanied by the following:

- Two sets of construction plans (floor plans, elevations, cross-sections, roof trusses and heating, as appropriate)
- Two copies of your property survey or site plan.
- Building Permit Fee, as set out in the Permit Fee Schedule. A building permit fee may be paid by cash, Interac Direct Payment, or cheque payable to "City Treasurer" (cheques need not be certified).

Tip: To avoid delays, be sure to have a complete application with all required documents when submitting your building permit application. Incomplete applications or plans will not be accepted.

You may also be required to submit an "Undertaking Damage To City Property" form to cover potential damage to city property. This form must be signed by the owner of the property.

Upon submission of your application at the Building Division Counter, a Plans Examiner will review your application to ensure that your application includes all of the required documents. You will be given a receipt which will have a permit application number for your reference. You will require this number for faster service if you have future inquiries about the application.

* **Please note:** This receipt is not your Building Permit.

The Approval Process

From the time a building permit application is submitted to the time it is approved, there are several reviews that take place:

1. Zoning

Drawings are reviewed to ensure your project will conform to the Zoning By-law. Zoning requirements specify the uses permitted within a particular area and contain regulations governing such things as building setbacks, height and lot coverage. For information about the zoning regulations on your property please contact a Zoning Officer at (519) 930-3510.

2. Architectural / Structural

Drawings are reviewed to ensure compliance with fire and life safety requirements of the Ontario Building Code.

3. Mechanical (if applicable)

Drawings are reviewed to ensure compliance with heating, ventilating and air-conditioning (HVAC), and plumbing requirements of the Ontario Building Code.

How Long Does the Approval Process Take?

The review time for a permit depends on the use of the building. For single family dwellings, the review time is 10 business days. During the 10 business days, the permit will be reviewed and either issued (provided the application is complete and there are no Zoning or Ontario Building Code issues) or the applicant will be notified of any missing information or items that are not in compliance with the Zoning By-law or Ontario Building Code. If Zoning or Building Code issues are found, the timing of permit issuance will depend on how quickly revised information can be submitted and then re-reviewed for Zoning and Building Code compliance.

You can check the status of your building permit application by going online to the City of London website (www.london.ca) and using the Building & Planning Information System. You will need your permit number and assigned PIN to access the information.

On-Site Inspections

Construction may commence upon issuance of the building permit. Mandatory inspections are required at different stages throughout construction to ensure that all work is done according to the approved plans (including changes noted by the plans examiner) and the Ontario Building Code. Your building permit will include a list of the required inspections for your specific project.

Examples of construction stages when inspections are required include:

- Prior to pouring concrete footings
- Completion of structural framing, etc.

Inspections do not happen automatically. It is your responsibility to ensure that either you or your contractor contacts the City to request an inspection to ensure that your project proceeds as approved.

Booking Your Inspections

There are three ways to book your inspections:

1. 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 provided when your permit is issued.
2. 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 p.m.
3. By calling one of our Customer Service Representatives directly at 519-661-4555 during business hours (Monday through Friday between the hours of 8:30 a.m. & 4:30 p.m.)

*** Please note:** Inspections are conducted within two business days after the request for inspection has been received. This 2 day time period begins on the day after you request the inspection. Failure to have inspections performed may result in having to uncover and expose work for inspection.

Electrical Inspections

If electrical work is taking place, please contact the Electrical Safety Authority at 1-877-372-7233 to determine if a permit and/or inspection is required through them.

Suggested Tips When Hiring a Contractor

- Check for the contractor's experience in the type of construction proposed
- Interview the contractor and check references from previous jobs the contractor has completed
- Check the reliability of your chosen contractor with the Better Business Bureau
- Prepare a contract and ensure the contract covers all of the work including who provides drawings and arranges for inspections
- Before signing the contract, check the drawings to ensure they comply with what you want. Also check specifications and materials proposed
- Confirm the type of warranty that is being given, and, on a large contract, you may wish to obtain legal counsel before signing
- Familiarize yourself with standards and regulations as set out by Ontario's Construction Lien Act, Ministry of Labour and the Workplace Safety and Insurance Board (WSIB).
- **It is the owner's responsibility to ensure permits are obtained.** Confirm whether your contractor is obtaining the building permit or if you are expected to obtain the appropriate permits. If your contractor will be obtaining the required permits, make sure you see the permit card before allowing work to start.

The homeowner is ultimately responsible for any and all work that takes place on their property.

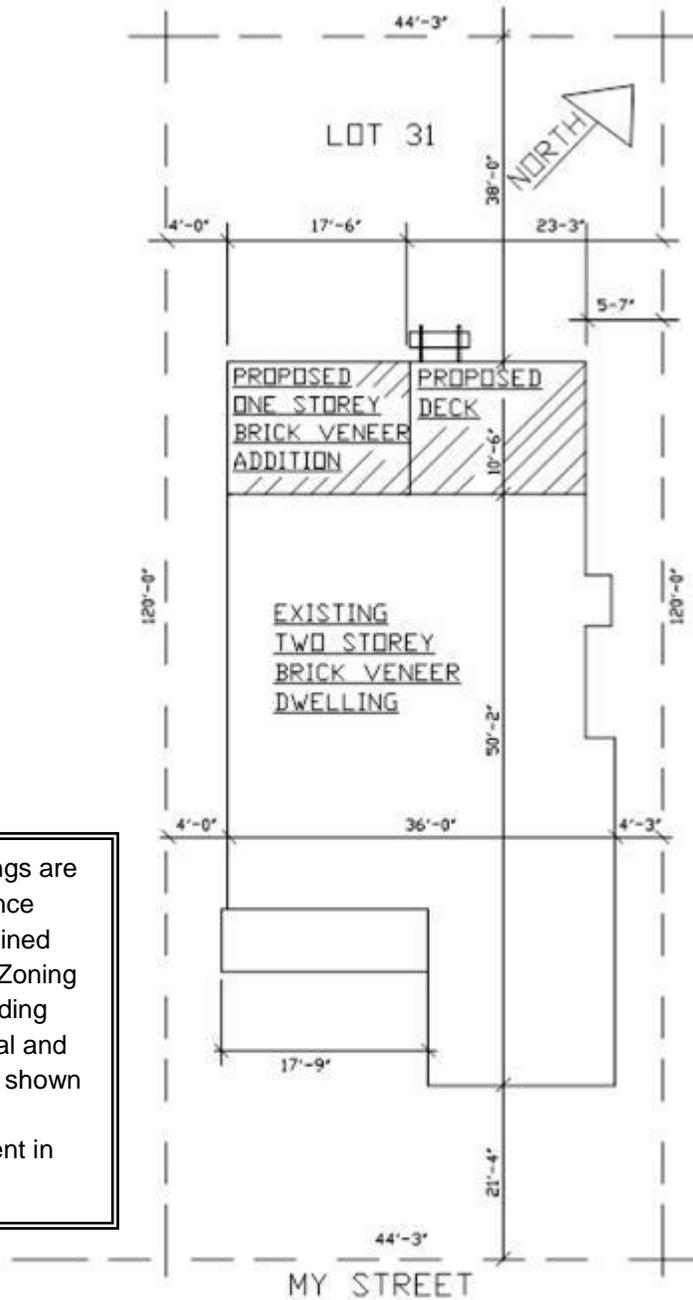
Please note: The Building Division has no jurisdiction to rectify any contract disputes.

Important Contacts

<p>Building Division City Hall, 7th Floor 300 Dufferin Ave. London, ON N6A 4L9 (519) 661-4555</p>	<p>Zoning / By-Law Enforcement City Hall, 7th Floor 300 Dufferin Ave. London, ON N6A 4L9 (519) 930-3510</p>
<p>Committee of Adjustment City Hall, 7th Floor 300 Dufferin Ave. London, ON N6A 4L9 (519) 661-4984</p>	<p>Heritage Planning Division 206 Dundas St. London, ON N6A 1G7 (519) 661-4980</p>
<p>Ontario One Call (Call Before You Dig) 1-800-400-2255</p>	<p>Electrical Safety Authority 1-877-372-7233</p>
<p>Landfill / Methane Sites City Hall, 8th Floor 300 Dufferin Ave. London, ON N6A 4L9 (519) 661-2354</p>	<p>Kettle Creek Conservation Authority 44015 Ferguson Line St. Thomas, ON N5P 3T3 Tel: (519) 631-1270</p>
<p>Lower Thames Valley Conservation Authority 100 Thames St. Chatham, ON N7L 2Y8 Tel: 519-354-7310</p>	<p>Upper Thames River Conservation Authority 1424 Clarke Rd. London, ON N5V 5B9 519-451-2800</p>

Sample Plans

Site Plan

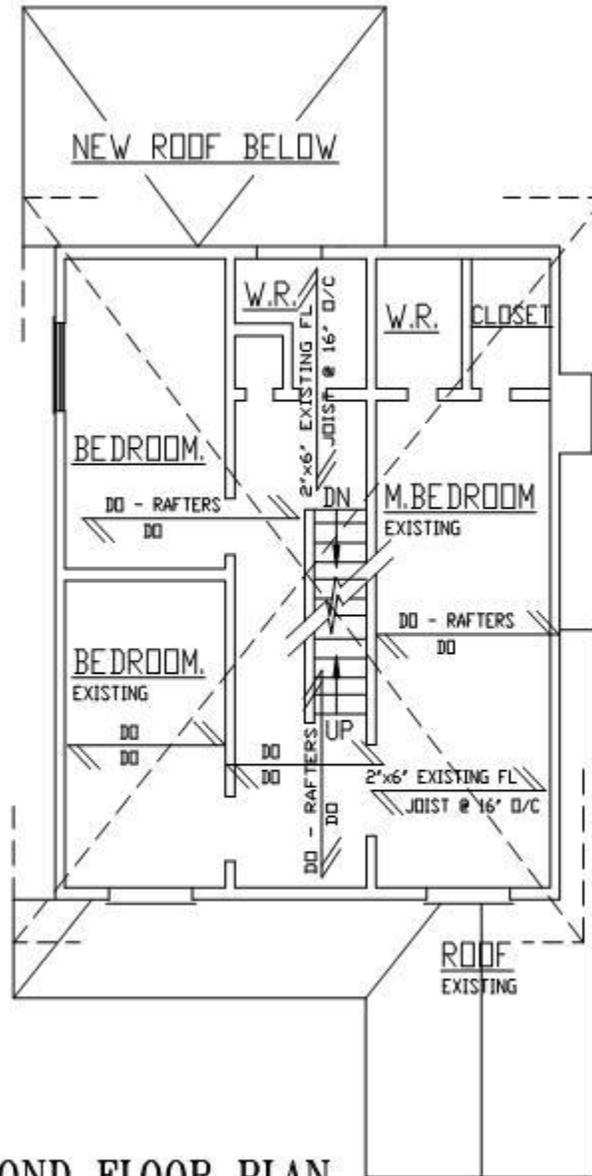


***Important:** These drawings are samples and are for reference only. The information contained may not reflect the current Zoning By-Law and/or Ontario Building Code requirements. Imperial and metric drawings have been shown for examples only. Permit drawings are to be consistent in measurement systems.

SITE PLAN - LOT 31,
PLAN No. M-461
SCALE: 1/4"=1'-0"

Floor Plans

Second Floor Plan (Imperial)

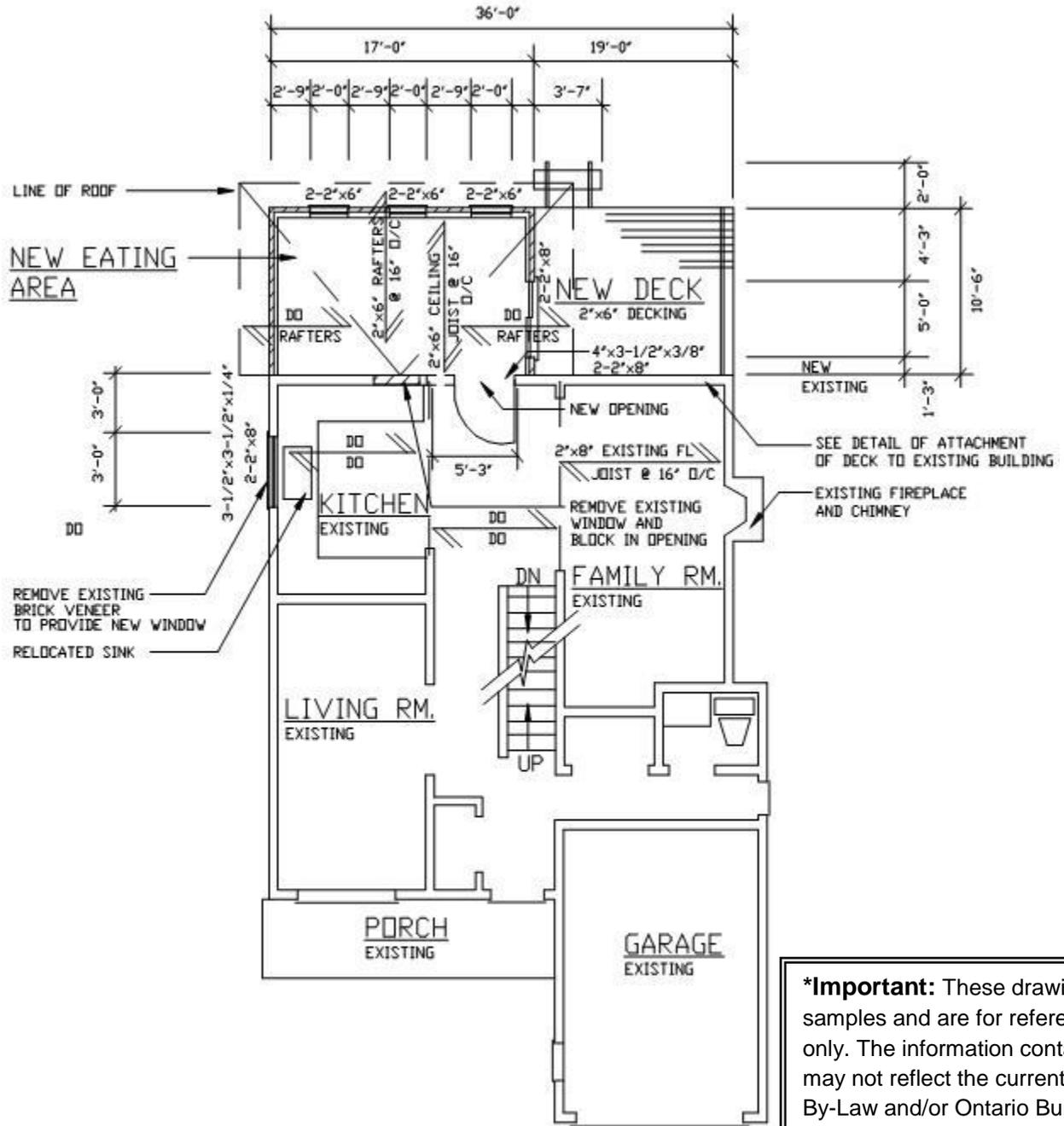


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SECOND FLOOR PLAN

SCALE: 1/4"=1'-0"

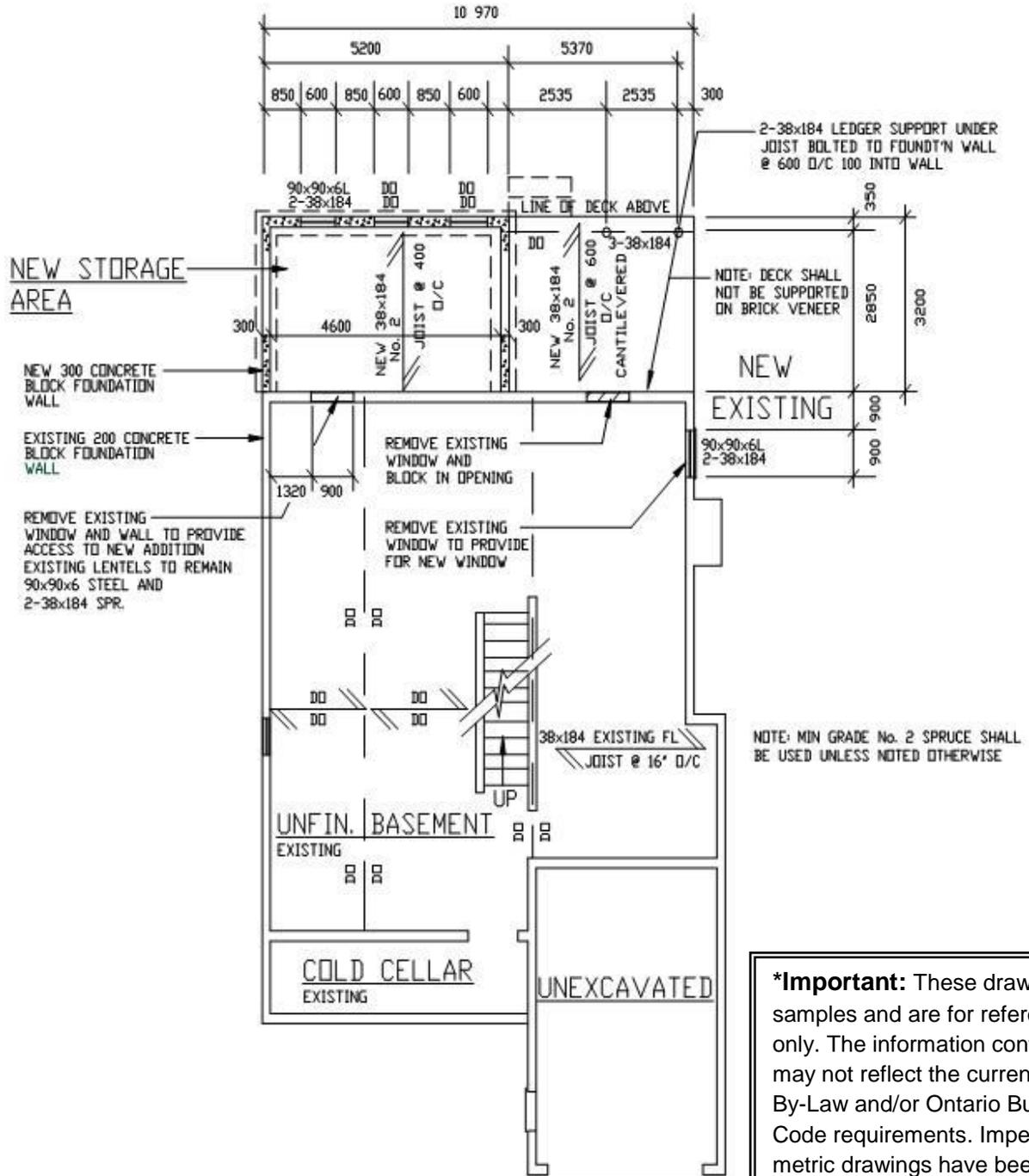
Ground Floor Plan (Imperial)



GROUND FLOOR PLAN
SCALE: 1/4"=1'-0"

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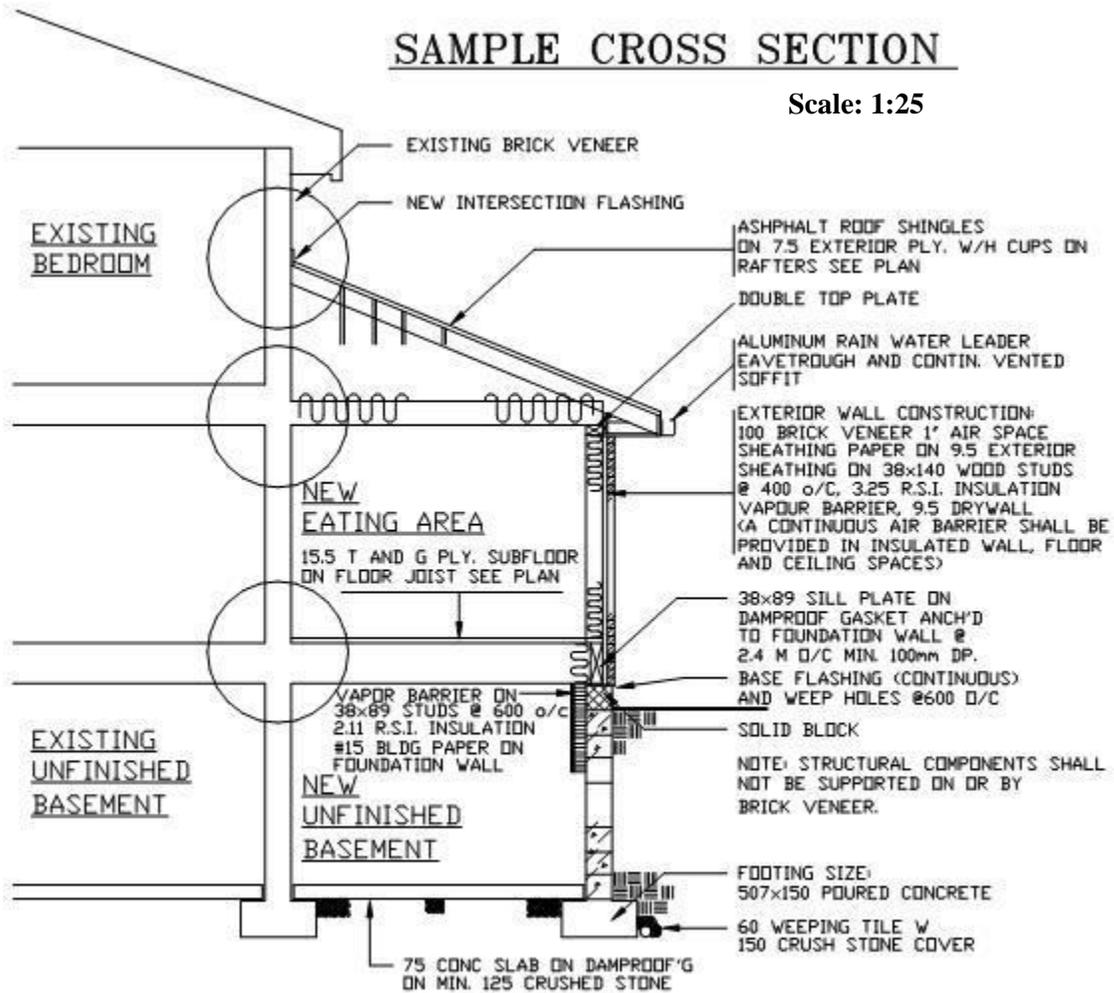
Basement Floor Plan (Metric)



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BASEMENT PLAN
SCALE: 1/50

Cross Section (Metric)



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