



CLEARVIEW

## Residential Addition Building Information Guide and Process

### Requirements for a building permit application:

- ☐ **Application Form** including required Schedules and Energy forms.
- ☐ **Schedule 1** -Designer Information Form.
- ☐ **Energy Efficiency Design Summary** (EEDS) [If applicable]
- ☐ **HVAC Design** including heat loss calculations. [If greater than 10% of the existing house]
  - Not applicable for attached garages unless being heated
- ☐ **Lot Grading Plan** Engineered Grading Plan as required or Survey or Site Plan showing the property lines and buildings/structures including septic system (if applicable)
- ☐ **Architectural Control Approval for Infill Properties** located within settlement areas.
- ☐ **Detailed construction drawings** to scale; include plan views, elevations, sections, and any other details (Example: engineered railing/guard)
- ☐ **Supplemental Design Information** such as truss details, TJI floor, LVL beam specifications and timber frame engineering may be required for review prior to issuance of permit. [If applicable]
- ☐ **Sewage System Design** (if applicable)
  - Design may be required if there is a increase of floor area, increased number of plumbing fixtures or increased number of bedrooms.
  - Not applicable for attached garages
- ☐ **Schedule 2** - Sewage System Installer Information Form (if applicable).
- ☐ **Required Fee(s)** as set by the Building Permit Fee By-Law
- ☐ **Any other applicable documents** that may pertain to your project
- ☐ **Applicable Law Approvals** - Common types of approvals are but not limited to: Zoning/Planning, Nottawasaga Valley Conservation Authority (NVCA), Niagara Escarpment Approval (NEC), and Ministry of Transportation (MTO) etc.

### Designer Requirements

All drawings submitted for building permit applications are required to be prepared by either the owner or prepared by a qualified designer, architect or professional engineer, or a combination. Some drawings must be designed by a professional engineer when the design falls outside of the prescriptive requirements of Part 9, Division B of the Building Code.

Qualified designers are required to provide their name, BCIN#, designer statement and signature on the plans. They are also required to complete the Schedule 1 designer form.

## **How to apply for a building permit**

To apply for a building permit, visit our website [www.clearview.ca/portal](http://www.clearview.ca/portal) Please create an account which can also be used to pay for your building permit application, download permit documents and schedule inspections. Alternatively, you can apply for the permit in person by visiting our offices, please ensure to bring all required documents in a detailed and legible format.

## **Cost of building permit**

The cost of the permit is as per permit fee schedule, you can pay for your permit through your online CityView account, we also accept cash, cheque, and debit as methods of in person payment. The permit fee includes the administrative process, the review of drawings, the building permit and building inspections.

## **Time**

Once a complete permit application is made the permit will be reviewed by the Planning Department for zoning compliance and once completed the Building Department will complete the review within a maximum of 10 business days.

## **Typical Required Building Inspections**

Building inspections are booked online through your CityView account, or by contacting the Building Department 705-428-6230 ext. 232.

When requesting inspections, please quote Building Permit Number and allow a minimum of 48 hours' notice. Required inspections include: (some inspections listed can be completed in a different order and maybe combined)

- Septic Test Holes
- Footing - prior to concrete being poured
- Reinforced foundation wall (Example: ICF) – prior to concrete being poured
- Backfill – prior to placement of required backfill material
- Framing
- Plumbing below ground rough-in
- Plumbing above ground rough-in
- Wood burning appliance or fireplace (if applicable)
- Insulation and vapour/air barrier
- Septic (if applicable)
- Occupancy
- Final

## **Important Numbers to Know**

- Ontario One Call 1-800-400-2255 (natural gas, sewer and water lines, Hydro, Rogers Cable and Bell locates)
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

## **Any Questions?**

Phone: 705-428-6230 ext. 232

Web: [www.clearview.ca](http://www.clearview.ca)

## **Office hours.**

Monday to Friday

8:30am – 4:30pm