TOWNSHIP OF MONTAGUE

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Single Residential Dwelling Guide

This information package is intended to help you, the homeowner/contractor to better understand the procedures in obtaining a building permit and other approvals which may be required. Also provided in this package is a list of required inspections.

We strongly urge you to read all of this information carefully and keep it handy for future reference. If you should have any questions please contact the Building/Planning Department.

Please note that this package is intended to outline the procedures for obtaining a building permit for the construction of a single family residence within the scope of Part 9 of the Ontario Building Code.

Part A APPLICATION FOR A BUILDING PERMIT

To apply for a building permit the following ***must*** be submitted.

PLANS AND SPECIFICATIONS

One complete set of drawings and specifications are to be submitted to the Building Department which will remain on file. A Second set of plans must be kept on site at all times. Inspections will not be conducted without them. All construction must be completed in accordance with the plans. If any changes are required, revised drawings must be submitted to the Building Department.

Part B REQUIRED DRAWINGS AND SPECIFICATIONS

- ✓ **Site Plan**

  The site plan shall be drawn to scale or have accurate measurements noted and shall show the following:

  - Dimensions of the lot
  - Location of all existing buildings, decks and other structures
  - Location and dimensions of proposed building (s)
  - Distance of all setbacks (front, rear and sides for the building)
  - Location of existing or proposed water supply and sewage disposal
  - Location of the septic field and tank if applicable
  - Location of all easements
  - Grading and drainage
  - Exterior mechanical equipment (i.e. Air conditioners, heat pumps etc.)
  - Walkways and driveways
  - Legal description of the lot
  - Street name

- ✓ **Foundation Plan**

  Plan to be fully dimensioned to scale showing the following:
  - Size and location of beams
  - Size and location of support columns and footings
  - Size and location of foundation wall footings
  - Thickness and strength of concrete for poured foundation
  - Thickness of concrete block (If used for foundation)
  - Location and assembly of any load bearing walls (Including strip footing size)
  - Location of partitions (If any, laundry room, recreation room etc.)
  - Joist size, spacing and direction for floor framing above
  - Stair location including required framing of opening
  - Location of floor drain/sump pit, furnace, hot water tank, laundry facilities, etc.
  - Location and size of basement windows
  - Location and size of checks in foundation (If any sunken living room, garage doors, etc.
  - Location of A/C smoke alarms (interconnected and located near staircase)
  - Location of C/O detectors

- ✓ **Floor Plans**

  One Plan per storey, fully dimensioned and to scale showing the following:
  - Uses of all rooms and spaces
  - Size and location of doors and windows
  - Size and location of lintels, beams and posts/columns
  - Location of plumbing fixtures, kitchen layout and other appliances
  - Stair location including required framing of opening
  - Joist size, spacing and direction of floor framing above
  - Size, spacing and direction of roof framing members
  - Location and type of fireplace (If masonry provide detailed drawings, if prefabricated provide manufacturers installation guide and chimney type)
  - Floor finishes
  - Location and size of attic access
  - Location and size of any skylights and required framing
  - Location and size of all kitchen and washroom exhaust fans (Mechanical Ventilation)
  - Roof framing (Shop truss drawings may be submitted at a later date)

- ✓ **Calculations for Mechanical Ventilation**

  Provide calculations showing compliance with section 9.32 of the Ontario Building Code. Such calculations should include, but is not limited to, number of air changes per hour, breakdown and total air volume of interior space, static pressure etc.
  - Location and size of HRV (or other method of compliance for mechanical ventilation)
  - Location and size of fresh air intake
  - Location and size of return air exhaust
  - Location of the connection to furnace

- ✓ **Cross Section**
  - Showing the construction of the following assemblies
    - Roof
    - Exterior wall (Brick or siding insulation if any)
    - Interior wall
    - Foundation wall (Including insulation if any)
    - Thickness and comprehensive strength of the floor slab
    - Thickness or crushed stone provided
  - Size of footing
  - Size and sill plate and anchor bolt size and spacing
  - Sofit and fascia treatment
  - Finish grade location
  - Floor to ceiling heights
  - Roof pitch
  - Rooms and spaces identification

- ✓ **Elevation Drawings**

  Showing all sides of the building indicating the following:
  - Location and size of all doors and windows
  - Exterior finishes
  - Grade levels
  - Finished floor to finished ceiling height
  - Flashing
  - Foundation indicated below grade (If applicable)
  - Location and type of roof vents

- ✓ **Detail Drawings**
  Provide detail drawings of any elements which may not be clearly shown or obvious on the above noted drawings

- ✓ **Structural Elements**
  Structural elements not described in Part 9 of the Ontario Building Code may be required to be designed by a competent person or a Professional Engineer

Part C OWNER'S RESPONSIBILITIES (INSPECTIONS)

1. Posting of Permit

The Building Permit must be posted so it can be seen from a public right of way

2. Listing of Inspections

The owner of the property is responsible to notify the Building Department at least 24 hours in advance the necessary inspections. Please contact the Building Department for inspections at 283-7478.

The following must be completed before any inspection will be carried out:

A) Backfill inspection

(For full foundations prior to backfilling)

- Column footings, anchor bolts
- Required foundation wall bracing
- A Geological Soil Report may be required depending on the soil

B) Framing Inspection

(Ready for Insulation)

- Wall Framing
- Construction of roof including shingles
- Installation of all exterior doors and windows
- Electrical roughing

C) Plumbing Rough-in and Pressure Tests

D) Insulation and Vapour Barrier Inspection

(If applicable ready for drywall)

- Placement if insulation in all required locations
- Installation of vapour barrier
- Sealing of all wires, receptacles in walls and ceiling

E) Final Interior Inspection

- Interior finishes
- Functional lighting system
- Attic access hatch

F) Final Exterior Inspection

- Exterior finishes
- Flashing and caulking

G) Final Grading

- All site work completed

H) Final Inspection

- Interior finishes
- All guards and handrails
- Smoke Alarms
- Carbon Monoxide Detectors
- Self-closer and weatherstripping on door located between garage and any living space
- Functional lighting and heating systems
- Attic access hatch c/w weatherstripping
- Mechanical ventilation
- Chimney
- Exterior finishes
- Flashing and caulking
- Exterior stairs
- Guards and handrails

CARE AND MAINTENANCE OF A SEWAGE SYSTEM

A sewage system which has been properly installed should, with proper care and maintenance, provide many years of service. However, there are some things individuals need to be aware of which will help your system function properly.

1. Avoid putting the following into the septic system
   - Fats, oils and grease
   - Gasoline or antifreeze
   - Varnishes, paints and solvents
   - Caustic drain and harsh cleaners
   - Photographic solutions, bleach or pesticides
   - Nail polish remover
   - Cat litter
   - Tampons, sanitary napkins, diapers, paper towel or condoms
   - Plastic
   - Coffee grounds, egg shells or other kitchen waste
   - Cigarette filters
2. Do Not allow roof drains or sump water to discharge into the sewage system.
3. Do Not allow surface water to drain toward the area of the leaching bed.
4. Do Not direct water softener and iron filter discharge into the sewage system unless the system has been designed to accept such discharges.
5. Water usage in the home should be kept to a minimum. Excessive use, such as doing numerous loads of laundry in one day could flush solids from the treatment unit (septic tank) into the leaching bed.
6. There should be no need to use “starters”, “bacterial feeds” or “cleaners”.
7. The treatment unit should be inspected at regular intervals & pumped out whenever sludge & scum occupy 1/3 of the working capacity of the tank, Because septic tanks contain deadly gases they should only be inspected by qualified inspection companies
8. Vehicular traffic (including snowmobiles and quads) should not be allowed over the leaching bed.
9. The area over a leaching bed should have a good cover of grass allowing for adequate sunlight and ventilation to be maintained. Avoid planting shrubs and trees over this area.

For additional information contact your local Municipal Office, Health Unit or Conservation Authority or visit the Ministry of Municipal Affairs & Housing web site at: http://www.obc.mah.gov.on.ca

REQUIRED SECTIONS

(Under the Ontario Building Code R.R.O. 1990, Reg. 61, Sec. 2.4.5.1)

The person to whom this permit has been issued shall notify the Chief Building Official in advance of the stages of construction specified below. A minimum of twenty-four (24) hours notice is required to ensure an inspection.

Permission is not included to dig, tunnel or bore into or under any part of a street, nor to occupy or obstruct any street, sidewalk or other municipal property. To obtain permission to occupy the street or sidewalk during construction, a formal request must be filed with the Clerk of the municipality.

STAGES OF CONSTRUCTION REQUIRING INSPECTIONS

1) Commencement of the construction of the building;
2) Readiness to construct the footing;
3) Substantial completion of the footings;
4) Substantial completion of the footings and foundation prior to backfill;
5) Substantial completion of the structural framing;
6) Substantial completion of the plumbing rough-in;
7) Substantial completion of the interior finished and heating, ventilation, and air-conditioning equipment;
8) Substantial completion of the exterior cladding and site grading;
9) Completion of construction and installation of components required to permit occupancy by Sentences 2.4.3.1.(2) and 2.4.3.2.(1).
10) Prior to occupancy. It is a serious offense to occupy a new dwelling unit/addition or commercial unit/addition for which an occupancy permit has not been issued.

REVOCATION OF BUILDING PERMITS

The Chief Building Official may revoke a building permit issued under the Building Code Act:

1) If after six months after its issuance, the construction or demolition in respect of which it was issued has not, in the opinion of the Chief Building Official, been seriously commenced; or
2) If the construction or demolition of the building is in the opinion of the Chief Building Official, substantially suspended or discontinued for a period of more than one year; or
3) As otherwise provided by part 8 (10) of the Ontario Building Code Act.

HRAI	**RESIDENTIAL MECHANICAL VENTILATION DESIGN SUMMARY** For systems serving one dwelling unit and conforming to the Ontario Building Code O.reg 159/93	**Oboa**

LOCATION OF INSTALLATION	**TOTAL VENTILATION CAPACITY 9.32.33.(1)**
Lot# Plan#	Bsmt & Master Bdrm ____@10L/s ____L/s
	Other Bedrooms ____@5L/s ____L/s
Roll# Permit#	Bathrooms & Kitchen ____@5L/s ____L/s
	Other Rooms ____@5L/s ____L/s
BUILDER	TOTAL ____L/s
Name:	**PRINCIPAL VENTILATION CAPACITY 9332.3.4.(1)**
Address:	Master Bdrm ____@10L/s ____L/s
City/Town:	Other Bedrooms ____@5L/s ____L/s
Phone: Fax:	TOTAL ____L/s
INSTALLING CONTRACTOR	**PRINCIPAL EXHAUST FAN CAPACITY**
Name:	Model: Location:
Address:	____L/s ____Sones ____HVI
City/Town:	**HEAT RECOVERY VENTILATOR**
Phone: Fax:	Model:
COMBUSTION APPLIANCES 9.32.3.1.(1)	_____L/s High _____ L/s Low
❑ a. Direct vent (sealed Combustion) only	**SUPPLEMENTAL VENTILATION CAPACITY**
❑ b. Positive venting induced draft (except fireplaces)	_____% Sensible Efficiency @ -25C ❑ HVI
❑ c. Natural draft, B-vent or induced draft fireplace	Total Ventilation Capacity _____L/s
❑ d. Solid Fuel (Including fireplaces)	Less Principal Ventilation Capacity _____L/s
❑ e. No combustion Appliances	Required Supplemental Ventilation n Capacity _____L/s
HEATING SYSTEM	**SUPPLEMENTAL FANS 9.32.3.5.**
❑ Forced Air ❑ Non Forced Air	Location Model L/s – Somes HVI
❑ Electric Space Heat	_____ _____ _____ _____
HOUSE TYPE 9.32.3.1.(2)	_____ _____ _____ _____
❑ I) Type a or b appliances only, no solid fuel	_____ _____ _____ _____
❑ II) Type I except with solid fuel (Including fireplace)	_____ _____ _____ _____
❑ III) Any type of appliance	_____ _____ _____ _____
❑ IV) Type I or II with electric space heater	_____ _____ _____ _____
❑ Other Type I, II, IV or no forced air	**DESIGNER CERTIFICATION**
SYSTEM DESIGN OPTION	I hereby certify that this ventilation system has been
❑ a. Exhaust only/forced air system	Designed in accordance
❑ b. HRV with Exhaust Ducts/Forced Air System)	Name:
❑ c. HRV Simplified Connection to Forced Air System	Signature:
❑ d. HRV – Full Ducting/Not Coupled to Forced Air System	Date:
❑ Part 6 Design	HRAI #:

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CHECKLIST OF BUILDING PERMIT REQUIRMENTS FOR NEW CONSTRUCTION ON VACANT LOTS

Assessment Roll: _____Location:_____
Owner & Address: _____
_____
Description: _____

REQUIREMENTS	REQUIRED:	SUBMITTED:
1. APPLICATION FORM	YES	_____
2. LOCATION SITE PLAN	YES	_____
3. BUILDING PLANS	YES	_____
4. CERTIFICATE OF APPROVAL FROM HEALTH UNIT	YES	_____
5. COPY OF ENTRANCE PERMIT	YES	_____
6. RESIDENTIAL MECHANICAL VENTILATION DESIGN SUMMARY	For new residential Building Permits	_____
7. O.N.H.W.P. ACT STATEMENT	For new residential Building Permits	_____
8. COPY OF REGISTERED DEED	If lands recently Purchased	_____
9. COPY OF SURVEY OF LOTS (O.L.S.)	If Available	_____

- TOWNSHIP ROAD SEE ROAD SUPERINTENDENT - 283-7478
- COUNTY ROAD SEE COUNTY WALTER WARWICK - 267-4200
- MINISTRY OF TRANSPORTATION - 745-684-1405

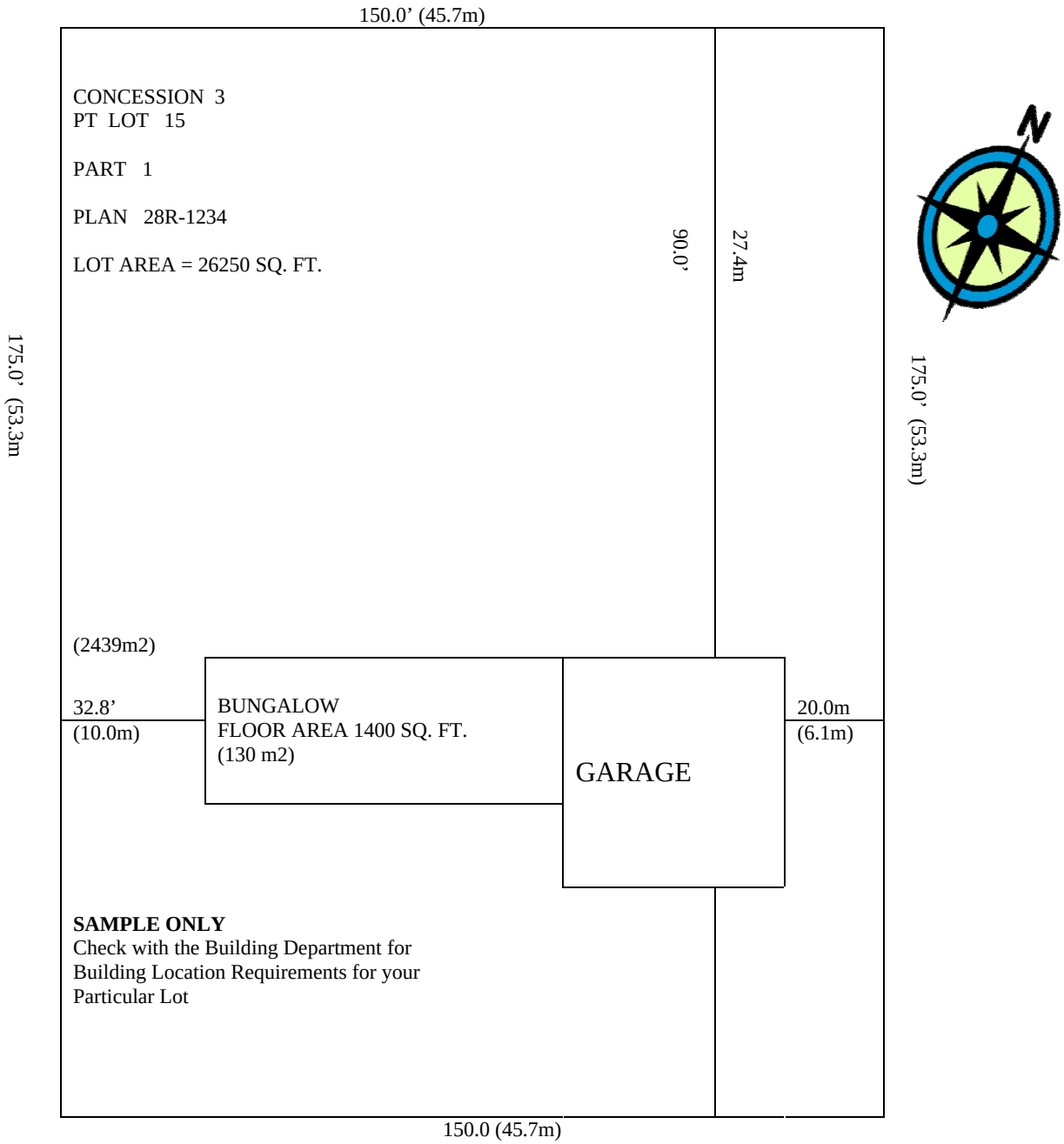
APPLICABLE FEES

1. BUILDING PERMIT (Based on sq. ft)	YES	_____
2. DEMOLITION PERMIT (Flat Charge)	_____	_____
3. ENTRANCE PERMIT DEPOSIT	_____	_____

HOW DO I PLAN?

1. The site plan (plot plan or survey)
   - Required for any new buildings, additions or accessory buildings.
   - Should be drawn to scale
   - Should contain the following information shown in the example

SAMPLE SITE PLAN



SITE PLAN
Scale 1" = 30'