



TOWNSHIP OF MONTAGUE

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Accessory Building Guide New Building Other Than The Main Building

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 an accessory building 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
- If the building has a slab on grade foundation with an area greater than 538 sq. ft, it must be designed by a Professional Engineer

✓ **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)

✓ **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
- Soffit 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 of 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 of 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

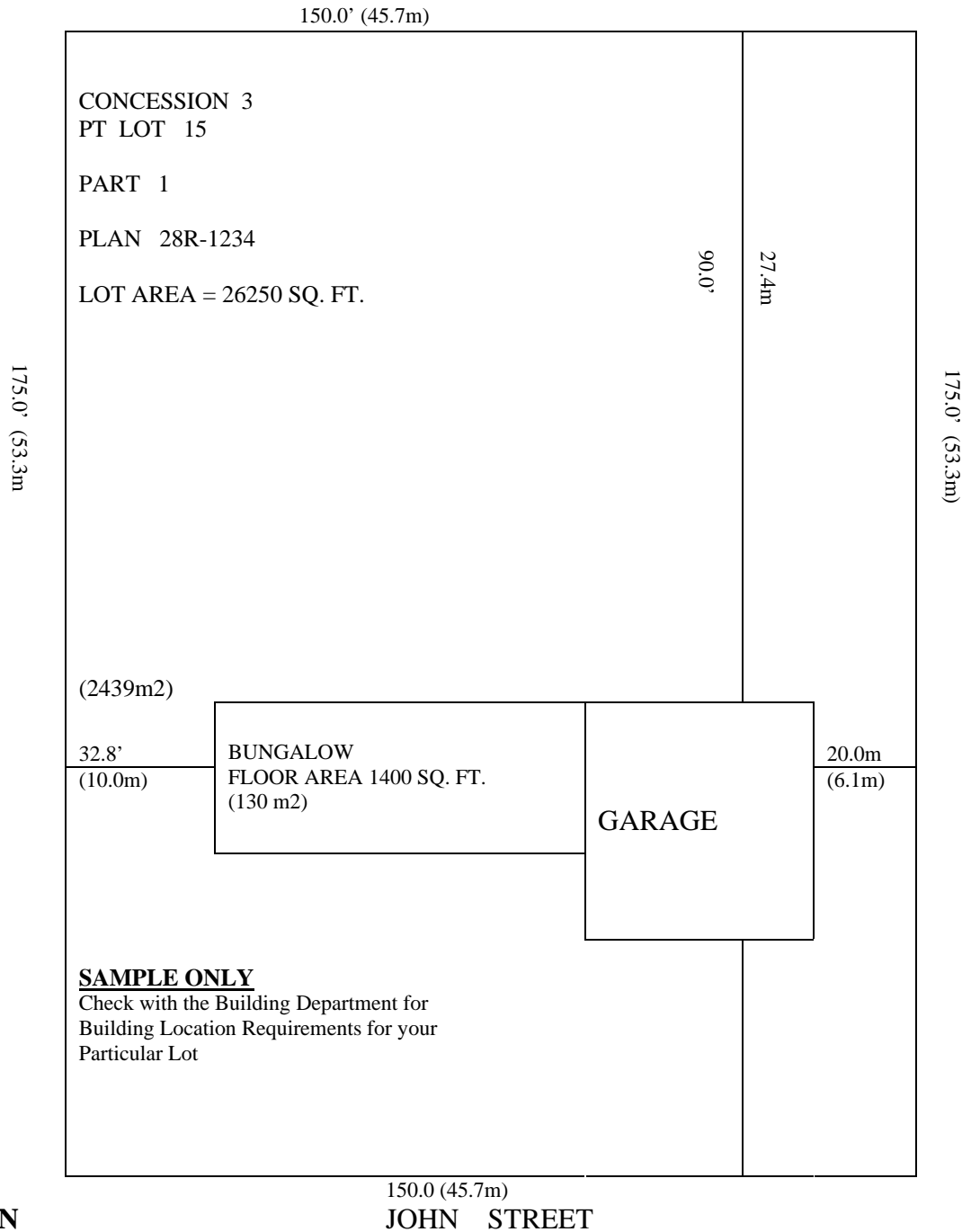
H) Final Inspection

- 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

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'