



**Building Department**  
P.O. Box 22  
Gooderham, Ontario K0M 1R0  
Phone: 705-447-0051  
Fax: 705-447-0053

## **APPLICATION GUIDELINES (2012) - DWELLING**

### **Application for Permit**

To obtain a permit under Subsection 8(1) of the Act, the applicant shall file an application in writing by completing a prescribed provincial application form available from the Chief Building Official, the Municipality of Highlands East website or the Ministry of Municipal Affairs and Housing Building Code website.

### **Additional Permits and Applicable Regulations**

The following permits, where applicable, are required to accompany an application for building permit:

- 1) Conservation Authority Approval: To be obtained from the Crowe Valley Conservation Authority.
- 2) Entrance Permit: To be obtained from the Municipality of Highlands East Roads Department.
- 3) Municipal Address (9-1-1 Number): To be obtained from the County of Haliburton Roads Department.
- 4) Septic Approval: To be obtained from Haliburton, Kawartha, Pine Ridge Health Unit
- 5) New Home Warranty registration (Tarion), Registration of Constructors and Employers (Ministry of Labour), Species at Risk (Ministry of Natural Resources), etc.
- 6) Other permits as may be required.

### **Required Plans**

Drawings, plans and specifications to accompany an application for permit:

- 1) Site Plan (metric)
  - Lot area and dimensioned property lines
  - Direction north indicated
  - Size and use of all existing and proposed structures including location of all structures with dimensions to property lines
  - Location of septic system
  - Location of driveway and parking areas
  - Location of easements, right-of-ways, overhead power lines, etc.
- 2) Foundation Plan (minimum scale: 3/16"=1'-0" or 1:75 (metric))
  - Footings supporting walls, pilasters, columns and piers
  - Foundation walls and supporting structure including construction type and material
  - Building section and detail markers
- 3) Floor Plans (minimum scale: 3/16"=1'-0" or 1:75 (metric))
  - Exterior and interior walls including construction type and material
  - Wall openings including size and supporting structure above

- Roof framing above including all proprietary layouts, details and specifications
  - Building section and detail markers
- 4) Building Elevations (minimum scale: 1/8"=1'-0" or 1:100 (metric))
- All building profiles showing finishes, location of openings, etc.
  - Dimensioned floor to floor and floor to ceiling heights
  - Roof pitch and finish
  - Area of exposed building face, percentage of unprotected openings and limiting distance where applicable
- 5) Sections and Details (minimum scale: 1/4"=1'-0" or 1:50 (metric))
- Building section including specifications for foundations, walls, floors, roof assemblies, etc.
  - Dimensioned floor to floor and floor to ceiling heights
- 6) Engineered Elements
- Floor slabs shall bear the design engineer's seal and signature and shall accompany the application for permit
  - Engineered truss drawings with layout shall accompany the application for permit. Sealed and signed truss drawings with layout shall be submitted to the building department prior to request for framing inspection
  - Engineered floor systems including joists, beams and lintels shall include layouts and member calculations and shall accompany the application for permit
  - ICF (Insulated Concrete Forms) walls to include manufacturer's details and specifications and shall accompany the application for permit
- 7) Heating, Ventilating and Air Conditioning
- For buildings intended for use in the winter months, ventilation specifications and heat loss calculations with layout shall accompany the application for permit.

### **General Notes**

- 1) The permit application shall include 2 complete sets of fully dimensioned construction drawings. A non-refundable deposit of \$75 shall accompany the application for permit.
- 2) All drawings and specifications are to be project specific.
- 3) Refer to our zoning by-law, available on our website ([www.highlandseast.ca](http://www.highlandseast.ca)) for setback information, restrictions to location, size, height, etc.
- 4) All drawings are to be drawn to scale. The scale shall be noted on the drawings.
- 5) **DO NOT** include presentation graphics (furniture, vehicles, etc.) on construction drawings.
- 6) Where the proposed building is to be constructed within 1 metre of a required setback or survey monuments are not visible, verification of setback **MUST** be provided by an Ontario Land Surveyor prior to footing inspection.
- 7) Required inspections:
- a) Footing: After excavation and installation of formwork, prior to placement of concrete,
  - b) Backfill: After completion of the foundation systems, prior to backfilling foundation,
  - c) Framing: After framing is complete, prior to installation of insulation and cladding,

- d) Rough-in: After HVAC and plumbing rough-ins complete – plumbing under test,
- e) Insulation: After insulation and vapour barrier complete, prior to covering,
- f) Occupancy: After completion of construction and installation of components required to permit occupancy, **PRIOR TO USE**, and
- g) Final: Upon completion of building.

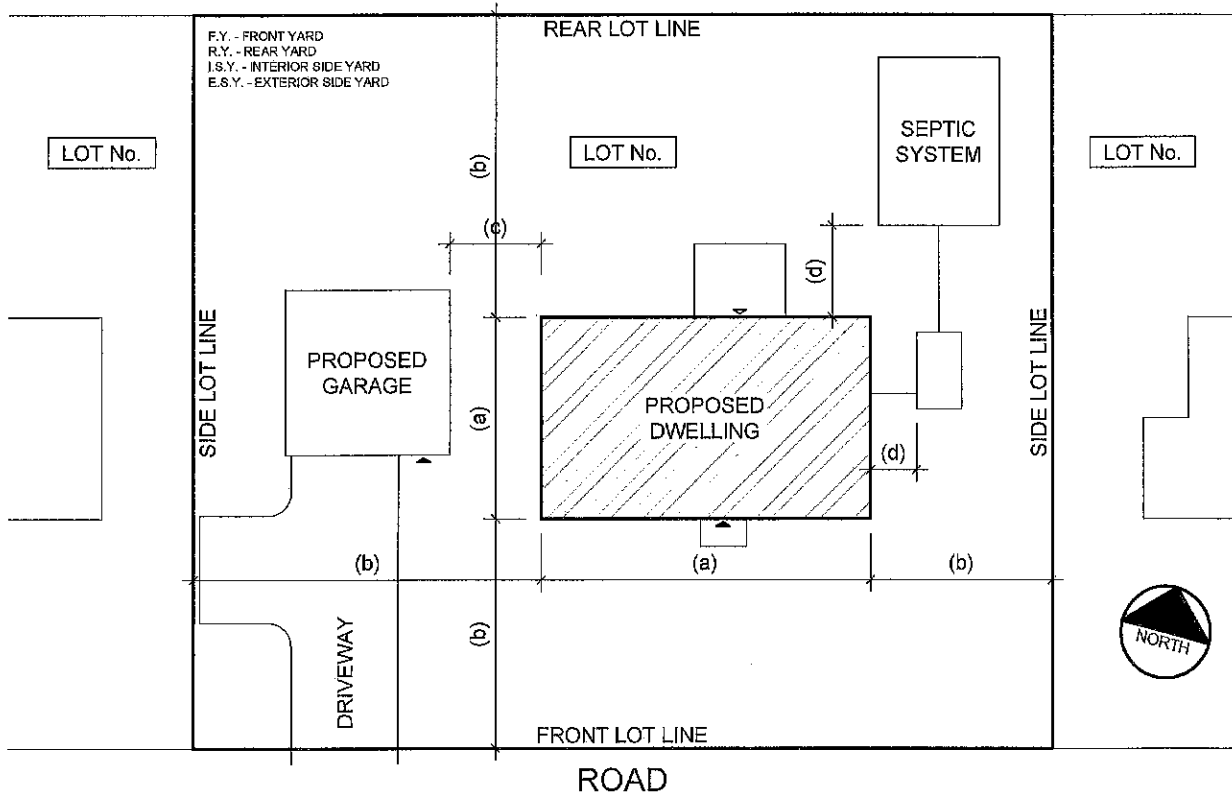
Note: Inspections will be conducted within 2 business days from receipt of notice.

- 8) Any changes to the approved plans must be reviewed by the Building Department prior to commencement of construction.

NOTES:

- 1) SITE PLAN TO BE DRAWN TO SCALE.
  - 2) ALL DIMENSIONS, ETC. TO BE SHOWN IN METRIC.
  - 3) INCLUDE ALL LOT LINES AND DIMENSIONS.
  - 4) INDICATE ALL PROPOSED AND EXISTING BUILDINGS, DECKS, SEPTIC SYSTEM, ETC.
  - 5) SHOW SIZE AND USE OF ALL PROPOSED AND EXISTING BUILDINGS.
  - 6) SHOW SETBACKS TO PROPOSED AND EXISTING BUILDINGS, ETC.
  - 7) SHOW EASEMENTS, RIGHT-OF-WAYS, OVERHEAD POWER LINES, ETC.
- (a) LENGTH/WIDTH OF STRUCTURE  
 (b) SETBACK TO PROPERTY LINE  
 (c) CLEARANCE TO ADJACENT BUILDING  
 (d) CLEARANCE TO SEPTIC SYSTEM

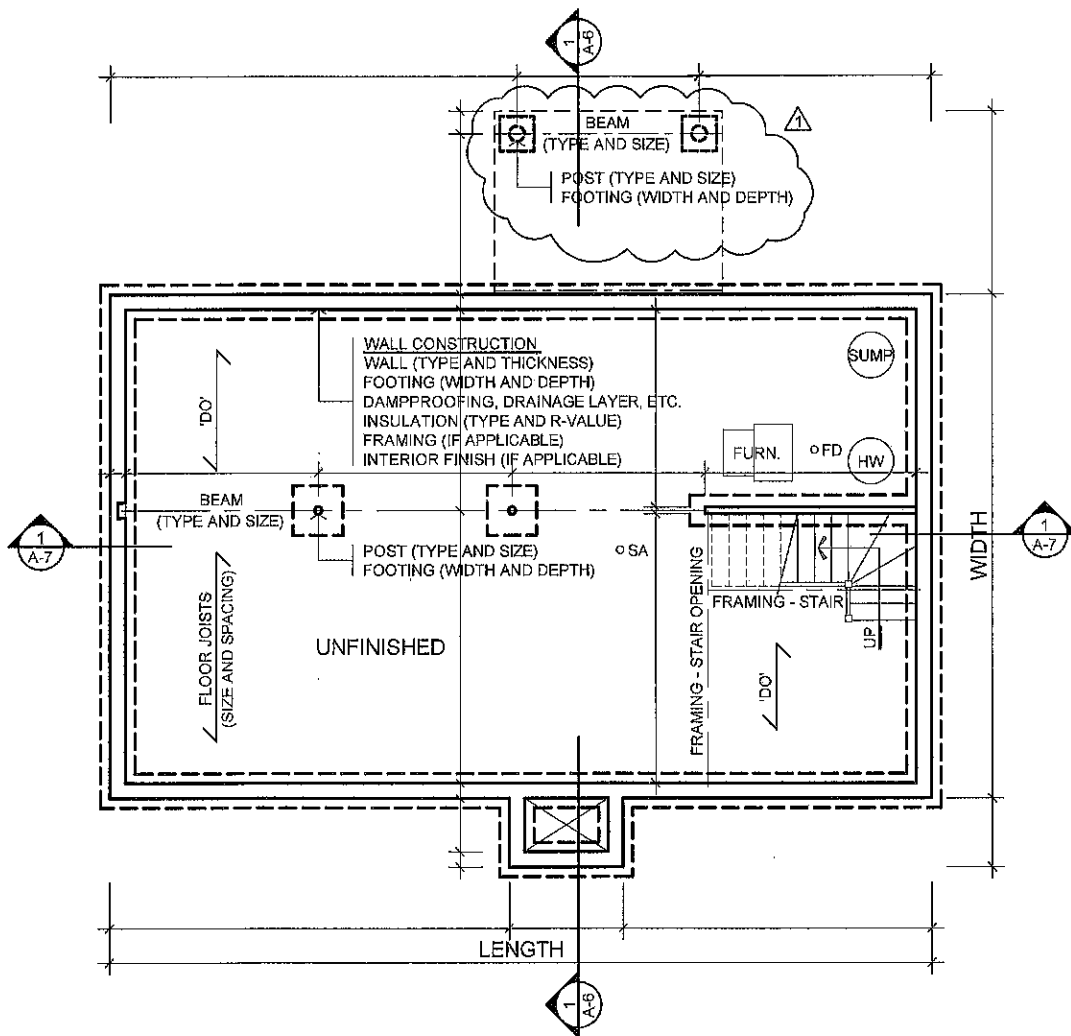
SITE INFORMATION		
LOCATION:	MUNICIPAL ADDRESS	
LEGAL:	LOT No. PLAN No. CON. No. ETC.	
ZONING:	CURRENT ZONING OF PROPERTY	
	REQUIRED	PROVIDED
LOT AREA		
G.F.A. DWELLING ACCESSORY BLDG.		
LOT COVERAGE (%)		
SETBACKS		
F.Y. DWELLING ACCESSORY BLDG.		
R.Y. DWELLING ACCESSORY BLDG.		
I.S.Y. DWELLING ACCESSORY BLDG.		
E.S.Y. DWELLING ACCESSORY BLDG.		
No. OF STOREYS		
BLDG. HEIGHT		



drawing title	application no.
<b>SITE PLAN DWELLING</b>	
project	date
	drawing number <b>A-1</b>

NOTES:

- 1) PLANS TO BE DRAWN TO SCALE.
- 2) SPECIFY FOUNDATION WALL TYPE, THICKNESS, CONCRETE STRENGTH ETC. AND WALL OPENINGS.
- 3) SPECIFY PAD AND STRIP FOOTING SIZES.
- 4) SPECIFY STRUCTURAL FRAMING INCLUDING WALLS, JOISTS, BEAMS, LINTELS, ETC.
- 5) SPECIFY WALL INSULATION TYPE, R-VALUE AND EXTENT OF COVERAGE.
- 6) SHOW FRAMING AROUND FLOOR OPENINGS, ETC.
- 7) SHOW SECTION AND DETAIL MARKERS.
- 8) INDICATE LOCATION OF SMOKE ALARMS AND CARBON MONOXIDE DETECTORS.
- 9) SHOW AND DIMENSION INTERIOR WALLS.
- 10) LABEL ROOMS AND SPACES.
- 11) INDICATE CHANGES TO DRAWINGS WITH REVISION CLOUDS AND PROVIDE REVISION DETAILS.



1 FOUNDATION PLAN  
A-2 SCALE

NO.	DATE	DESCRIPTION
		REV. TO DECK FOUNDATION
REVISIONS		



drawing title

**FOUNDATION PLAN**  
DWELLING

project

application no.

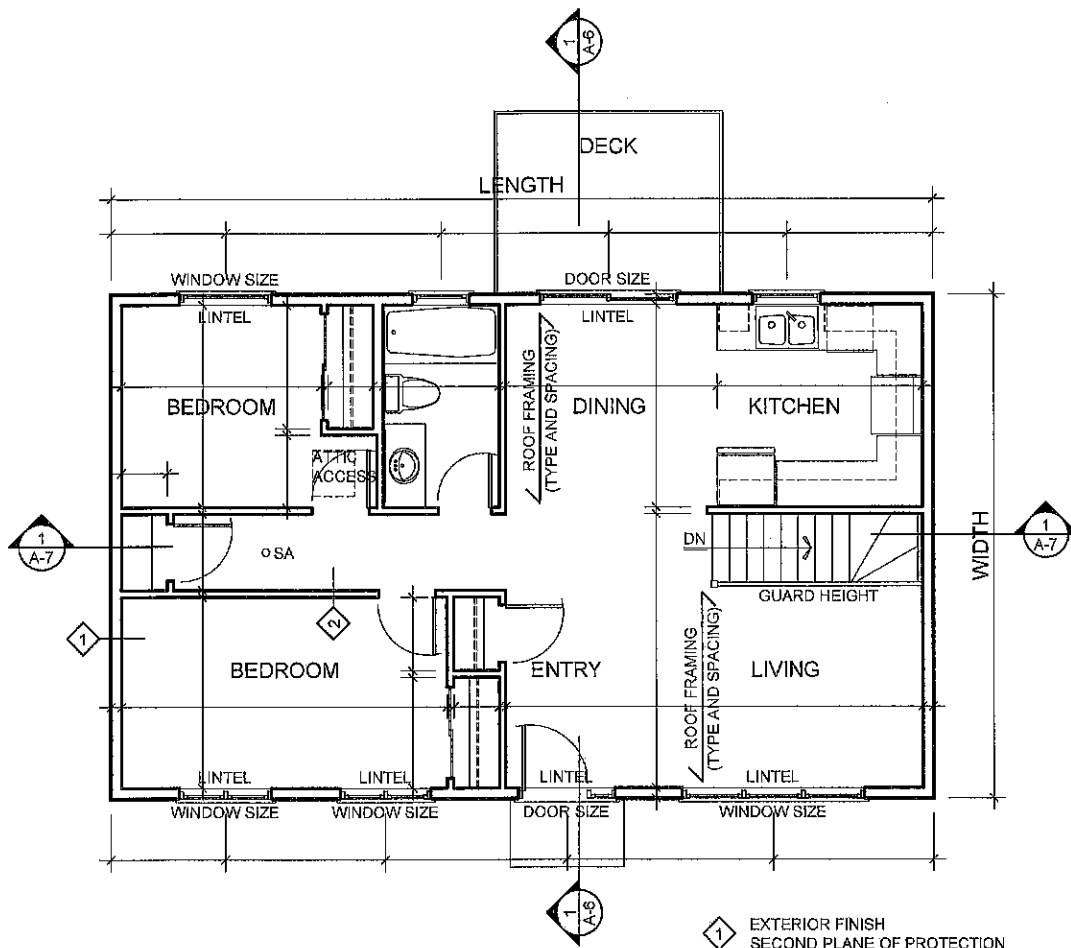
date

drawing number

**A-2**

NOTES:

- 1) PLANS TO BE DRAWN TO SCALE.
- 2) SPECIFY WALL CONSTRUCTION TYPE, ETC. AND WALL OPENINGS.
- 3) SHOW LOCATION OF PLUMBING FIXTURES, ETC.
- 4) SPECIFY STRUCTURAL FRAMING INCLUDING WALLS, JOISTS, BEAMS, LINTELS, ETC.
- 5) SPECIFY WALL INSULATION TYPE AND R-VALUE.
- 6) SHOW FRAMING AROUND FLOOR OPENINGS, ETC.
- 7) SHOW SECTION AND DETAIL MARKERS.
- 8) INDICATE LOCATION OF SMOKE ALARMS AND CARBON MONOXIDE DETECTORS.
- 9) SHOW AND DIMENSION INTERIOR WALLS.
- 10) LABEL ROOMS AND SPACES.
- 11) INDICATE CHANGES TO DRAWINGS WITH REVISION CLOUDS AND PROVIDE REVISION DETAILS.



**1**  
A-3 FLOOR PLAN  
SCALE

- 1** EXTERIOR FINISH  
SECOND PLANE OF PROTECTION  
SHEATHING MEMBRANE  
SHEATHING (TYPE AND THICKNESS)  
WOOD FRAMING (SIZE AND SPACING)  
INSULATION TYPE AND R-VALUE  
VAPOUR BARRIER  
INTERIOR FINISH
- 2** INTERIOR FINISH  
WOOD FRAMING (SIZE AND SPACING)  
INTERIOR FINISH



drawing title

**FLOOR PLAN  
DWELLING**

project

application no.

date

drawing number

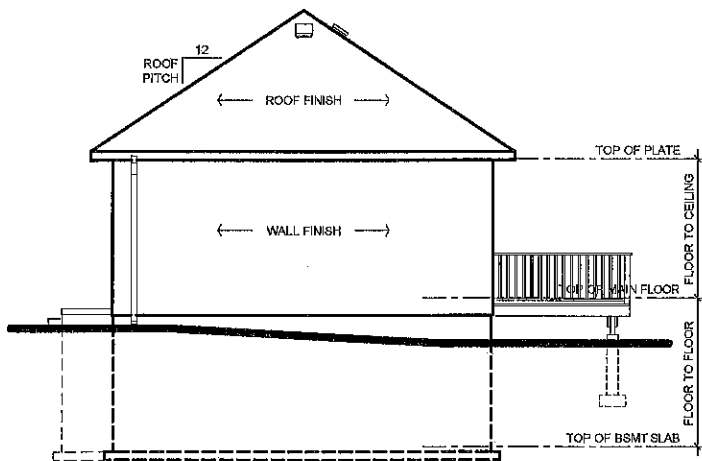
**A-3**

NOTES:

- 1) ELEVATIONS TO BE DRAWN TO SCALE.
- 2) SPECIFY FINISHES OF ROOF, WALLS, ETC.
- 3) SHOW FOUNDATIONS AND FOOTINGS INCLUDING STEP FOOTINGS, DECK FOOTINGS, ETC.
- 4) SHOW ALL SLABS, DECKS, ETC. INCLUDING STAIRS, GUARDS AND HANDRAILS.
- 5) LABEL DRAWINGS.
- 6) INDICATE CHANGES TO DRAWINGS WITH REVISION CLOUDS AND PROVIDE REVISION DETAILS.



1 FRONT ELEVATION  
A-4 SCALE



2 SIDE ELEVATION  
A-4 SCALE



drawing title

**BUILDING ELEVATIONS**  
DWELLING

project

application no.

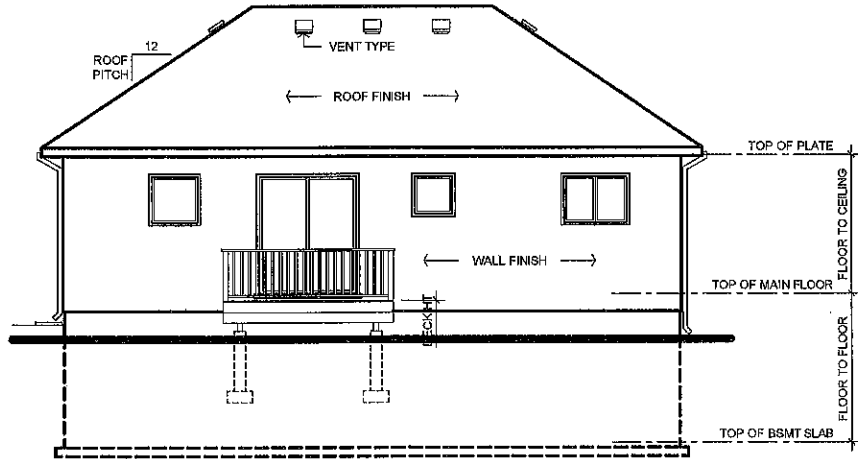
date

drawing number

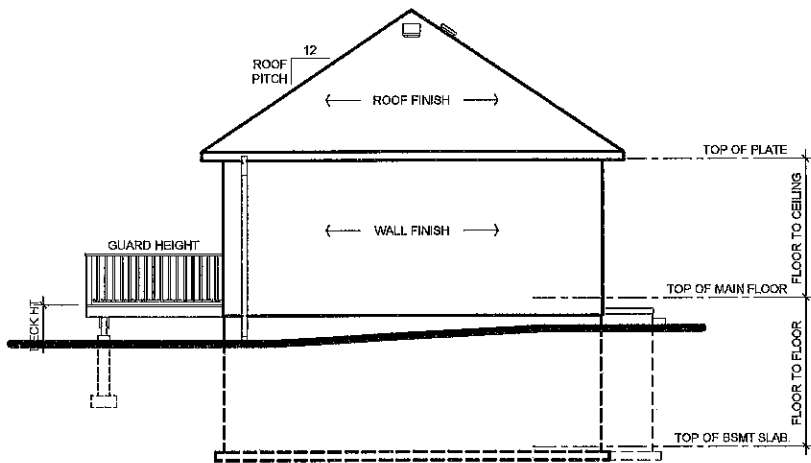
**A-4**

NOTES:

- 1) ELEVATIONS TO BE DRAWN TO SCALE.
- 2) SPECIFY FINISHES OF ROOF, WALLS, ETC.
- 3) SHOW FOUNDATIONS AND FOOTINGS INCLUDING STEP FOOTINGS, DECK FOOTINGS, ETC.
- 4) SHOW ALL SLABS, DECKS, ETC. INCLUDING STAIRS, GUARDS AND HANDRAILS.
- 5) LABEL DRAWINGS.
- 6) INDICATE CHANGES TO DRAWINGS WITH REVISION CLOUDS AND PROVIDE REVISION DETAILS.



1 REAR ELEVATION  
A-5 SCALE



2 SIDE ELEVATION  
A-5 SCALE



drawing title

**BUILDING ELEVATIONS**  
DWELLING

project

application no.

date

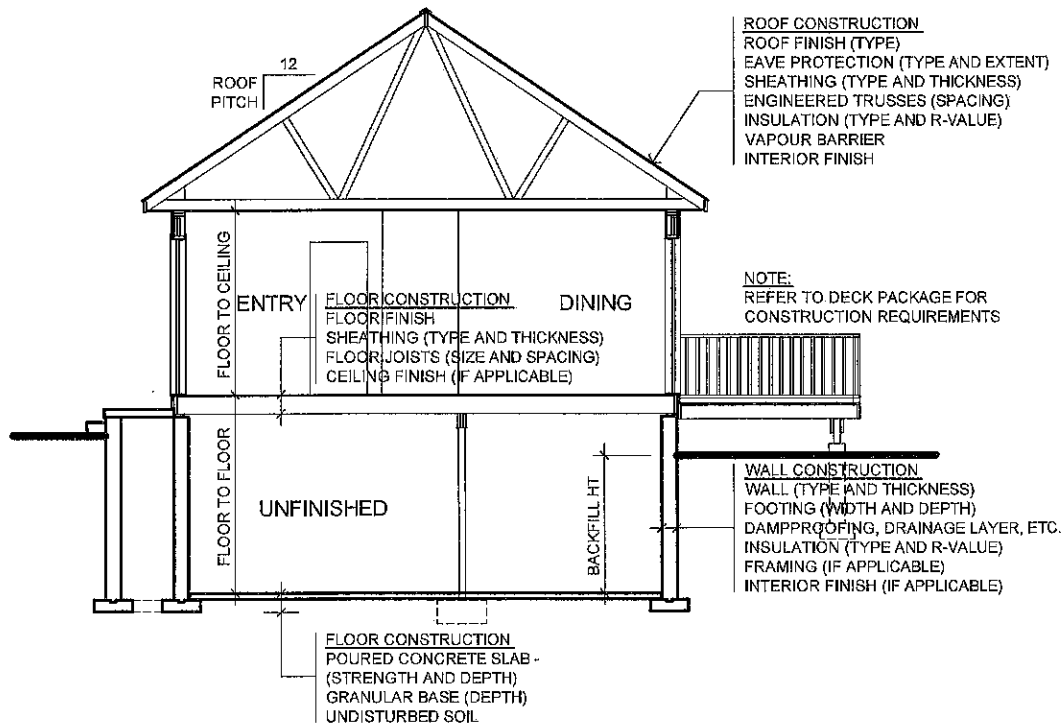
drawing number

**A-5**



NOTES:

- 1) SECTIONS TO BE DRAWN TO SCALE.
- 2) SPECIFY FOUNDATION WALL TYPE, THICKNESS, CONCRETE STRENGTH, ETC. FOUNDATION WALLS EXCEEDING 8'-2" IN UNSUPPORTED HEIGHT (TOP OF SLAB TO UNDERSIDE OF FLOOR JOISTS) ARE REQUIRED TO BE ENGINEERED.
- 3) SPECIFY FOOTING SIZES.
- 4) SPECIFY STRUCTURAL FRAMING INCLUDING WALLS, JOISTS, BEAMS, LINTELS, ETC.
- 5) SPECIFY WALL INSULATION TYPE, R-VALUE AND EXTENT OF COVERAGE.
- 6) INDICATE FLOOR CONSTRUCTION - ALL FLOORS.
- 7) INDICATE ROOF CONSTRUCTION.
- 8) SHOW FLOOR TO FLOOR AND FLOOR TO CEILING DIMENSIONS.
- 9) DIMENSION BACKFILL HEIGHTS, ETC.
- 10) LABEL ROOMS AND SPACES.
- 11) INDICATE CHANGES TO DRAWINGS WITH REVISION CLOUDS AND PROVIDE REVISION DETAILS.



1 BUILDING SECTION  
 A-6 SCALE



drawing title

**BUILDING SECTION  
 DWELLING**

project

application no.

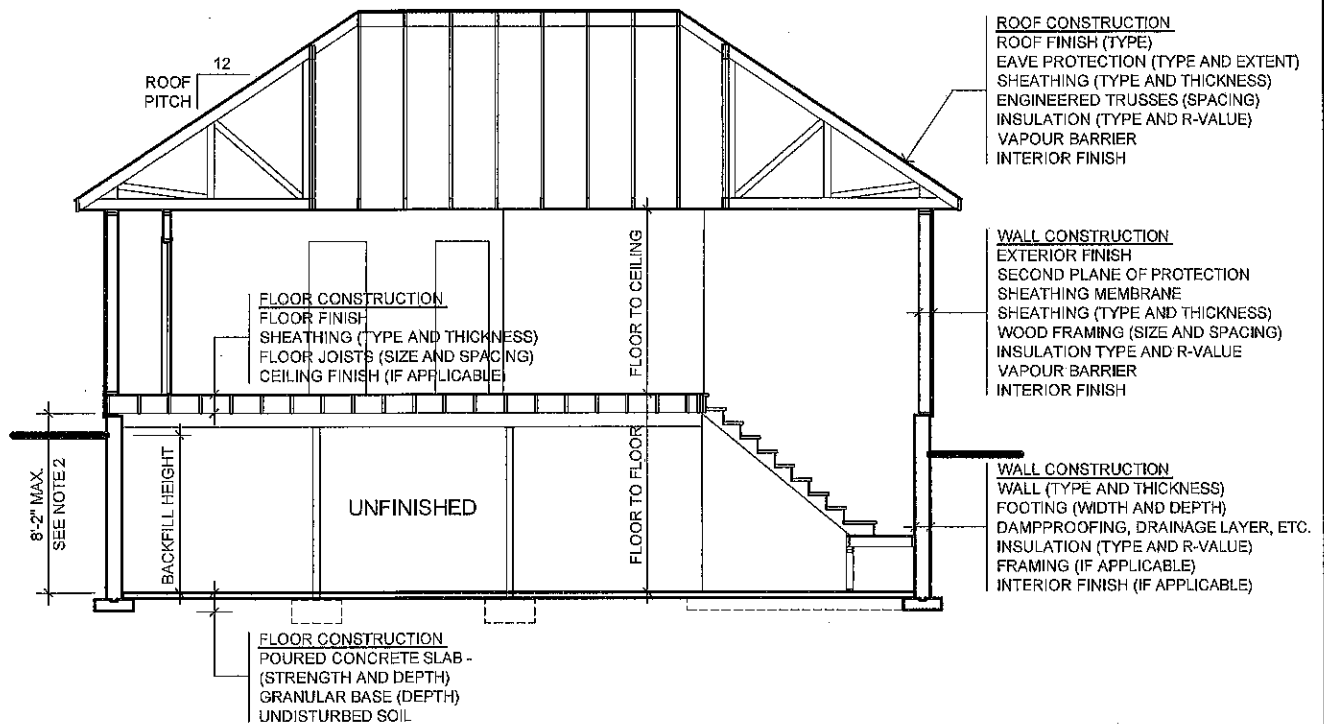
date

drawing number

**A-6**

NOTES:

- 1) SECTIONS TO BE DRAWN TO SCALE.
- 2) SPECIFY FOUNDATION WALL TYPE, THICKNESS, CONCRETE STRENGTH, ETC. FOUNDATION WALLS EXCEEDING 8'-2" IN UNSUPPORTED HEIGHT (TOP OF SLAB TO UNDERSIDE OF FLOOR JOISTS) ARE REQUIRED TO BE ENGINEERED.
- 3) SPECIFY FOOTING SIZES.
- 4) SPECIFY STRUCTURAL FRAMING INCLUDING WALLS, JOISTS, BEAMS, LINTELS, ETC.
- 5) SPECIFY WALL INSULATION TYPE, R-VALUE AND EXTENT OF COVERAGE.
- 6) INDICATE FLOOR CONSTRUCTION - ALL FLOORS.
- 7) INDICATE ROOF CONSTRUCTION.
- 8) SHOW FLOOR TO FLOOR AND FLOOR TO CEILING DIMENSIONS.
- 9) DIMENSION BACKFILL HEIGHTS, ETC.
- 10) LABEL ROOMS AND SPACES.
- 11) INDICATE CHANGES TO DRAWINGS WITH REVISION CLOUDS AND PROVIDE REVISION DETAILS.



1 BUILDING SECTION  
A-7 SCALE



drawing title

**BUILDING SECTION  
DWELLING**

project

application no.

date

drawing number

**A-7**