

TOWNSHIP OF DRUMMOND/NORTH ELMSLEY

Deck/Porch Permit

SCHEDULE A
(TO BY-LAW NUMBER 2017-029)
Categories of Permits and Permit Fees

Category of Permit	Fees
<i>Residential</i>	
New construction, additions, or renovations where the floor area is considered useable living space. Includes covered or enclosed decks, porches, finished basements, and sleeping cabins or camps as defined in the zoning by-law	\$0.50 per square foot or \$5.382 per square metre
New construction, additions, or renovations where the floor area is considered non-living space. Includes un-finished basements, attached garages or carports, and detached accessory buildings	\$0.35 per square foot or \$3.767 per square metre
Decks or porches which are not enclosed or covered	\$0.25 per square foot or \$2.691 per square metre
Minimum Permit fee in this category	\$60.00
<i>Industrial/Commercial or Public Buildings</i>	
New construction, addition, alteration, or repair of any industrial, commercial, or public building	\$0.50 per square foot or \$5.382 per square metre
Minimum Permit fee in this category	\$200.00
<i>Farm (Farm Registration Number Required)</i>	
New construction, addition, alteration, or repair of any farm building	\$0.10 per square foot or \$1.076 per square metre Maximum fee in this category is \$200.00 if structure is less than 600 meters squared and \$2500.00 if structure is greater than 600 meters squared.
<i>Miscellaneous</i>	
Solid Fuel Appliance Permit	\$60.00
Demolition Permit	\$60.00
Change of Use Permits	\$60.00
Plumbing Permit	\$60.00
Transfer of Permit	\$60.00
Substantial Revision of Permit	\$60.00
Required for Referral of Revocation of Permit	\$60.00
Conditional Permit	\$250.00 plus \$2000.00 deposit
Discretionary Surcharge for Starting Construction Without Permit or Authorization	\$250.00
Refunds for Revocation	See Schedule C
Pool permits	See Pool By-Law
Extensive plan examination greater than 3 Hours	\$75.00/ hour
Reactivation of permits more than 2 years since the last inspection	100% of original fee not to exceed \$275.00

Other fees that may be applicable:

Development Charges: **Township** \$2,875 **County** \$700 (fee at time issuance of permit; applies to new dwelling units on vacant lots.)

Civic Address Sign \$70.00

Entrance Permit \$1,000 (\$100 permit, \$900 deposit). For entrance onto a county road contact Lanark County at 613-267-4200

Septic Permits contact Health Unit (613-283-2740)

Electrical Permit see Electrical Safety Authority (1-877-372-7233)

Conservation Authority approval – MVCA 613-259-2421 x 244; RVCA 613-692-3571 x 1100 OR 613-367-5353, x 131

SUPPORTING DOCUMENTS

TO BE ISSUED A BUILDING PERMIT, THE FOLLOWING SUPPORTING DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION FORM:

1. **Plans and Specifications**

One complete set of drawings and specifications are to be submitted to the Building Department and will remain on file. After examination for conformance to the Ontario Building Code, a set of plans must be kept on site at all times. Inspections will not be conducted without them. Construction must be in accordance with the plans. If any changes are required, revised drawings must be submitted to the Building Division for review.

2. **Site Plan**

A copy of a site plan is required and will remain on file. The site plan shall be drawn to _____ scale (or have accurate measurements noted) and shall show the following:

- dimensions of the lot
- proposed location and dimensions of all buildings, decks and other structures (existing and proposed)
- proposed distance of all setbacks dimensions
- location of existing or proposed water supply, sewage disposal, easements etc.
- grading and drainage
- walkways, driveways
- exterior mechanical equipment (ie. air conditioners, heat pumps, etc.)
- legal description of lot
- street name
- septic field and tank

3. **Foundation Plan**

If the deck or porch is constructed with a full foundation (4' to 6' below grade), showing the following.

- size and location of both strip and column footings
- size and location of foundation wall footings
- thickness and strength of concrete for poured foundation
- thickness of concrete block (if used for foundation)

4. **Cross Section**

Showing the construction of the following assemblies:

- roof
- exterior wall (brick or siding)
- interior wall
- foundation wall (including insulation if any)
- floor assemblies (include basement slab)
- size of footing
- size of sill plate and anchor bolt size and spacing
- soffit and fascia treatment
- finish grade location
- floor to ceiling heights
- roof pitch

OWNERS RESPONSIBILITIES

1. **Posting of Permit**

The Building Permit card 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 48 hours in advance of the stages of construction for the necessary inspections. Please contact the Building Department for your inspections at 267-6500 or email cbo@dnetownship.ca

Please be advised as the owner you are responsible for calling for the appropriate inspections. The list on the back of the permit is to be considered but you are responsible for considering the unique elements in your project. A rule of thumb is never cover up work, without an inspection and if a system within the building is completed call for an inspection.

The following must be completed before any inspection, and a copy of the reviewed plans must be on site, otherwise the inspection will not be carried out.

a. **Excavation – Prior to Pouring Concrete**

(For full foundation, prior to backfilling)

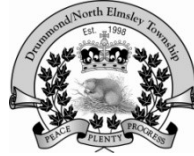
- column footings, anchor bolts
- sono-tubes
- Bigfoot or pad footings

• **Framing Inspection**

- deck framing
- construction of roof, including shingles

• **Final Inspection**

- Project complete including required guards, stairs, handrails and site grading



Township of Drummond/North Elmsley

310 Port Elmsley Road
RR #5, Perth, Ontario K7H 3C7
cbo@dnetownship.ca

Office 613-267-6500
Fax 613-267-2083

Application for a Permit to Construct or Demolish

This form is authorized under the Building Code Sentence 2.4.1.1A.(2).

For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: _____
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Applicant				
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		
C. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		
D. Builder (optional)				
Last name	First name	Corporation or partnership (if applicable)		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		

E. Purpose of application

- New construction Addition to an existing building Alteration/repair Demolition Conditional Permit

Proposed use of building

Current use of building

Description of proposed work

F. Declaration of applicant

I _____ certify that:
(print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. I have authority to bind the corporation or partnership (if applicable).

Date_____
Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, Board of Health or Conservation Authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



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cbo@dnetownship.ca

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check box if Plans are submitted.

if Construction Plans are not submitted complete this following form giving applicable

CONSTRUCTION DETAILS

1. Construction Type:

- Frame
- Reinforced Concrete
- Protected Frame
- Steel
- Veneer
- Other
- Masonry

2. Soil Type:

- Rock
 - Clay
 - Loam
 - Other
- Are special foundations required? Yes No

3. Foundation: Wall Thickness _____

Type: Poured Block Other (specify) _____

4. Footings: Size _____

5. Floor: Load _____

6. Water: Well Other (specify) _____

7. Heating: Gas Oil Electric Other (specify) _____

8. Ventilation: Required Ventilation Summary has been Submitted – attached; or N/A

9. Please indicate the number of new bedrooms and/or water fixtures proposed.

_____ New bedrooms

_____ Water fixtures

10. Septic Approval Approval Obtained (See submitted copy of approval)

11. CSA or other Approval No. on Fuel Burning Application: _____

12. Chimney Existing New

CSA or other Approval No. on Fuel Burning Appliance: _____

For New Construction Only:

13. Parking:

Number of (outdoor) parking spaces: _____

Distance from parking spaces/area to lot lines (viewed from road)

Left Side Yd _____ ft.

Right Side Yd _____ ft.

Rear Yd _____ ft.

Front Yd _____ ft.

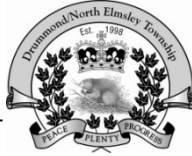
N/A (no new residential dwelling)

14. Access:

Distance from edges of driveway to lot lines

Left Side _____ ft. Right Side _____ ft.; N/A (no new residential dwelling)

Entrance approval Received (copy enclosed) Pending



cbo@dnetownship.ca

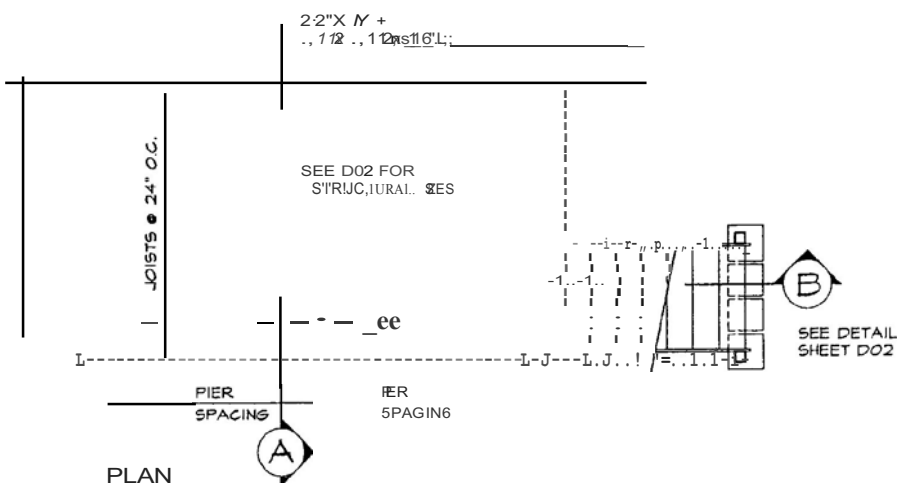
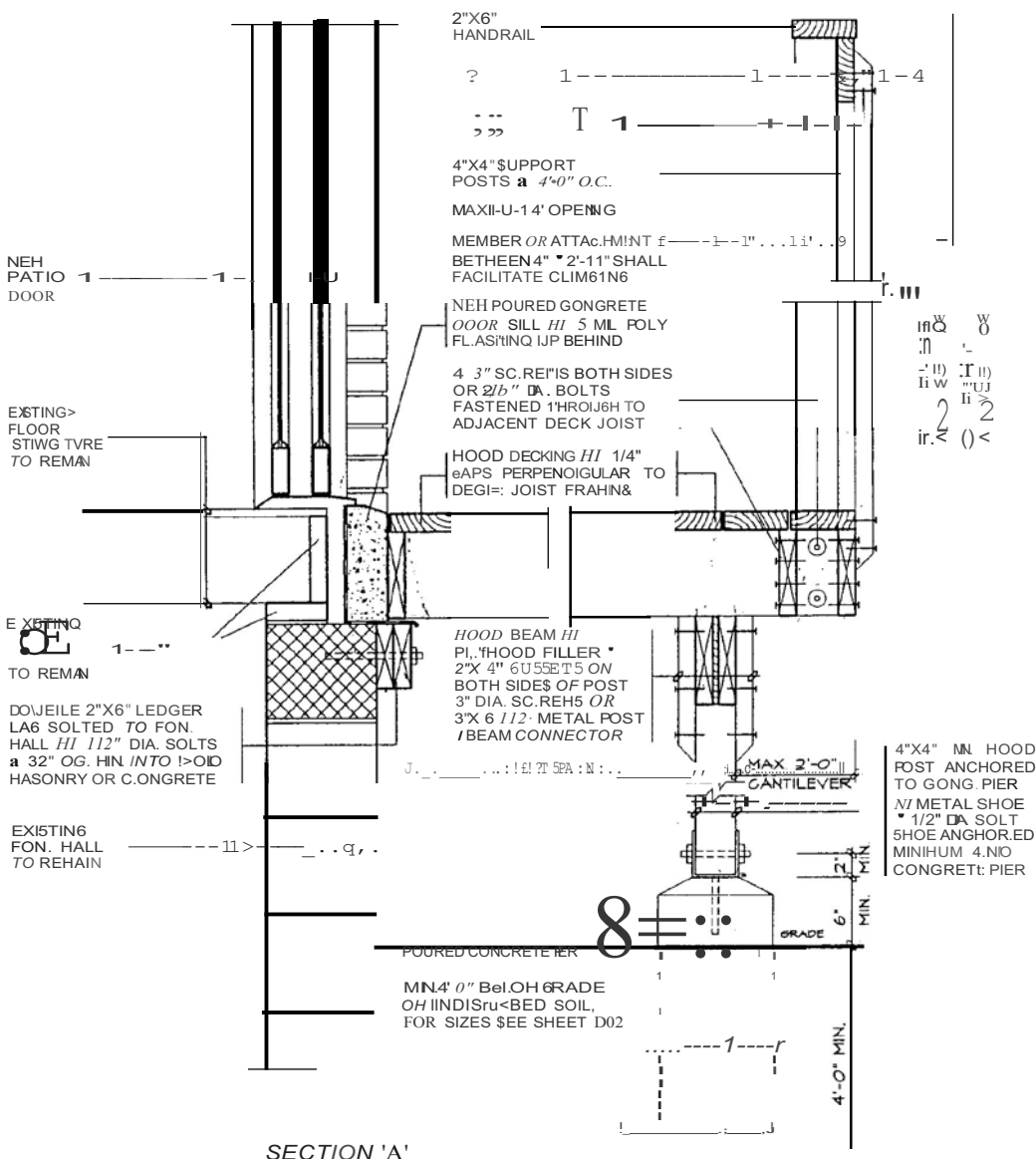
IMPORTANT: If Site Plan is not included complete this form.....

SITE SKETCH/PLAN

1. Dimensions of:
Proposed Structure: Length_____, Width_____, Height_____, Area Sq. Ft. _____
Deck: Length_____, Width_____, Height_____, N/A
2. Setbacks From Proposed Structure to Lot Lines:
3. Left Side Yd:_____ft., Right Side Yd:_____ft., Rear Yd:_____ft., Front Yd: _____
4. Lot Dimensions:
Lot Area:_____acres ±; Lot Size_____ft. x _____ft. ±
5. Is this a Corner Lot? YES NO
6. Has this property been designated under the Ontario Heritage Act? YES NO

****Include on site sketch for existing and proposed structures, (as appropriate)**:**

- | | | |
|------------------|---|--|
| 1) Distances to: | <input type="checkbox"/> all lot lines | 2) <input type="checkbox"/> road location |
| | <input type="checkbox"/> septic (tank and tile bed) | 3) <input type="checkbox"/> dimensions |
| | <input type="checkbox"/> well | 4) <input type="checkbox"/> area (sq. ft.) |



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1'-100D DECK

PLAN & SECTION

PROJECT APPLICATION NO.

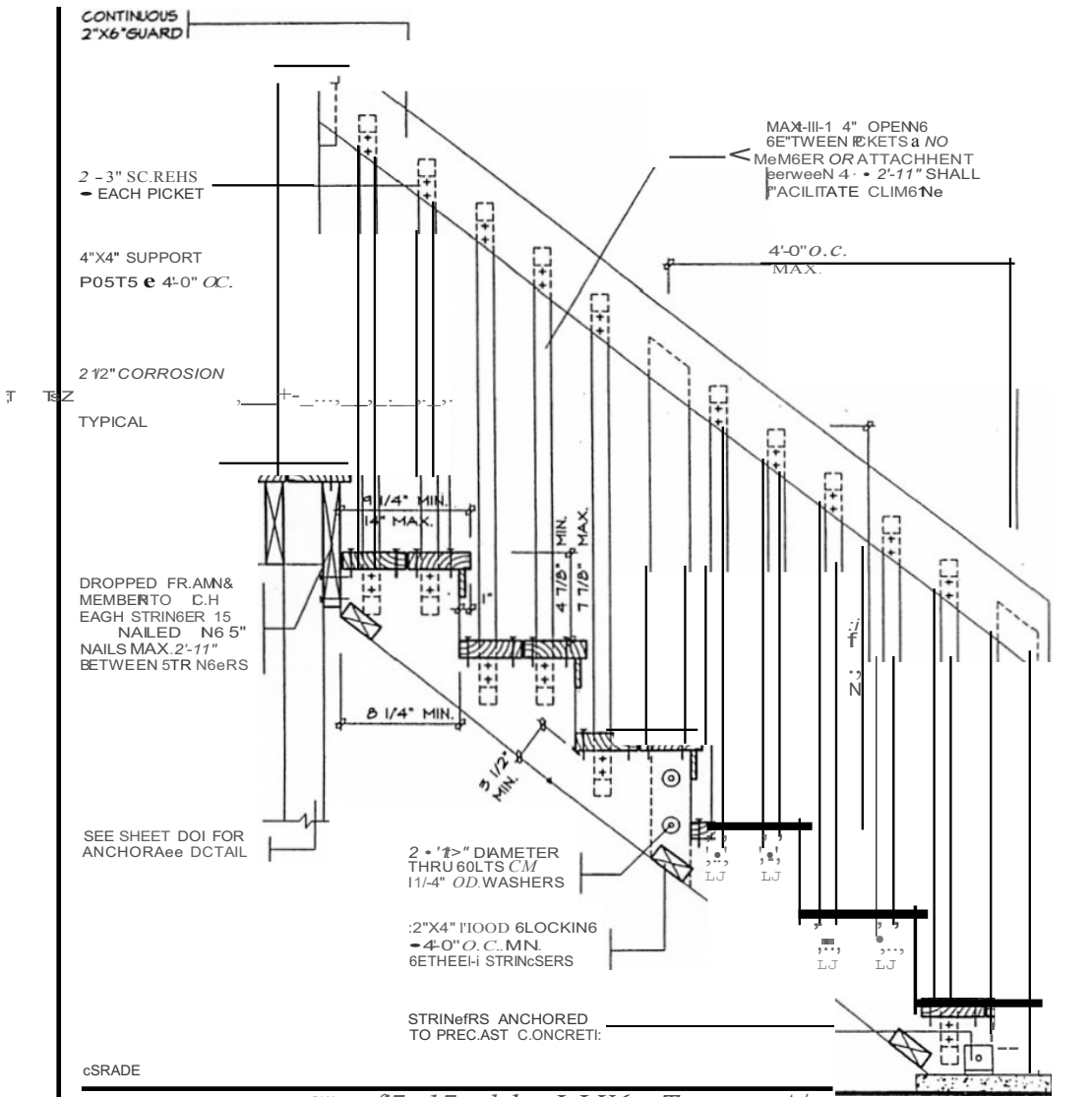
REVISION BY:

DATE:

owner NO.

DOI

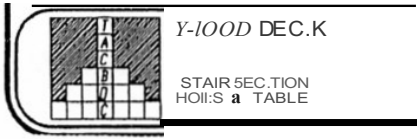
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SECTION 6110 (1) v; C" pf7 r l 7 c t t l h e i J, J i Y 6 t > T t o r : : - e / A / & N c f ; / s
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- GENERAL NOTES**
1. SEE PLAN OR SURVEY REQUIRED. SHOW AU. LOT LINES DIMENSIONS. SIZE & LOCATION OF ALL EXISTING BUILDINGS, LOCATION IS III: OF DECK.
 2. UJM6ER HO. 2 SPF OR 6ETRE R. HOOD POSTS MN. 4"X4" (SOLID). USE CORROSION RESISTANT SPIRAL NAILS OR SC REHS.
 3. DECK 15 HOT PERMIRE D TO 6E SUPPORTED ON BRICK VENEER.
 4. CONCRETE PIERS SHALL BEAR ON UNDISBURSED SOIL. THE BEARING CAPACITY OF THE SOILS SHALL BE DETERMINED PRIOR TO CONSTRUCTION.
 5. PROVIDE A HANDRAIL 5" 3/8" HESH ON STAIRS MORE THAN THREE RISERS. PROVIDE A CSVARO ON 60TH SLOES IN ACCORDANCE WITH THE DETAIL ABOVE WHERE THE STAIR EXCEEDS 6 RISERS.

JOIST SIZE	PIER 51e			eize			JOIST SIZE
	4'	6'	10'	4'	6'	10'	
6"	10"	12"	14"	2/2"X6"	2/2"X6"	2/2"X10"	2"X6"
10"	12"	14"	16"	2/2"X6"	2/2"X6"	2/2"X10"	2"X6"
12"	14"	16"	18"	2/2"X6"	2/2"X6"	2/2"X10"	2"X6"
6"	10"	12"	14"	2/2"X6"	2/2"X6"	2/2"X10"	2"X6"
10"	12"	14"	16"	2/2"X6"	2/2"X6"	2/2"X10"	2"X6"
12"	14"	16"	18"	2/2"X6"	2/2"X6"	2/2"X10"	2"X6"



PERMIT APPLICATION NO. R/11111111 BY:
 O.A.I.F.

ORIG. NO.
D02
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