

Heating Design Summary...

A Heating Design Summary is a form which often your mechanical contractor will complete for you. The Summary must be filled out by a person who is certified through the HRAI (Heating, Refrigeration and Air-Conditioning Institute). The certified individual will perform a detailed heat loss calculation on your home in order to determine if your existing furnace is adequate or if upgrades may be necessary.

- ☑ Heating Design Summary Forms are available from Development Services



Septic Information...

If your home has a septic system then you must provide information on your system. The type of project you are proposing determines how much information you need to provide. The septic tank and septic tile bed locations must be shown on your Site Plan. If you are planning an addition to your house, or adding plumbing fixtures or a bedroom, then you may be required to have an audit of your system. A septic audit must be completed by a Licenced Septic Installer. A Building Inspector must also be present for the audit. Contact Development Services to confirm whether your project requires a septic audit to be completed.



Applying for a Building Permit...

You are able to apply for a Building Permit at the Township Office, located at 60 Snyder's Road West in Baden, Monday to Friday from 8:30am to 4:30pm. Please remember to bring TWO COPIES of all drawings and information you wish to submit with your permit application.



Typical Projects that Require a Building Permit...

All of the typical projects listed below require a Building Permit, whether you are constructing a new project, or if you are replacing, repairing or altering an existing structure. Please contact Development Services for further information about your particular project.



- ☑ Decks more than 24" above ground level *at any point* to the walking surface (for example if your property slopes and your deck will be 20" high at one side and 28" on the other side, then a permit is required)
- ☑ Covered roof structures (pergola, trellis, etc) when larger than 108 square feet in area, or when attached to another building
- ☑ Sheds or detached garages that are more than 108 square feet. (A covered sitting or storage area extending beyond the wall of the shed must be included in the area calculations)
- ☑ Finishing a basement
- ☑ Alterations to the inside of a building, including: removal or addition of new walls, new bedrooms, changes to plumbing, a new door or window in a wall where there was not an opening before, a new apartment or "granny flat", etc
- ☑ Additions or "lean-to's" onto an existing building.
- ☑ New swimming pools (of any type)
- ☑ Tents larger than 645 square feet (including temporary wedding tents)
- ☑ ANY alterations to a septic system

Please note that if your project does not require a Building Permit, it must still comply with all Zoning By-Laws. Please contact a Planner at 519-634-8444 for further information.



For more information or questions, please contact
**Development Services at
519-634-8444**



**Development Services
The Corporation of the Township
of Wilmot**

**60 Snyder's Road West
Baden, ON N3A 1A1**

**Phone: 519-634-8444
Fax: 519-634-5044**

www.wilmot.ca

Do I need a Building Permit for My Project?



Residential Projects



Township of Wilmot



Building Permits...

A Building Permit is required if you wish to construct a new home, addition, deck, shed or garage. A permit is also required if you are planning alterations or renovations, such as finishing your basement or replacing a deck or shed. You must obtain a Building Permit before you begin any of these projects to ensure that your project can be constructed the way you have envisioned and that your plans comply with the Ontario Building Code, Zoning By-Laws and other Applicable Laws and Regulations.

By obtaining a Building Permit and having applicable inspections completed, you are ensuring that your project will meet the safety requirements of the Ontario Building Code.



Before You Begin...

Before you begin your drawings, you should contact Development Services to check if your project will comply with the Township's Zoning By-Law or if your project will require a qualified designer to complete the drawings (a homeowner is usually permitted to sketch their own drawings). It is always best to confirm any regulations applicable to your project before you begin.

The Township Zoning By-Law regulates such things as the use of the property/buildings, the minimum distance to property lines and the maximum size/lot coverage of structures. Please contact a Planner in Development Services at 519-634-8444 for further information.

If you plan to hire a designer or have someone complete your drawings for you, please contact a Plans Examiner in Development Services at 519-634-8444 for further information on any applicable designer requirements.



Permit Applications...

To apply for a Building Permit, you will need to provide the following drawings and information:

- Site Plan
- Foundation, Floor and Roof Plans
- Exterior Elevations
- Wall and/or Cross Sections
- Heating Design Summary
- Septic Information



TWO COPIES of all information must be submitted when you apply for a Building Permit. All drawings must be drawn to scale. (Minimum scale of 3/16"=1'-0" or 1 square = 1 foot on graph paper is acceptable)

The drawings you submit with your permit application must be adequately detailed, so that a staff member, who is reviewing your permit application, would be able to construct your project. The drawings must clarify all aspects of construction and materials to be used.



Site Plans...



A site plan shows the location of your house and other buildings or structures located on your property. A site plan is required when you are constructing a new structure (deck, shed, etc) or adding onto an existing building. Typically, a site plan can be a hand sketch of your property (drawn approximately to scale). However, a site plan may be required to be completed by an Ontario Land Surveyor in certain situations (such as a new home); please contact a Planner at 519-634-8444 for further information. The following information should be shown on your site plan:

- Location of new structures and any existing buildings or other site features

- Distances from the proposed structure to property lines and other buildings on the property
- Location of the septic tank, septic tile bed and any wells
- Location of any ponds, streams, rivers, etc

Foundation, Floor & Roof Plans...

Foundation and Floor plans show the layout of your house, addition, alteration or new building. The roof plan shows the slopes or angles of your roof from a view looking down from directly above. These plans must show all of the framing information for your project, including the following:

- All structural information, including the location, spacing and sizes of; floor/ ceiling/roof joists, rafters, beams, lintels, posts, etc
- If you are using Engineered Roof Trusses or Engineered Floor Joists, a layout from the manufacturer of the roof or floor system
- Plans drawn to scale, showing the dimensions of the building or structure (both interior and exterior)
- Labels for all rooms
- All plumbing fixtures, including any rough-in's
- Door and window locations and sizes
- The locations of any walls, doors, windows, etc, being removed (shown on the plans as a dashed line, or on a separate drawing)



Exterior Elevations...

Exterior Elevations are side views of your new home, addition or shed. These drawings are required for all new buildings and any alterations to existing buildings that affect the exterior walls (for instance new windows or doors). An Exterior Elevation drawing must be completed for each new (or affected) side of a building and show the following information:

- Vertical dimensions showing the wall heights, roof peaks, finished floor levels, etc
- Size and location of windows and doors
- Materials to be used for the exterior finish (siding, brick, etc)
- Grade level
- Any overhangs or porch and stair locations, etc



Wall/Cross Sections...

Wall and Cross Sections are views that show how a building is connected together, from the footing level to the connection of the roof. Basically, a wall or cross section is a drawing of what you would see if you took a slice through the building. Several wall or cross sections may be required depending on the complexity of your project. The sections should show the following information:

- Labels for all materials, including type and size, and how the interior and exterior walls, roof, ceiling and floor will be constructed
- Vertical dimensions, including the height from the surface of the basement floor slab to grade level, floor to ceiling heights for each level, etc.

