



The homeowner's building application checklist for constructing a residential addition

This checklist provides homeowners a summary of the Building Permit submission requirements for constructing a residential addition. A building permit is required to build an addition to a residential home.

For additional details on the Submission Process, Application Forms, Fees, Approvals and Inspections, please refer to the Homeowner's Guide for Small Projects and Building By-law No. 18-2008 available online at: www.hawkesbury.ca.

The Ontario Building Code outlines the minimum requirements for various elements, such as framing and foundation requirements, and can be viewed on the Ontario Ministry of Municipal Affairs and Housing website at: <http://www.obc.mah.gov.on.ca/site4.aspx>.

Our Planner can advise on zoning regulations impacting your addition design; such as setbacks to lot lines, lot coverage, and building height. Please call 613-632-0106, extension 2020, for assistance.

Required Drawings

Two complete sets of plans that are legible and drawn to conventional scale are required to be submitted with the Building Permit Application Form.

Drawing to include

- Lot lines including dimensions.
- Location of proposed addition dimensioned to other buildings and lot lines.
- Lot area, main building area, accessory building area and addition area.
- Indicate any changes to grading (grading approval may be required).
- Municipal address.

Foundation plan

Drawing to include

- Footings and foundation walls.
- Floor construction.
- Weeping tile.

Floor plan

Drawing to include

- Wall location and thickness.
- Specify room adjacent to addition.
- Window and door locations including sizes and lintels.
- Specify opening between house and proposed addition including lintel.
- Roof construction including beams, rafters, joists or trusses, sizes and direction.
- Provide existing building information which may affect the processing of the application.

Elevations

Drawing to include

- The general appearance of the addition from three sides.
- Windows and doors sizes.
- Exterior wall finish (e.g. siding).

Cross section

Drawing to include

- Foundation construction and depth.
- Floor construction.
- Wall construction including stud height.
- Roof construction including roof pitch.
- Height from grade to roof peak.
- Connection to main building.

Additional information

A truss layout as supplied from manufacturer may be required, depending on the complexity of pre-engineered roof trusses. The joist layout as supplied from the manufacturer is required when pre-engineered joists are used.

Building permit application

Submit a Building Permit Application to the Building Department at the municipal office. To expedite the Building Permit, ensure all applicable information is submitted with the required building permit fee.

Required inspections

For a Residential Addition to:

Single, Semi-Detached, Rowhouse and Townhome Dwelling Units

At key stages of building construction, your work must be inspected to ensure that the applicable stage of construction complies with the Ontario Building Code. The permit plans and specifications must be on site and made available to the Building Official at the time of inspection. To ensure the availability of a Building Official, you should book inspections 24 hours in advance. Failure to have the appropriate inspection performed may result in your having to uncover and expose the work for inspection, or other Orders issued, etc.

The Building Official(s) name and phone number are identified on the building permit. For a list of required inspections that may apply based on the proposed addition, please refer to the following table.

Required inspections

Inspection	Description
Excavation	Required prior to placement of concrete footings. The geotechnical soils report confirming soil-bearing capacity may be requested by the Building Official, if warranted by on site soil conditions.
Plumbing - Underground	Required prior to covering underground plumbing. (test required)
Foundation	Required prior to backfill of foundation.
Plumbing – Rough-In	Required at completion of plumbing rough-in, which includes drains, waste, vent and water piping system. (test required)
Framing and Mechanical Rough-In	Required at completion of structural framing, stairs, including components of fire separation and fire stopping. Completion of rough-in for electrical system, fireplace, ductwork for heating, ventilation and air conditioning. Exterior of building must be weather proofed.
Insulation/Vapour Barrier	Required at completion of insulation, air barrier and vapour barrier installation.
Plumbing – Final	Required at completion of plumbing system, fixtures and appliances. (test required)
Occupancy	A person may occupy a dwelling that has not been fully completed provided an Occupancy Permit for a partially

	completed building has been issued by the Building Official. To be eligible there must be no outstanding Building Code Orders and certain building components and systems must be complete and inspected under Division C, article 1.3.3.2.
Final	Required at completion of the building. Final Occupancy Permit for a fully completed building will be issued by the Building Official.