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Planning & Development Services

**Industrial, Commercial, Institutional and Multi-Unit Residential
Building Permit Information Guide**

A Building Permit is your legal authority to build. You must not start construction until the permit has been issued. Work begun without a permit can lead to the work requiring to be uncovered/exposed, costly delays, increased permit fees or legal action.

Documentation required:

- Complete permit application must be submitted
- Complete Energy Efficiency compliance forms, SB 10 Prescriptive path, SB 10 Performance path or SB10 Division 4 Part 9 Non-residential
- Commitment to General Review (Part 3 buildings)
- Septic permit (If the City service are not available) must be issued prior to the Building Permit being issued
- All Applicable Law must be satisfied prior to the Building Permit being issued
- Site Plan Agreement must be registered prior to the Building Permit being issued
- Owners authorization

Two complete sets of building plans drawn to scale on A1 or larger must be submitted including:

- Title block on each plan
 - Project title or proposed use of building
 - Owner's name
 - Architect and Professional Engineer's name and signed stamp or designers name and BCIN # if applicable
 - Municipal address of the proposed project
 - Subject of drawing
 - Scale of drawing, north arrow
- Current survey, or site plan referencing a current survey
 - Title block
 - Site data (lot area and proposed lot coverage)
 - Location and length of street lines and other property lines and easements
 - Locations dimension and use of proposed, and existing, buildings
 - Location of above ground electrical conductors that cross the property lines or will be within 3.7M of any part of the building.
 - Building setbacks to all property lines and other structures on the property
 - Location, dimensions, overhead clearances and turning radius of fire routes
 - Location of fire hydrants and travel distance from hydrants to the building

- Location of annunciator panel and fire department connections
 - Site servicing plan and details
 - Location, dimensions of driveways and parking spaces
 - Barrier free parking, curb cuts and path of travel
 - Septic system setbacks to building and all property lines, if applicable
 - Location and dimensions of all projecting decks, steps, balconies, upper stories, eaves, etc.
- Architectural plans
 - Title block
 - Building Code data matrix
 - Proposed use and dimension of each room and space
 - Service rooms, garbage rooms and chutes
 - Fire separations, fire stopping and fire walls
 - Travel distance and exit capacity
 - Location and size of windows and doors
 - Reflected ceiling plans
 - Door schedule
 - Window schedule
 - Plumbing fixtures
 - Life safety systems
 - Barrier free details
 - Access to roof spaces and crawl space
- Structural plans
 - Title block
 - Footing and foundation details
 - Floor framing
 - Wall framing
 - Roof framing
 - Proposed use and dimension of each room and space
 - Location and size of windows and doors
 - Stair and mechanical equipment framing
- Elevations
 - Title block
 - Building elevations
 - Height from grade to roof peak
 - Windows and door sizes
 - Exterior wall finishes
 - Spatial separation calculations
 - Overhang dimensions
- Cross sections
 - Title block
 - Footing sizes and depth
 - Foundation construction and depth of backfill
 - Anchor bolt size and spacing
 - Foundation drainage layer, weeping tile and stone covering
 - Floor construction
 - Wall construction including fire separations, fire stopping and fire resistance rating details
 - Location, material, thickness and R(RSI) value of insulation, vapour barriers and air barriers

- Roof construction including roof pitch
- Mechanical plans
 - Title block
 - Heat loss calculations and duct design
 - Mechanical ventilation and duct design
 - Location and type of fire dampers and fire stop flaps
 - Plumbing plans including back flow prevention devices and fire stop devices
- Electrical plans
 - Title block
 - Emergency lighting and exit signs
 - Interior and exterior lighting details
 - Fire alarm details
 - Life safety systems
- Sprinkler plans
 - Sprinklers and booster pumps must be indicated if required. Sprinkler drawings (shop drawings) are not required at the time of application, however they must be submitted for approval after permit issuance and prior to installation
- Additional information may be required
 - Fire protection reports
 - On site water supply calculations and details for fire fighting
 - Building code related reports
 - Record of site condition

The Ontario Building Code requires that building plans must be prepared and sealed by an Architect and/or a Professional Engineer (Part 3 buildings) or by a qualified designer registered by the Ministry of Municipal Affairs and Housing (Part 9 buildings)

Fees:

Various Municipal fees are due at time of permit application:

- Permit fee
- Development charge
- Cash-in-lieu of parkland
- Grading bonds
- Water meter

Building Division staff will advise you of which fees are applicable and of the amounts

Time to permit issuance:

Building Services will review completed plans and documentation to help ensure that minimum building standards are met. It is our goal to process and issue the building permit within 15 business days. Please note that missing or incomplete information can delay the time it takes to process and issue the building permit.

Inspections:

Two business days' notice must be given for required inspections. One set of the approved plans and specifications must be on site and available for the Building Inspector. Inspection and

site review reports by Architects and Professional Engineers must be submitted for review prior to any occupancy.

***NOTE* Any construction project that requires the use of a crane within the area East of the Trent River, South of the 401 Highway, and West of Aikins Road are requested to notify 8 Wing, CFB Trenton Wing Operations at least 7 business days prior to the erection with the location, date of use and height of the crane. 8 Wing Duty Watch 8wingops@forces.gc.ca**