

7 Creswell Drive  
Trenton, Ontario K8V 5R6  
www.quintewest.ca



A Natural Attraction

Tel: 613-392-2841  
Toll Free: 1-866-485-2841  
Fax: 613-392-7151  
building@quintewest.ca

---

Planning & Development Services

---

### **Building Permit Information Guide for New Single Family Dwelling**

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 Design summary form
- Septic permit (If the City service are not available) must be issued prior to the Building Permit being issued
- Approval from the Lower Trent Conservation Authority or Quinte Conservation Authority (if the property is in a regulated area) must be obtained prior to the Building Permit being issued
- Entrance permit (if required) must be issued prior to the Building Permit being issued

Two complete sets of building plans drawn to scale on 11 x 17 or larger must be submitted including:

- Title block on each plan
  - Project title or proposed use of building
  - Owner's name
  - Designers name and BCIN #
  - Municipal address of the proposed project
  - Subject of drawing (e.g. site plan, first floor plan, etc.)
  - 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
  - Locations dimensions and purpose of all easements (if any)
  - Locations dimension and use of proposed buildings
  - Building setbacks to all property lines
  - Septic system setbacks to building and all property lines, if applicable
  - Location and dimensions of all projecting decks, steps, balconies, upper stories, eaves, etc.
  - Location, dimensions of driveways and parking spaces

- Foundation plans
  - Title block
  - Footings, foundation walls, columns and column pad sizes and materials
  - Beam and lintel sizes and floor joist size, spacing and spans
  - Weeping tile and sump pit location
  - Proposed use and dimension of each room and space
  - Location and size of windows and doors
  - Plumbing fixtures
  - Smoke alarm and carbon monoxide alarm
  - Stair location
  
- Floor plans
  - Title block
  - Beam and lintel size and floor joist size, spacing and spans
  - Rafter, roof joist, ceiling joist and truss sizes and spacing
  - Proposed use and dimension of each room and space
  - Location and size of windows and doors
  - Plumbing fixtures
  - Life safety systems (e.g. smoke and carbon monoxide alarms, gas seal of garage)
  - Stair location
  - Rafter, roof joist, ceiling joist and truss sizes and spacing
  - Access to roof spaces and crawl space
  
- Elevations
  - Title block
  - The appearance of the addition from: all four sides
  - Windows and door sizes
  - Window wells and drainage to weeping tile
  - Exterior wall finishes
  - Landing, guard and stair details (if applicable)
  - Roof shape, slope, finish and flashing
  - Overhang dimensions
  - Details of stepped footing
  
- 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 stud height, spacing and interior finishes
  - Location, material, thickness and R(RSI) value of insulation, vapour barriers and air barriers
  - Roof construction including roof pitch
  - Height from grade to roof peak

- Mechanical plans
  - Title block
  - Heat loss calculations and duct design
  - Mechanical ventilation and duct design

Building plans can be prepared by the homeowner if they have a good working knowledge of house construction, the Ontario Building Code, and drafting practices.

The Ontario Building Code requires that building plans prepared by anyone other than the homeowner be done by a designer qualified (registration may also be required) by the Ministry of Municipal Affairs and Housing.

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 10 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. Have one set of the plans and specifications that were returned to you with the Building Permit on site and available for the Building Inspector.

"Call before you dig" One Call- [www.on1call.com/](http://www.on1call.com/)