

# Building Permit Plan Requirements For New Homes

## PLANS REQUIRED FOR NEW HOMES

### 1. Site Plan

- show location of house on lot to scale
- where lot is very large, use small scale and blow up area where buildings are located
- reversed plans are not acceptable
- indicate North on the site plan
- show driveway location, label street(s)
- indicate setback dimensions (not building envelope) in metric
- show decks, projections and cantilevered areas
- show legal description
- show designer's name, address and phone number
- show lot corner and slab elevations
- show proposed and existing grades (as per lot grading plan) at corners of building
- show surface water run-off pattern
- show exact locations of all trees protected by the Tree Preservation By-law, and any other trees which are to be retained in accordance with the subdivision agreement. The diameter of each tree (as measured at 1.5 m above grade) must also be shown along with the tree species or the designation of "conifer" or "deciduous".
- for infill lots a topographic survey may be required
- the following information must be provided
  - floor area (max. permitted/actual)
  - lot coverage (max. permitted/actual)
  - inground basement calculations (if applicable)

### 2. Foundation/Crawlspace, Basement, Lower Floor

- drawings to be to scale
- show all foundations - carports, decks, etc.

- show pony walls and hatch location of any cantilevered projections above
- designate use of rooms (room name)
- show unfinished areas
- show all load bearing walls
- “unfinished” means bearing walls framed only
- “finished” means partition walls, doors, walls, ceiling and floors finished
- show all framing details: joists, beams, posts, point loads and lintels
- show location of hot water tank, laundry, furnace and plumbing including rough-in plumbing

### 3. Floor Plans

- drawings to be to scale
- show use of rooms
- show all framing details: lintels, beams, joists, rafters, posts
- show locations of point loads, indicate location of rooms above if they do not follow exterior lines
- indicate concrete topping on floors where applicable
- all changes of a minor nature to be made carefully and initialed; changes of a major nature to be redrawn in a proper architectural manner by the designer and approved by design consultant and engineer where applicable

### 4. Elevations

- materials (roofing, siding, insulation, etc.) are to be specified on elevations and on cross-section
- where changes in grade level are greater than 1 meter front to back or side to side, elevations shall reflect how the change in grade is dealt with
- proposed and existing grades to be shown on each elevation
- spatial separation calculations - max. allowable openings/actual

### 5. Cross Sections and Details

- a minimum of one cross section is required
- list wall, floor, roof, ceiling assemblies; foundation type and dimensions
- on sloping lots, sections should also reflect grade changes and how they are dealt with

### 6. Truss Layout

- company name, phone number and address
- job or reference number
- name of the person who reviewed truss layout
- site address (and/or legal description)
- point loads to be clearly marked
- roof material i.e., tile, cedar, duroid