



# The Corporation of the Township of Puslinch

BUILDING DEPARTMENT  
7404 Wellington Rd 34  
R.R# 3 Guelph, ON N1H 6H9  
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## BUILDING PERMIT REQUIREMENTS RESIDENTIAL ADDITIONS

This form summarizes the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified.

Provided	Not Applicable	Outstanding	REQUIRED DOCUMENTATION:
			All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work. <b>INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING</b>
			<b>Application (One Copy)</b> Completed Provincial <b>Application</b> for a Permit to Construct or Demolish <b>Schedules</b> completed to show all designer qualifications along with BCIN numbers (Plans to show designer information as per conditions set in Div.C, 3.2.4 and Div.C, 3.2.5 OBC)
			<b>Permit Fees</b> Permit Fee as per the building by-law.
			<b>Construction Drawings (Two Complete Sets)</b> <b>Site Plan</b> (Property Survey) - Show Location and dimensions of the structure in relation to existing buildings and dimensions or set backs from property lines. <b>Plan View</b> - Foundation plan, main and second floor plans etc. indicating all dimensions and materials. Length and width, showing all framing elements. Provide structural information material, size and spacing for floors, walls and roof. <b>Elevations</b> - Showing all sides, openings (include sizes of windows/doors and building height), and finished grade. <b>Cross Section</b> - Indicating footing, foundation, floor/wall/roof construction, beam sizes and joist size and spacing. <b>Details</b> - Showing method of attachment to house. Type of cladding. Truss design and layout. HVAC design. Septic confirmation letter from Engineer. <b>Duct design &amp; layout</b> and <b>heat loss/gain calculations</b> as supplied by the heating contractor. <b>Roof truss design details</b> and layout stamped by Engineer (if applicable). <b>Septic System Design</b> complete with a Septic Confirmation letter from Engineer or Septic Designer. Please note that a separate application is required for Septic Systems.
			<b>Additional Documentation</b> Private <b>sewage system evaluation</b> - separate permit required <b>Other Applicable Law</b> <b>Ministers Ruling</b> or <b>BMEC Approvals</b> for innovative materials or systems.
			<b>Other Requirements</b>

### Building Permit Issuance

The following items must be completed prior to issuance of a building permit:

- 1 Outstanding balance of permit fees and/or development charges are due and payable at the time of permit issuance. The applicant will be contacted upon completion of the plans review and advised of any outstanding fees.
- 2 Permit shall be released to the owner or applicant. The building department will release permits to other parties only where written authorization has been received from the owner of the property or the applicant.

### Other Contacts

Grand River Conservation Authority	(519) 621-2761
Hamilton Conservation Authority	(905) 648-4427
Conservation Authority Halton Region	(905) 336-1158
Electrical Safety Authority ( <i>Electrical Permits and Inspections</i> )	1(877) 372-7233
Halton Region Health Unit	(905) 825-6000
Ministry of Transportation & Communications	(905) 637-6525
Ontario One Call ( <i>Call before you dig - Includes 360 Networks: Bell Canada, Cogeco Cable, Hydro One, Imperial Oil, Trans Canada Pipelines, Union Gas etc.</i> )	1 (800) 400-2255
Ministers Ruling	<a href="http://www.obc.mah.gov.on.ca/Page66.aspx">www.obc.mah.gov.on.ca/Page66.aspx</a>
BMEC (Building Materials Evaluation Commission) Approvals	<a href="http://www.obc.mah.gov.on.ca/Page50.aspx">www.obc.mah.gov.on.ca/Page50.aspx</a>
CCMC (Canadian Construction Materials Centre-Canadian National Research Council)	<a href="http://irc.nrc-cnrc.gc.ca/ccmc/index_e.html">http://irc.nrc-cnrc.gc.ca/ccmc/index_e.html</a>