

PERMIT APPLICATION PROCESS CHECKLIST

SINGLE FAMILY DWELLING/ADDITION

Application Examiner: _____ Application Number: _____ Date: _____

To apply for a permit, the following items are required:

REQ'D	REC'D	
		Application for Permit to Construct or Demolish
		Letter of Authorization signed by property owner, if applicable
		Schedule 1 Designer Information
		Detailed site plan (showing all buildings, setbacks to lot lines of all existing and proposed buildings, lot dimensions, north indicator, civic address, wells/septic, driveway location, watercourses, ponds, rivers, street location). Highlight new construction. Site plan to match that submitted for SAP and LSRCA approval
		Foundation plan (beams, layout of floor joists, size, span, specs of all joists and beams), For additions: 1 set of existing foundation system and connection details
		Floor plans (all rooms identified, bedroom closets, plumbing fixtures size, span, spacing of framing above i.e. second floor or roof plan)
		Cross sections
		Elevations (all doors and windows indicated including lintel sizes, roofing material, exterior cladding)
		Truss drawings sealed by professional engineer or
		Roof framing details if roof is conventionally framed (cut-roof)
		Layouts for engineered floor or roof systems such as Nascor, Jagar, TJI etc.
		Spec sheets for products such as LVL, PSL, LSL Beams etc.
		Heat Loss: Schedule 1 for Duct Design
		Heat Loss Calculations (for new and addition 15% of the living space, size and location of the duct required)
		Duct Design (or mechanical plans)
		Mechanical Ventilation Summary Sheet
		Energy Efficiency Summary Sheet
		Lake Simcoe Region Conservation Authority approval, if applicable (905-895-1281 ext. 266 or 1-800-465-0437)
		Site Alteration and Entrance Permit (engineering2@georgina.ca)
		Permit to connect
		Entrance permit 🔲 Region (895-1231x75207) 🔲 MTO (416-235-4276)
		Building Division / MOE on-site sewage system approval, if applicable
		House number
Regio	nal Muni	e removed within an area that would constitute a woodlot of more than 0.5 acres, please contact the cipality of York. 1-877-464-9675 x75258
		ancy Permit is required for any work or parking of vehicles or construction equipment on a Town wance. Please apply at Service Georgina on the first floor. 905-476-4301 ext. 2443
		necklist constitutes a preliminary review to determine suitability of building permit application

package only. A further review will be completed by the Zoning Examiner and Plans Examiner, at which time more information and/or amendments to the drawings may be required.

Please review the refund policy for building permits: Building By-law 2021-0019 Section 16.

Please note that Developments Charges may apply, confirm with the Zoning Examiner.

Y://FORMS/Permit App. Checklist - Single Family Dwelling or Addition - 2022/04/06



TOWN OF GEORGINA

BUILDING PERMIT GUIDE

NEW HOUSES AND ADDITIONS

ENCLOSED

- 1. SPECIFICATIONS AND REQUIREMENTS
- 2. PERMIT APPLICATION PROCESS CHECKLIST
- 3. SAMPLE SITE PLAN
- 4. CONSTRUCTION DETAILS -ATTACHMENTS
- 5. CONSTRUCTION SPECIFICATIONS AND SCHEDULES

This Information is provided for convenience purpose only. All projects must be evaluated in its own merits. More or less information may be required

New Houses and Additions

All new houses and additions to an existing building or structure require a building permit. Your first inquiry should be to the Town Building Division to obtain the <u>zoning information</u> that you will need in order to establish the parameters of construction. This inquiry will outline where you can find the height, setback and lot coverage provisions for the property. A <u>Building Permit Information Package</u> is also available for a fee. This package is prepared to assist building permit applicants with applicable zoning information and includes all required forms which must be completed as part of a building permit application.

Design is the next step and you will need a set of construction drawings before the Building Division will issue the permits prior to construction. All new houses and addition projects are required to

- Demonstrate compliance with local zoning by-laws, Ontario building code and all applicable laws
- Clearance from Lake Simcoe Region Conservation authority (Most projects) and
- Lot grading approval from the Engineering Division

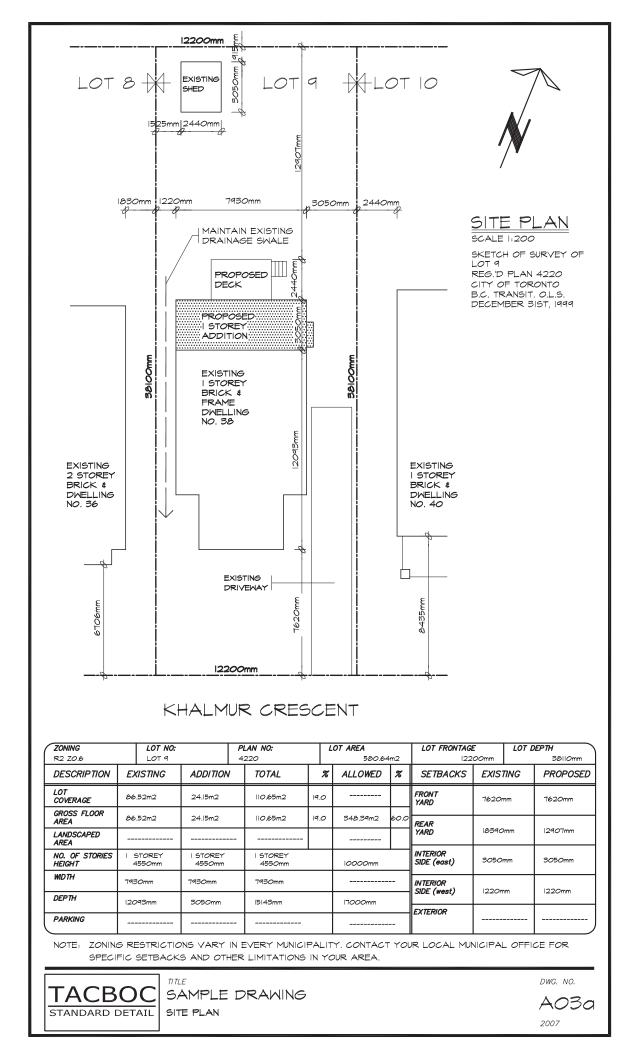
Once the completed set of building permit construction drawings are filed at the building division, applicable laws have been received and permit fees paid it may take up to 10 business days for zoning review. Once zoning compliance has been confirmed and all Applicable Law has been received it may take up to 10 business days for plans review before the permits are issued.

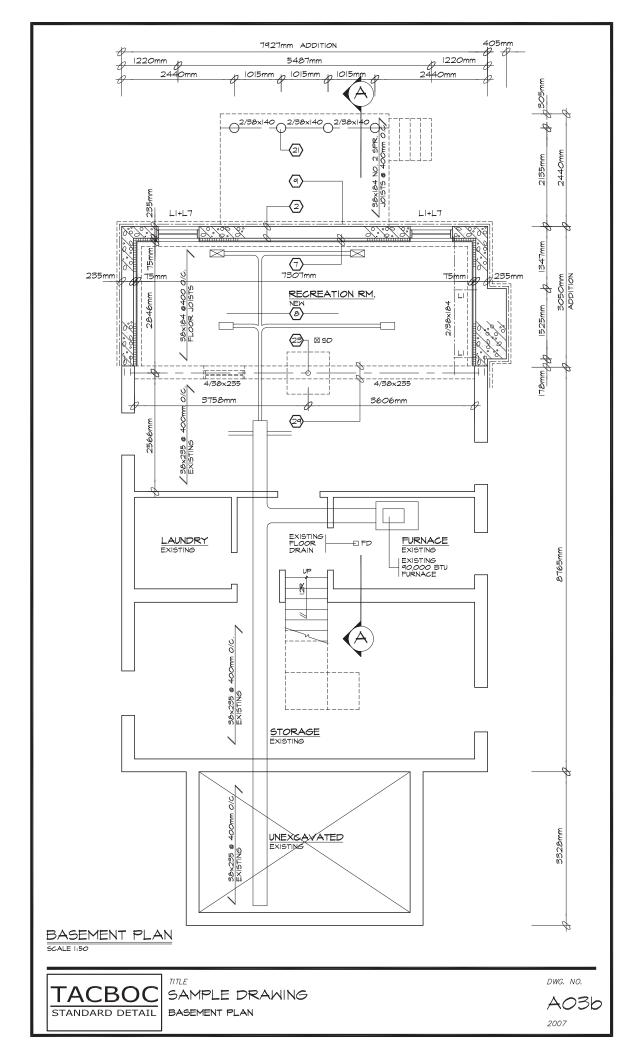
When applying for a building permit we require:

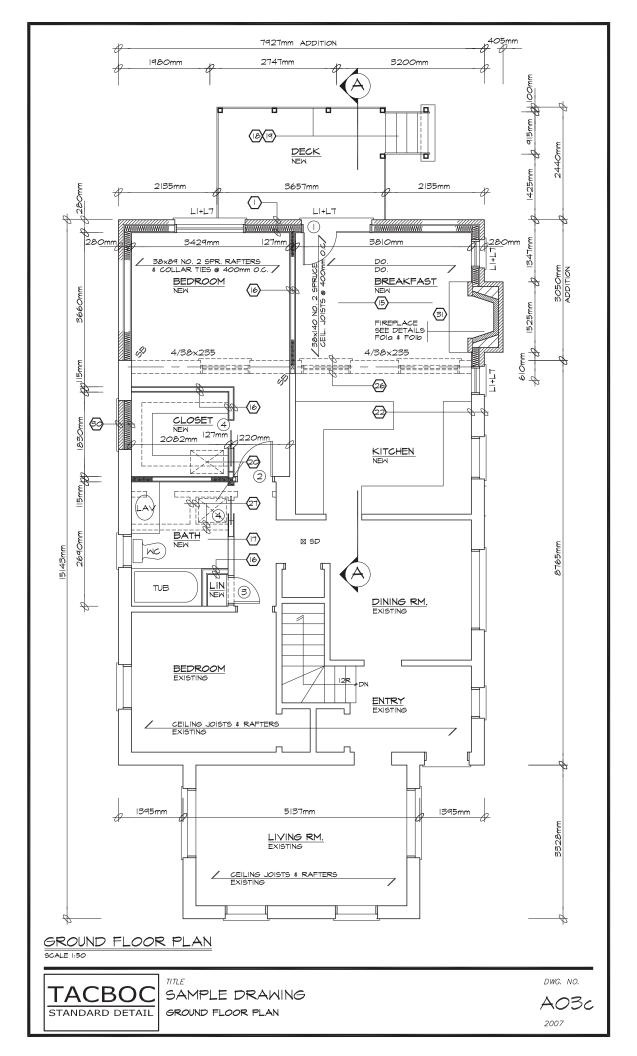
- Application for a Permit to Construct or Demolish
- Schedule 1 Designer Information
- Digital copy of detailed site plan showing all buildings, setbacks to lot lines of all existing and proposed buildings, lot dimensions etc. The site plan should be based on a recent survey of the lot
- Digital copy of all construction drawings drawn to scale and dimensioned
- Digital copy of the heat loss design and calculations
- Layouts for Engineered floor and roof systems
- Septic system information (If applicable)
- Letter of Authorization signed by owner (If applicant is an agent)
- Permit application process checklist
- Permit fees per ft2 for all floor area (measured from outside wall and including attached garage space)
- Deck and porch construction drawings
- Connection to municipal services included
- Flat fee for Woodstove and each Masonry fireplace

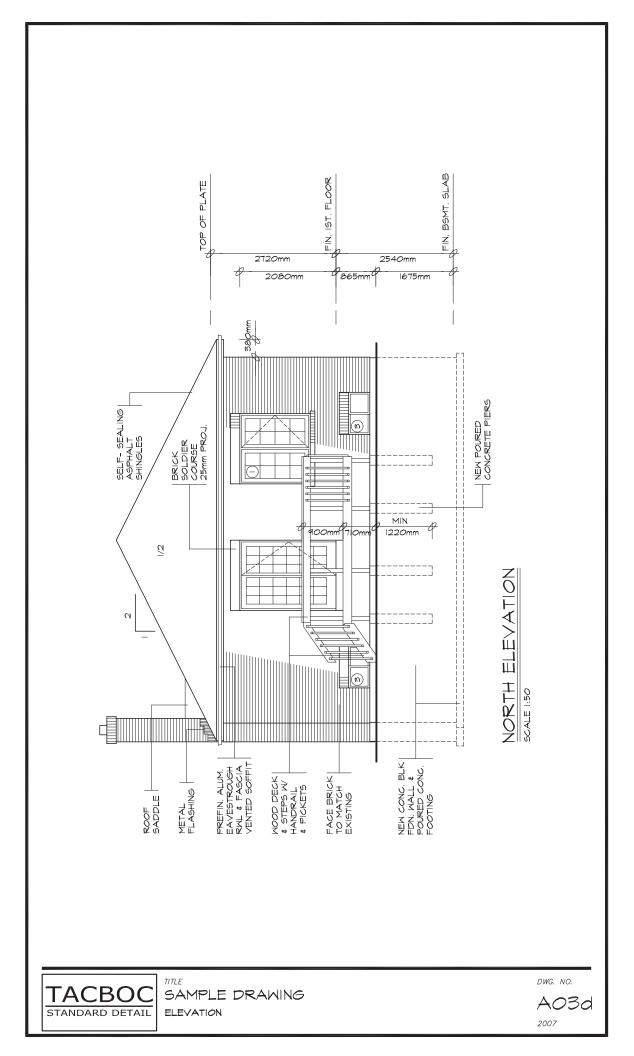
If only paper copies are available contact <u>building@georgina.ca</u> for information.

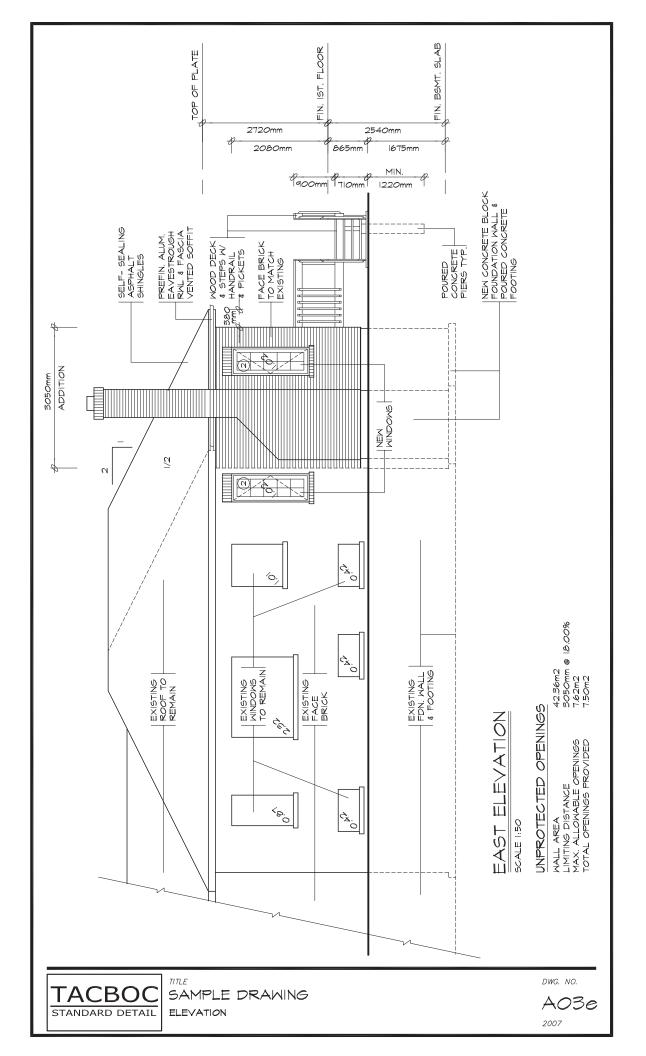
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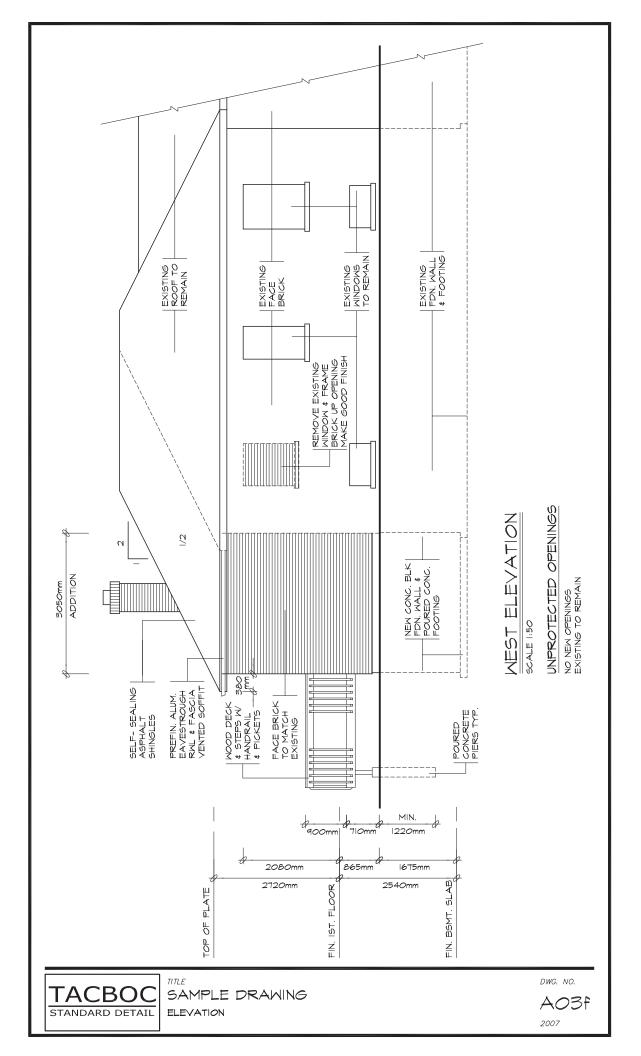


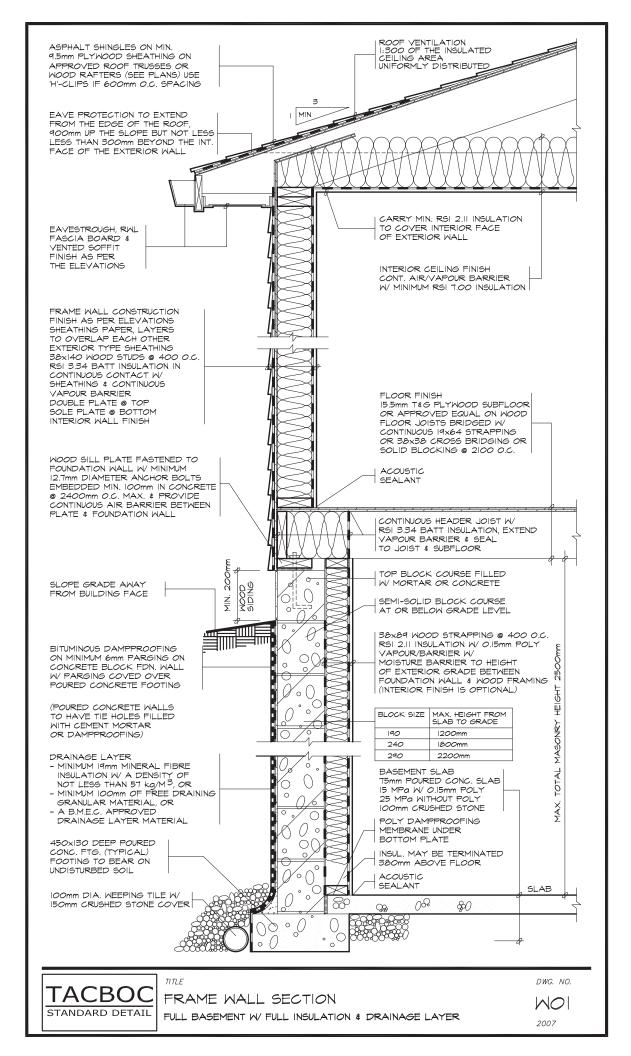


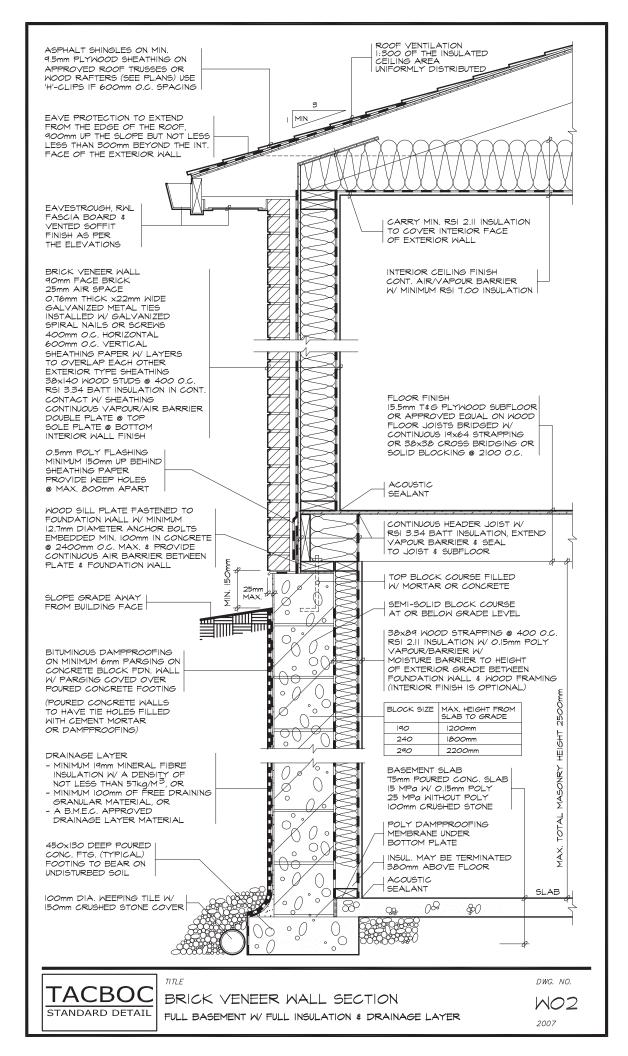


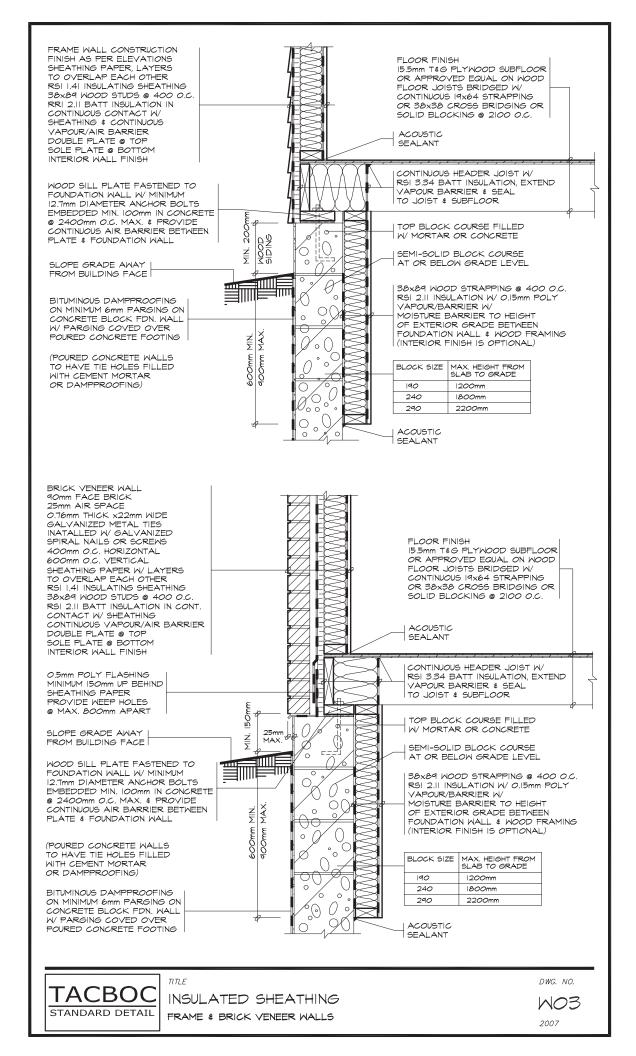


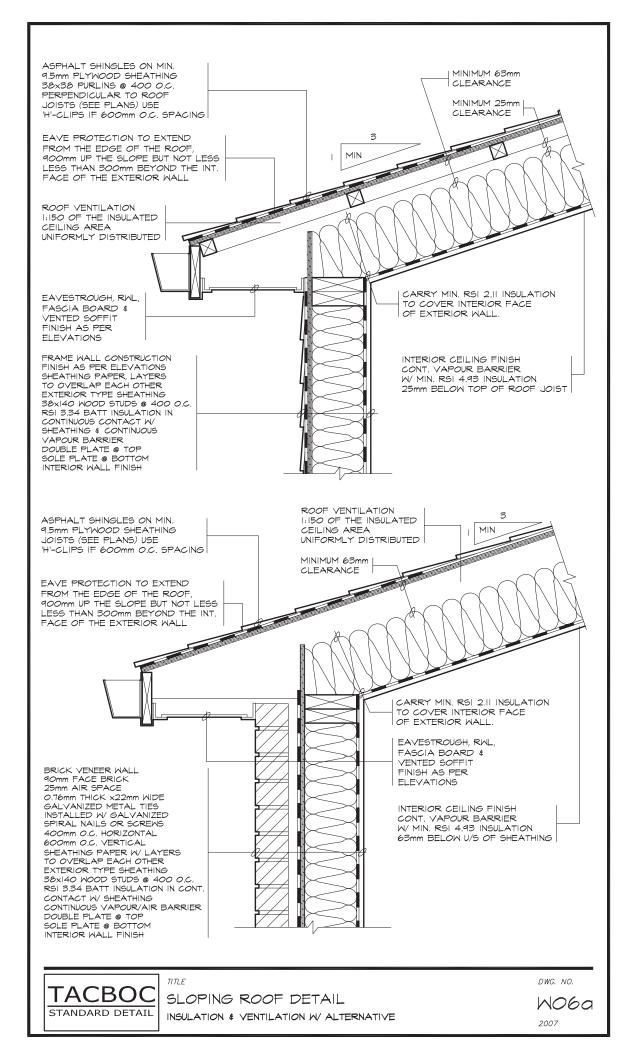


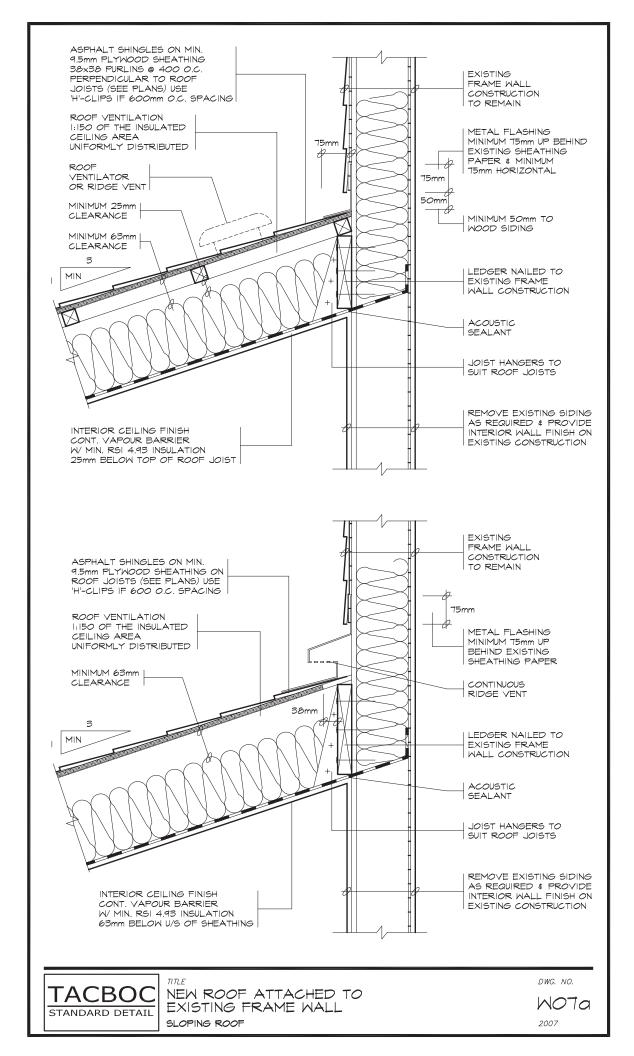












Excavation and Backfill

- Excavation shall be undertaken in such a manner so as to prevent damage to existing structures, adjacent property and utilities
- The topsoil and vegetable matter in unexcavated areas under a building shall be removed. The bottom of excavations for foundations shall be free of all organic material
- If termites are known to exist, all stumps, roots and wood debris shall be removed to a minimum depth of 300mm in excavated areas under a building, and the clearance between untreated structural wood elements and the ground shall be no less than 450mm
- Backfill within 600mm of the foundation walls shall be free of deleterious debris and boulders over 250mm in diameter

Dampproofing and Drainage

- In normal soil conditions, the exterior surfaces of foundation walls enclosing basements and crawl spaces shall be dampproofed. Where hydrostatic pressure occurs, a waterproofing system is required
- Masonry foundation walls shall be parged with 6mm of mortar coved over the footing prior to dampproofing
- IOOmm dia. foundation drains shall be laid on level, undisturbed ground adjacent to the footings at or below the top of the basement slab or crawl space floor, and shall be covered with I5Omm of crushed stone. Foundation drains shall drain to a storm sewer, drainage ditch, dry well or sump
- Window wells shall be drained to the footing level or to a ditch or sump pump.
- Downspouts not directly connected to a storm sewer shall have extensions to carry water away from the building, and provisions shall be made to prevent soil erosion
- Concrete slabs in attached garages shall be sloped to drain to the exterior
- The building site shall be graded so that surface, sump and roof drainage will not accumulate at or near the building and will not adversely affect adjacent properties

Footings

- minimum I5MPa poured concrete
- minimum 1200mm below finished grade
- Footings shall be founded on natural undisturbed soil, rock or compacted granular fill with minimum bearing capacity of 75kPa IOOkPa for ICF

Footing Size

Int. Wall	Area
200mm	0.40m2
350mm	0.75m2
500mm	1.00m2
	200mm 350mm

- Increase exterior footing width by 65mm for each storey of brick veneer supported, by I30mm for each storey of masonry and by I50mm for ICF
- Increase interior footing width by IOOmmfor each storey of masonry above footing, and by IOOmm for each 2700mm of wall height above 5500mm
- The projection of an unreinforced footing beyond the wall supported shall not be greater than its thickness

Step Footings

600mm max. rise 600mm min. run

Foundation Walls

- To be poured concrete, unit masonry, ICF or preserved wood (see drawings for type and thickness)
- Dampproofing shall be a heavy coat of bituminous material.
- Foundation wall to extend minimum I50mm above finished grade.
- A drainage layer is required on the outside of a foundation wall where the interior insulation extends more than 900mm below exterior grade. A drainage layer shall consist of
 - Min. I9mm mineral fibre insulation with min.
 Density of 57 kg/m³
 - Min. 100mm of free drainage granular material, or
 - An approved system which provides equivalent performance
- Foundation walls shall be braced or have the floor joists installed before backfilling

Concrete Floor Slabs

- Garage, carport and exterior slabs and exterior steps shall be 32MPa concrete with 5-8% air entrainment
- Basement slab 25MPa concrete, minimum 75mm thick, placed on a minimum 100mm of coarse, clean, granular material
- All fill other than coarse clean material placed beneath concrete slabs shall be compacted to provide uniform support

Masonry Walls

- Where constructed of 90mm brick, wall shall be bonded with a header course every 600mm o/c vertically and horizontally and 900mm o/c for block or tile.
- Provide 50mmsolid masonry, concrete filled top course or continuous 38x89 wood plate under all roof and floor framing members
- Provide 190mm solid masonry under beams and columns
- Masonry wall to be tied to each tier of joists with 40mm x 4.76mm corrosion resistant steel straps, keyed minimum 100mm into masonry. When joists are parallel to wall, ties are to extend across at least 3 joists @ 2000mm o.c.
- Inside of wall to be parged and covered with No. 15 breather-type asphalt paper
- For reduced foundation walls to allow a brick facing while maintaining lateral support, tie minimum 90mm brick to minimum 90mm backup block with corrosion resistant ties at least 17.8mm² in cross sectional area, spaced 200mm vertically and 900mm horizontally, with joints completely filled with mortar
- Masonry over openings shall be supported on corrosion resistant or prime painted steel lintels with a minimum of ISOmm end bearing

Masonry Veneer

- Minimum 70mm thick if joints are not raked and 90mm thick if joints are raked
- Minimum 25mm air space to sheathing
- Provide weep holes @ 800mm o.c. at the bottom of the cavity and over doors and windows
- Direct drainage through weep holes with 0.5mm poly flashing extending minimum 150mm up behind the sheathing paper
- Veneer ties minimum 0.16mm thick x 22mm wide corrosion resistant straps spaced @ 500mm vertically and 600mm horizontally
- Fasten ties with corrosion resistant 3.18mm diameter screws or spiral nails which penetrate at least 30mm into studs

 TACBOC
 TILE
 SPECIFICATION - BUILDING CODE STANDARDS
 DWG. NO.

 STANDARD DETAIL
 SPECIFICATION, CONCRETE & MASONRY
 SOID