



PERMIT APPLICATION PROCESS CHECKLIST

INTERIOR RENOVATION

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 and legal address, wells, septic, driveway location, watercourses, ponds or rivers, and street location). Highlight new construction
		Floor plan (existing and proposed floor plans - all rooms identified, bedroom closets, plumbing fixtures) For wall/partial wall removal, include roof framing information, number of stories above, foundation information (to determine loads and support)
		Cross sections where applicable
		Existing and proposed elevations where applicable
		Any new window/door openings and lintel sizes
		Lake Simcoe Region Conservation Authority approval if applicable (905-895-1281 ext.266)
		Site Alteration and Entrance Permit if applicable
		Building Division / MOE on-site sewage system approval, if applicable
		Assess if any additional information is required which is not shown on the Checklist
		Assess if anything on the Checklist is not required for the project being reviewed
** A Road Occupancy Permit is required for any work or parking of vehicles or construction equipment on a Town owned road allowance. Please apply at Service Georgina on the first floor. 905-476-4301 ext. 2443		

This checklist 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 Bylaw 2026-0058 \(BU-1\)](#) Section 16.

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



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 [zoning information](#) 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 [Building Permit Information Package](#) 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](#)

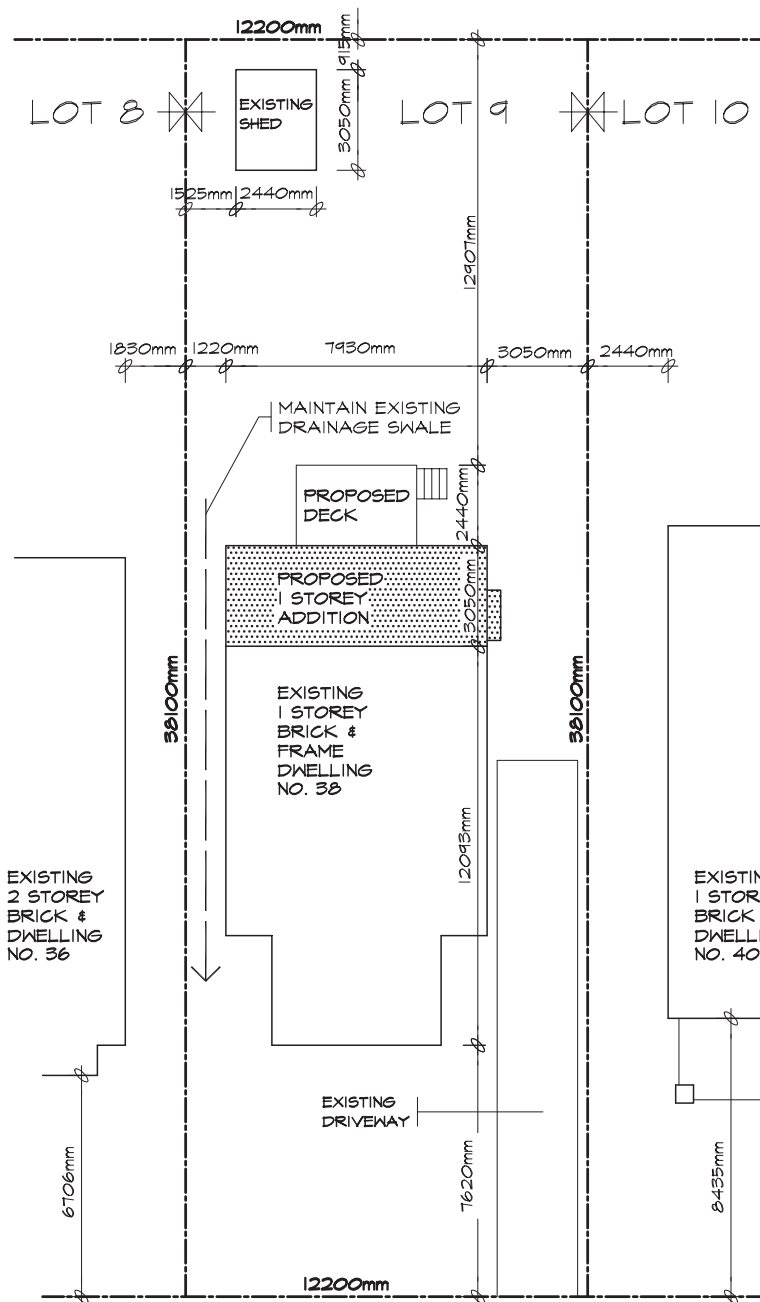
Once the completed set of building permit construction drawings are filed at the building division, applicable laws have been received and permit fees paid it may take up to 10 business days for zoning review. Once zoning compliance has been confirmed and all Applicable Law has been received it may take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

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SITE PLAN

SCALE 1:200

SKETCH OF SURVEY OF
LOT 9
REG'D PLAN 4220
CITY OF TORONTO
B.C. TRANSIT, O.L.S.
DECEMBER 31ST, 1999

KHALMUR CRESCENT

ZONING	LOT NO:		PLAN NO:		LOT AREA		LOT FRONTAGE		LOT DEPTH	
R2 Z06	LOT 9		4220		580.64m2		12200mm		38110mm	
DESCRIPTION	EXISTING	ADDITION	TOTAL	%	ALLOWED	%	SETBACKS	EXISTING	PROPOSED	
LOT COVERAGE	86.52m2	24.15m2	110.65m2	19.0	-----		FRONT YARD	1620mm	1620mm	
GROSS FLOOR AREA	86.52m2	24.15m2	110.65m2	19.0	348.39m2	60.0	REAR YARD	18390mm	12907mm	
LANDSCAPED AREA	-----	-----	-----		-----					
NO. OF STORIES	1 STOREY	1 STOREY	1 STOREY		10000mm		INTERIOR SIDE (east)	3050mm	3050mm	
HEIGHT	4550mm	4550mm	4550mm		-----		INTERIOR SIDE (west)	1220mm	1220mm	
WIDTH	7930mm	7930mm	7930mm							
DEPTH	12093mm	3050mm	15143mm		17000mm					
PARKING	-----	-----	-----		-----		EXTERIOR	-----	-----	

NOTE: ZONING RESTRICTIONS VARY IN EVERY MUNICIPALITY. CONTACT YOUR LOCAL MUNICIPAL OFFICE FOR SPECIFIC SETBACKS AND OTHER LIMITATIONS IN YOUR AREA.

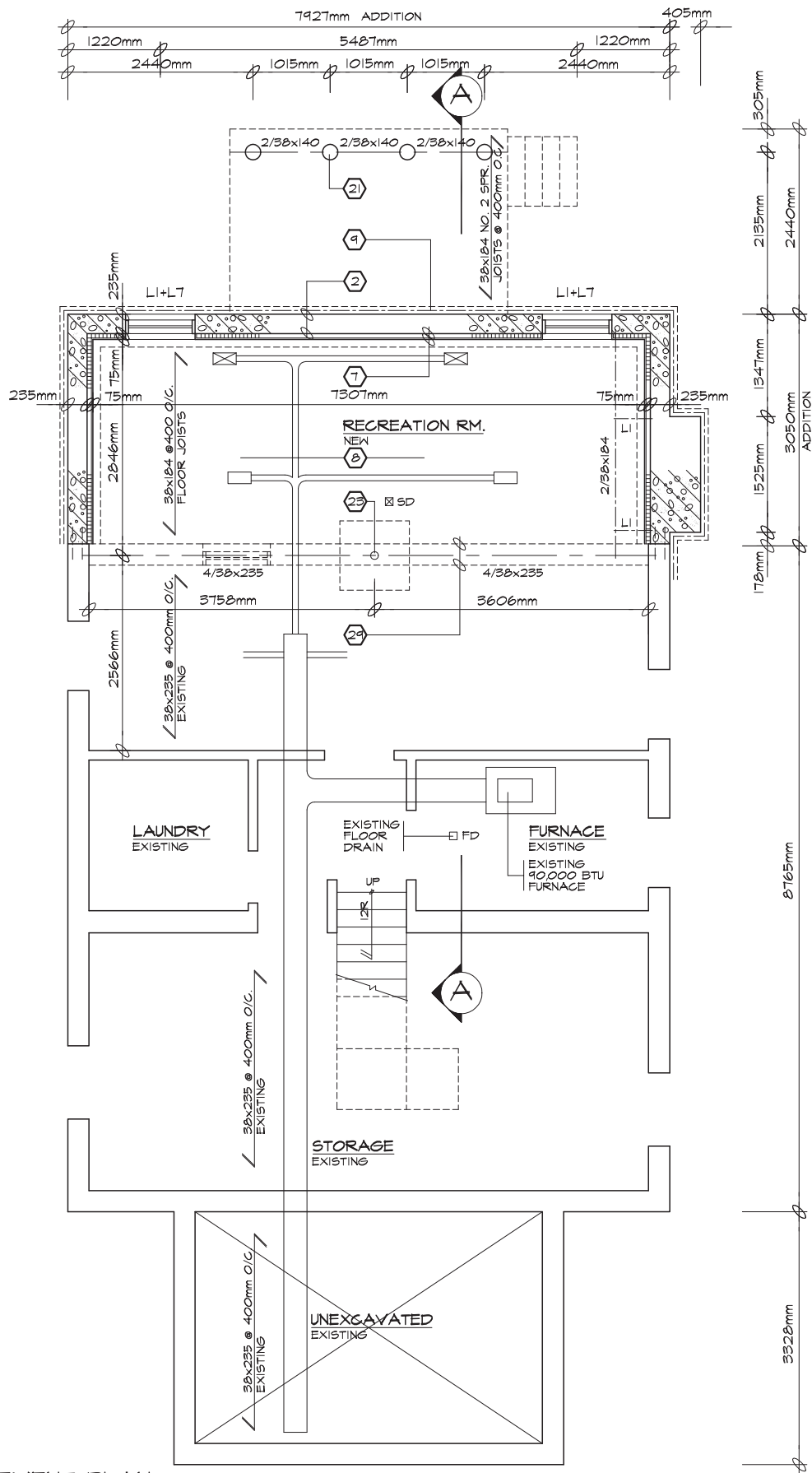
TACBOC
STANDARD DETAIL

TITLE
SAMPLE DRAWING
SITE PLAN

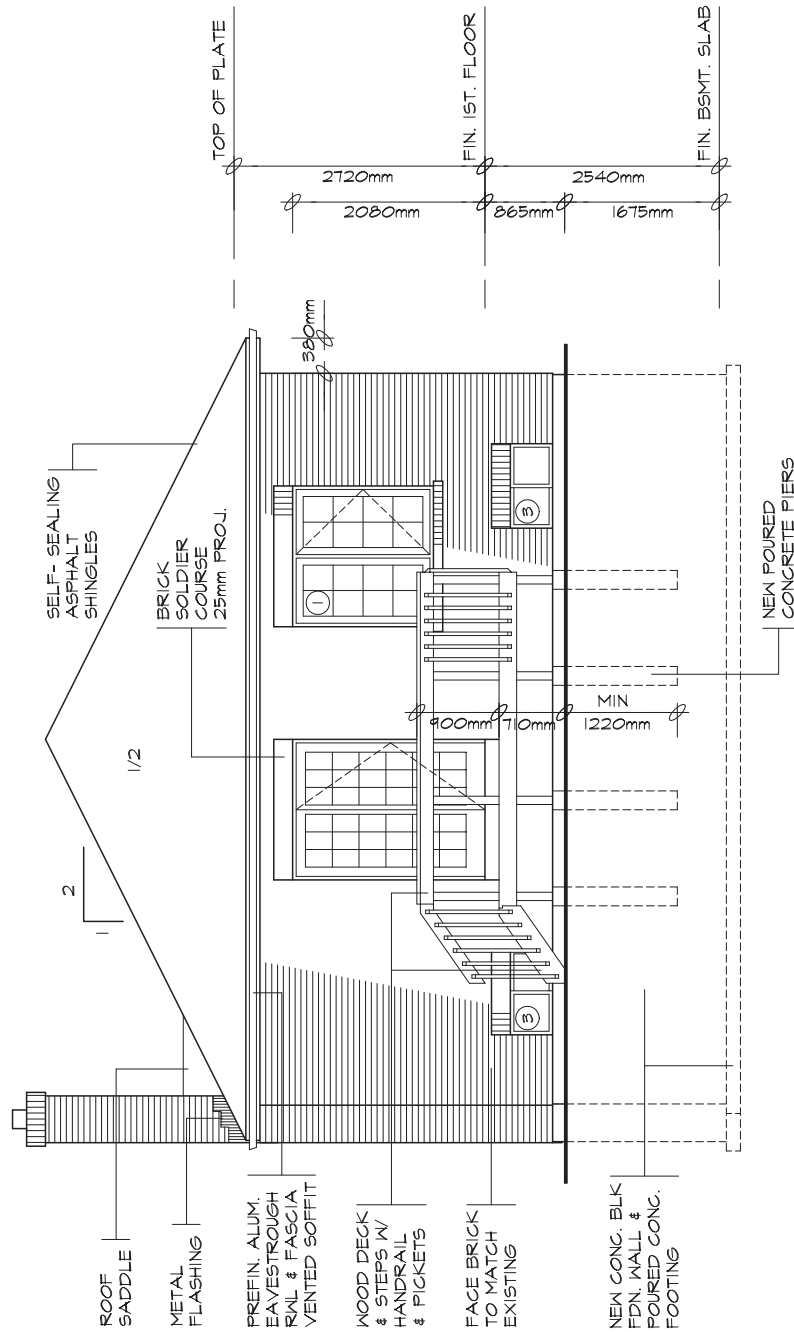
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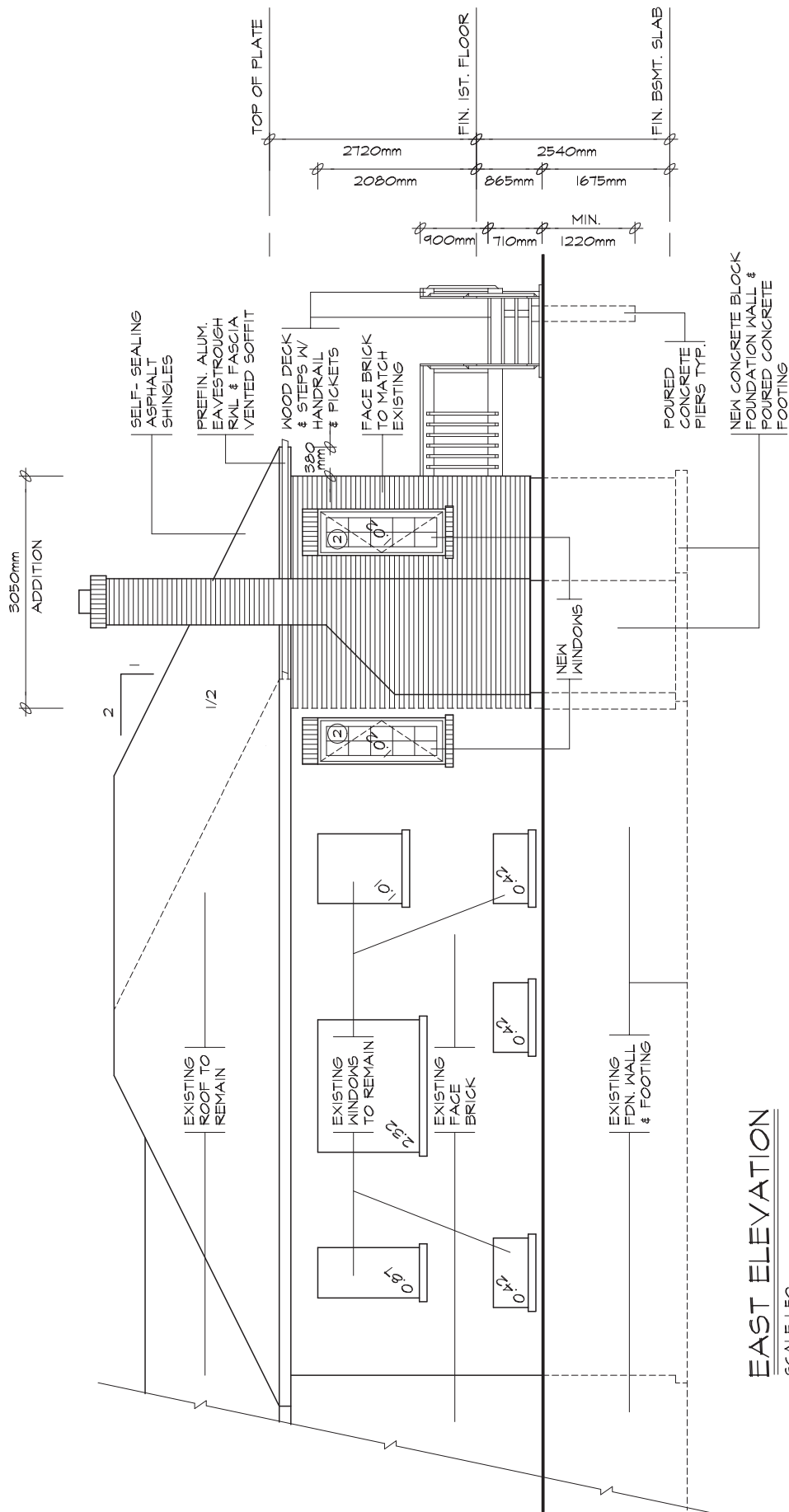
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BASEMENT PLAN
SCALE 1:50



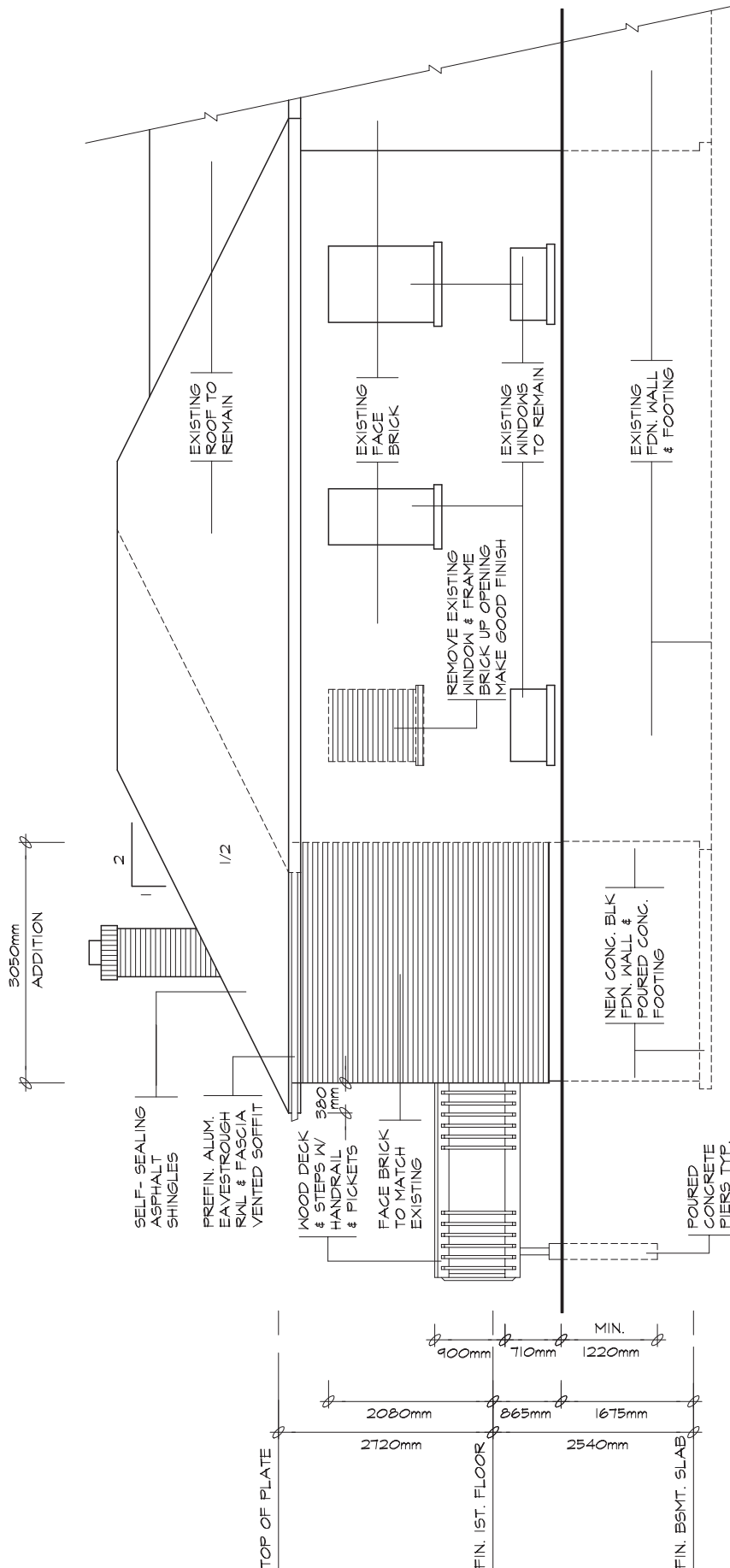


EAST ELEVATION

SCALE 1:50

UNPROTECTED OPENINGS

WALL AREA	42.36m ²
LIMITING DISTANCE	3050mm @ 18.00%
MAX. ALLOWABLE OPENINGS	7.62m ²
TOTAL OPENINGS PROVIDED	7.50m ²



WEST ELEVATION

SCALE 1:50

UNPROTECTED OPENINGS

NO NEW OPENINGS
EXISTING TO REMAIN

ASPHALT SHINGLES ON MIN.
9.5mm PLYWOOD SHEATHING ON
APPROVED ROOF TRUSSES OR
WOOD RAFTERS (SEE PLANS) USE
'H'-CLIPS IF 600mm O.C. SPACING

ROOF VENTILATION
1:300 OF THE INSULATED
CEILING AREA
UNIFORMLY DISTRIBUTED

EAVE PROTECTION TO EXTEND
FROM THE EDGE OF THE ROOF,
900mm UP THE SLOPE BUT NOT LESS
LESS THAN 300mm BEYOND THE INT.
FACE OF THE EXTERIOR WALL

EAVESTROUGH, RVL
FASCIA BOARD &
VENTED SOFFIT
FINISH AS PER
THE ELEVATIONS

CARRY MIN. RSI 2.11 INSULATION
TO COVER INTERIOR FACE
OF EXTERIOR WALL

INTERIOR CEILING FINISH
CONT. AIR/VAPOUR BARRIER
W/ MINIMUM RSI 1.00 INSULATION

FRAME WALL CONSTRUCTION
FINISH AS PER ELEVATIONS
SHEATHING PAPER, LAYERS
TO OVERLAP EACH OTHER
EXTERIOR TYPE SHEATHING
38x140 WOOD STUDS @ 400 O.C.
RSI 3.34 BATT INSULATION IN
CONTINUOUS CONTACT W/
SHEATHING & CONTINUOUS
VAPOUR BARRIER
DOUBLE PLATE @ TOP
SOLE PLATE @ BOTTOM
INTERIOR WALL FINISH

FLOOR FINISH
15.5mm T&G PLYWOOD SUBFLOOR
OR APPROVED EQUAL ON WOOD
FLOOR JOISTS BRIDGED W/
CONTINUOUS 19x64 STRAPPING
OR 38x38 CROSS BRIDGING OR
SOLID BLOCKING @ 2100 O.C.

WOOD SILL PLATE FASTENED TO
FOUNDATION WALL W/ MINIMUM
12.7mm DIAMETER ANCHOR BOLTS
EMBEDDED MIN. 100mm IN CONCRETE
@ 2400mm O.C. MAX. & PROVIDE
CONTINUOUS AIR BARRIER BETWEEN
PLATE & FOUNDATION WALL

ACOUSTIC
SEALANT

CONTINUOUS HEADER JOIST W/
RSI 3.34 BATT INSULATION, EXTEND
VAPOUR BARRIER & SEAL
TO JOIST & SUBFLOOR

SLOPE GRADE AWAY
FROM BUILDING FACE

MIN. 200mm
WOOD
SIDING

TOP BLOCK COURSE FILLED
W/ MORTAR OR CONCRETE
SEMI-SOLID BLOCK COURSE
AT OR BELOW GRADE LEVEL

BITUMINOUS DAMPPROOFING
ON MINIMUM 6mm FARGING ON
CONCRETE BLOCK FDN. WALL
W/ FARGING COVERED OVER
POURED CONCRETE FOOTING

38x89 WOOD STRAPPING @ 400 O.C.
RSI 2.11 INSULATION W/ 0.15mm POLY
VAPOUR/BARRIER W/
MOISTURE BARRIER TO HEIGHT
OF EXTERIOR GRADE BETWEEN
FOUNDATION WALL & WOOD FRAMING
(INTERIOR FINISH IS OPTIONAL)

(POURED CONCRETE WALLS
TO HAVE TIE HOLES FILLED
WITH CEMENT MORTAR
OR DAMPPROOFING)

BLOCK SIZE	MAX. HEIGHT FROM SLAB TO GRADE
190	1200mm
240	1800mm
290	2200mm

DRAINAGE LAYER
- MINIMUM 19mm MINERAL FIBRE
INSULATION W/ A DENSITY OF
NOT LESS THAN 57 kg/M³, OR
- MINIMUM 100mm OF FREE DRAINING
GRANULAR MATERIAL, OR
- A B.M.E.C. APPROVED
DRAINAGE LAYER MATERIAL

BASEMENT SLAB
75mm POURED CONC. SLAB
15 MPa W/ 0.15mm POLY
25 MPa WITHOUT POLY
100mm CRUSHED STONE

450x130 DEEP POURED
CONC. FTG. (TYPICAL)
FOOTING TO BEAR ON
UNDISTURBED SOIL

POLY DAMPPROOFING
MEMBRANE UNDER
BOTTOM PLATE

INSUL. MAY BE TERMINATED
380mm ABOVE FLOOR

ACOUSTIC
SEALANT

100mm DIA. WEEPING TILE W/
150mm CRUSHED STONE COVER

MAX. TOTAL MASONRY HEIGHT 2500mm

SLAB

ASPHALT SHINGLES ON MIN.
9.5mm PLYWOOD SHEATHING ON
APPROVED ROOF TRUSSES OR
WOOD RAFTERS (SEE PLANS) USE
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EAVESTROUGH, RAIL
FASCIA BOARD &
VENTED SOFFIT
FINISH AS PER
THE ELEVATIONS

BRICK VENEER WALL
90mm FACE BRICK
25mm AIR SPACE
0.76mm THICK x22mm WIDE
GALVANIZED METAL TIES
INSTALLED W/ GALVANIZED
SPIRAL NAILS OR SCREWS
400mm O.C. HORIZONTAL
600mm O.C. VERTICAL
SHEATHING PAPER W/ LAYERS
TO OVERLAP EACH OTHER
EXTERIOR TYPE SHEATHING
38x140 WOOD STUDS @ 400 O.C.
RSI 3.34 BATT INSULATION IN CONT.
CONTACT W/ SHEATHING
CONTINUOUS VAPOUR/AIR BARRIER
DOUBLE PLATE @ TOP
SOLE PLATE @ BOTTOM
INTERIOR WALL FINISH

0.5mm POLY FLASHING
MINIMUM 150mm UP BEHIND
SHEATHING PAPER
PROVIDE WEEP HOLES
@ MAX. 800mm APART

WOOD SILL PLATE FASTENED TO
FOUNDATION WALL W/ MINIMUM
12.7mm DIAMETER ANCHOR BOLTS
EMBEDDED MIN. 100mm IN CONCRETE
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PLATE & FOUNDATION WALL

SLOPE GRADE AWAY
FROM BUILDING FACE

BITUMINOUS DAMPPROOFING
ON MINIMUM 6mm FARGING ON
CONCRETE BLOCK FDN. WALL
W/ FARGING COVERED OVER
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TO COVER INTERIOR FACE
OF EXTERIOR WALL

INTERIOR CEILING FINISH
CONT. AIR/VAPOUR BARRIER
W/ MINIMUM RSI 7.00 INSULATION

FLOOR FINISH
15.5mm T&G PLYWOOD SUBFLOOR
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ACOUSTIC
SEALANT

CONTINUOUS HEADER JOIST W/
RSI 3.34 BATT INSULATION, EXTEND
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TOP BLOCK COURSE FILLED
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SEMI-SOLID BLOCK COURSE
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VAPOUR/BARRIER W/
MOISTURE BARRIER TO HEIGHT
OF EXTERIOR GRADE BETWEEN
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(INTERIOR FINISH IS OPTIONAL)

BLOCK SIZE	MAX. HEIGHT FROM SLAB TO GRADE
190	1200mm
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75mm POURED CONC. SLAB
15 MPa W/ 0.15mm POLY
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100mm CRUSHED STONE

POLY DAMPPROOFING
MEMBRANE UNDER
BOTTOM PLATE

INSUL. MAY BE TERMINATED
380mm ABOVE FLOOR

ACOUSTIC
SEALANT

MAX. TOTAL MASONRY HEIGHT 2500mm

FRAME WALL CONSTRUCTION
FINISH AS PER ELEVATIONS
SHEATHING PAPER, LAYERS
TO OVERLAP EACH OTHER
RSI 1.41 INSULATING SHEATHING
38x89 WOOD STUDS @ 400 O.C.
RSI 2.11 BATT INSULATION IN
CONTINUOUS CONTACT W/
SHEATHING & CONTINUOUS
VAPOUR/AIR BARRIER
DOUBLE PLATE @ TOP
SOLE PLATE @ BOTTOM
INTERIOR WALL FINISH

WOOD SILL PLATE FASTENED TO
FOUNDATION WALL W/ MINIMUM
12.7mm DIAMETER ANCHOR BOLTS
EMBEDDED MIN. 100mm IN CONCRETE
@ 2400mm O.C. MAX. & PROVIDE
CONTINUOUS AIR BARRIER BETWEEN
PLATE & FOUNDATION WALL

SLOPE GRADE AWAY
FROM BUILDING FACE

BITUMINOUS DAMPPROOFING
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SEALANT

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INSTALLED W/ GALVANIZED
SPIRAL NAILS OR SCREWS
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LESS THAN 300mm BEYOND THE INT.
FACE OF THE EXTERIOR WALL

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UNIFORMLY DISTRIBUTED

EAVESTROUGH, RVL,
FASCIA BOARD &
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FINISH AS PER
ELEVATIONS

FRAME WALL CONSTRUCTION
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CONTINUOUS CONTACT W/
SHEATHING & CONTINUOUS
VAPOUR BARRIER
DOUBLE PLATE @ TOP
SOLE PLATE @ BOTTOM
INTERIOR WALL FINISH

MINIMUM 63mm
CLEARANCE

MINIMUM 25mm
CLEARANCE

CARRY MIN. RSI 2.11 INSULATION
TO COVER INTERIOR FACE
OF EXTERIOR WALL.

INTERIOR CEILING FINISH
CONT. VAPOUR BARRIER
W/ MIN. RSI 4.93 INSULATION
25mm BELOW TOP OF ROOF JOIST

ASPHALT SHINGLES ON MIN.
9.5mm PLYWOOD SHEATHING
JOISTS (SEE PLANS) USE
'H'-CLIPS IF 600mm O.C. SPACING

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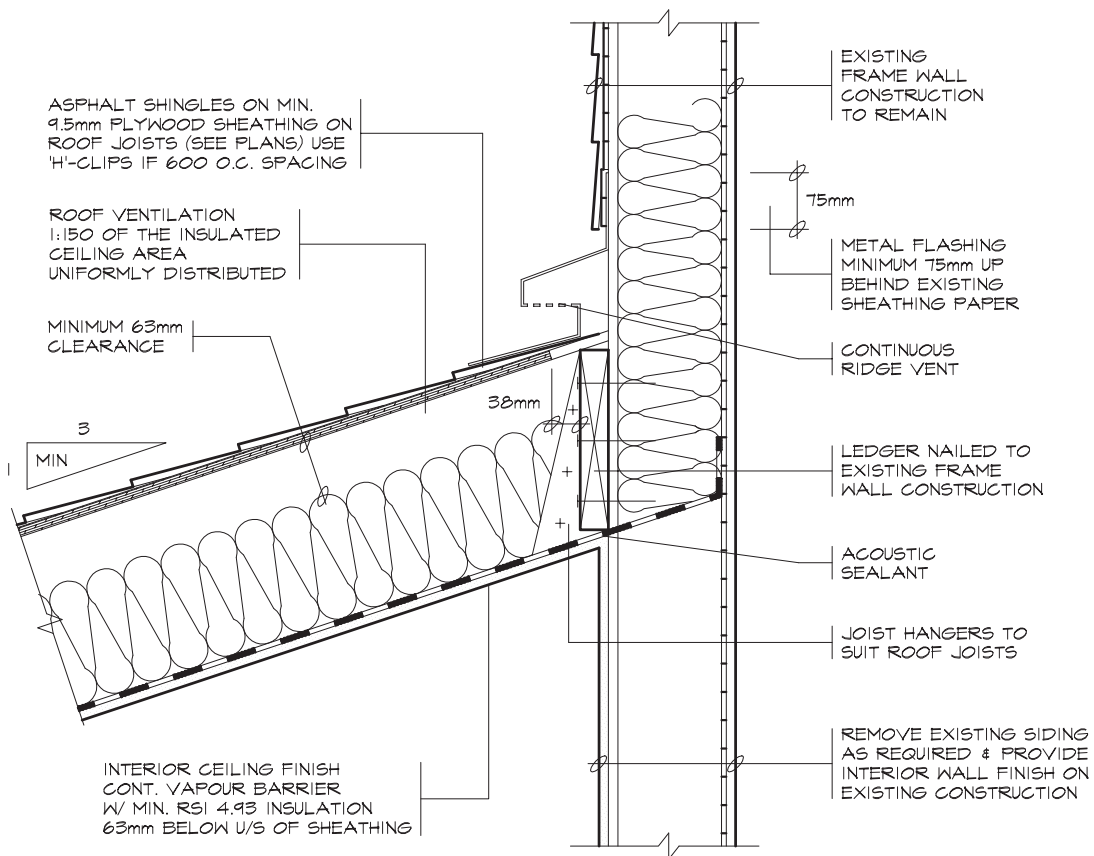
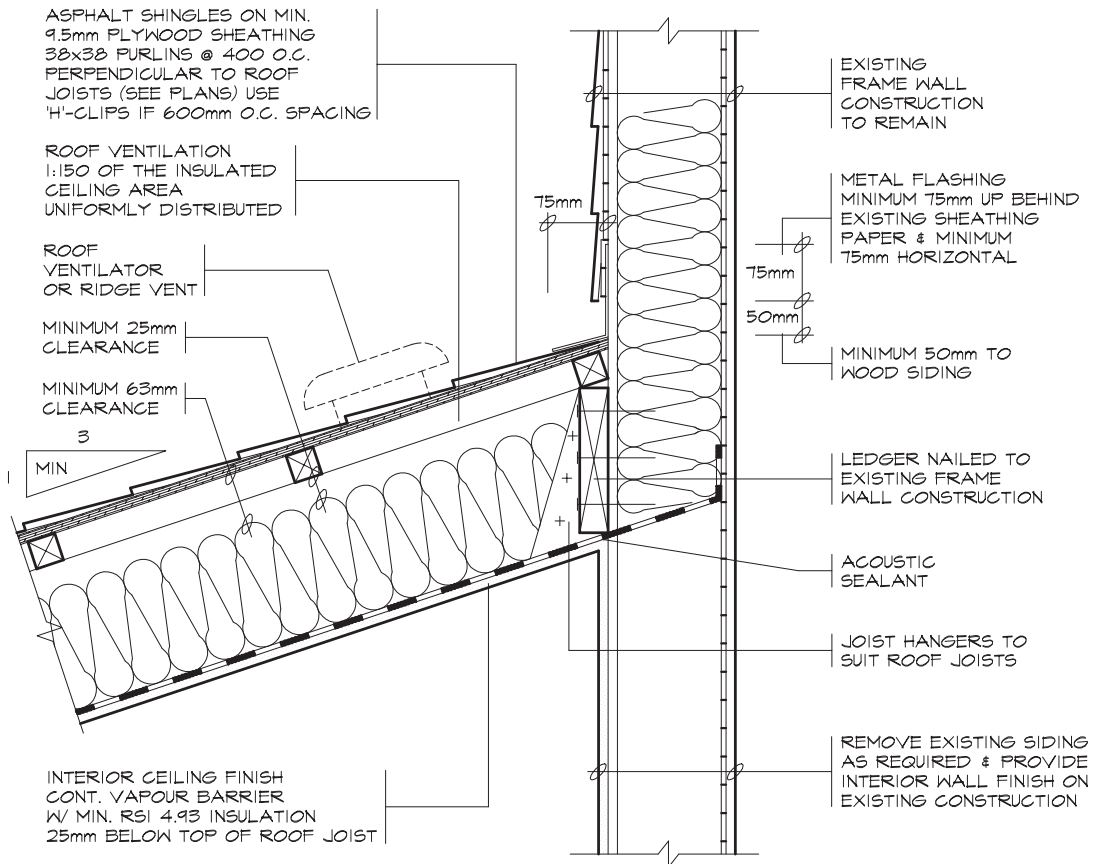
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90mm FACE BRICK
25mm AIR SPACE
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INSTALLED W/ GALVANIZED
SPIRAL NAILS OR SCREWS
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SHEATHING PAPER W/ LAYERS
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CONTACT W/ SHEATHING
CONTINUOUS VAPOUR/AIR BARRIER
DOUBLE PLATE @ TOP
SOLE PLATE @ BOTTOM
INTERIOR WALL FINISH

INTERIOR CEILING FINISH
CONT. VAPOUR BARRIER
W/ MIN. RSI 4.93 INSULATION
63mm BELOW U/S OF SHEATHING



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 covered over the footing prior to dampproofing
- 100mm 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 150mm 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 15MPa 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

100kPa for ICF

Footing Size

Floors Supported	Supporting Ext. Wall	Supporting Int. Wall	Column Area
1	250mm	200mm	0.40m ²
2	350mm	350mm	0.75m ²
3	450mm	500mm	1.00m ²

- Increase exterior footing width by 65mm for each storey of brick veneer supported, by 130mm for each storey of masonry and by 150mm for ICF
- Increase interior footing width by 100mm for each storey of masonry above footing, and by 100mm 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 150mm 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. 19mm 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 50mm solid 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 back-up 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 150mm 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 0.76mm 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