



# A GUIDE FOR HOUSE ADDITIONS

Grimsby's Building Division is here to help you accomplish your dream project.



## WHY DO I NEED A PERMIT?

The purpose of a Building Permit is to ensure that by-laws such as zoning are adhered to, fire and structural safety standards and other building standards are met.

A Building Permit legally authorizes you to start construction of a building project in accordance with approved drawings and specifications.

Building Permits are reviewed for compliance with:

- Ontario Building Code.
- Grimsby's Zoning By-law.
- Grimsby's Site Alteration By-Law.
- Niagara Escarpment Commission and Conservation Authorities Regulations.
- Other applicable provincial and municipal regulations.

## WHEN DO I NEED A PERMIT?

A building permit is required for the construction of a structure when:

- Your building is greater than 10 square metres in area (15 square metres for sheds used for storage purposes only).
- Less than 10 square metres but contains plumbing.

In the Ontario Building Code a house is defined as a detached house, semi-detached house or row house containing not more than two *dwelling units*.

## THREE IMPORTANT REQUIREMENTS WHEN PLANNING YOUR PROJECT



### ZONING BY-LAW

When choosing the best location and size for your structure you will need to comply with Grimsby's Zoning By-Law.

The Zoning By-Law:

- Prevents overcrowding land.
- Distinguishes land use.
- Maintains consistency within your neighbourhood.



### GRADING AND DRAINAGE

When planning your construction project you need to identify how your property will collect and convey surface water to a suitable outlet.

Your construction project should:

- Prevent water from damaging buildings and adjacent properties.
- Help keep a dryer yard year round.
- Prevent potential civil litigation for property damages.



### BUILDING CODE

Building codes are the minimum design and construction requirements to ensure safe and resilient structures.

The Building Code is made to:

- Ensure increased public health and safety.
- Make buildings stronger and longer lasting.
- Prioritize sustainability.



# BUILDING PERMIT APPLICATION CHECKLIST FOR NEW HOUSES

(DETACHED, SEMI-DETACHED, ROW HOUSES, ETC.)

PROVIDED	NOT APPLICABLE	OUTSTANDING	<p><b>All drawings shall be to scale, dimensioned and provide sufficient information that describes the extent of proposed work.</b></p> <p><b>INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PROCESSING</b></p>
			<b>PERMIT APPLICATION FORMS</b>
			Completed Building Permit Application
			Completed Schedule 1 "Designer Information Form" (Architectural and Mechanical)
			Energy Efficiency Design Summary
			<b>PERMIT FEES</b>
			Permit Fees: Calculated and collected at time of permit application submission
			<b>LEGIBLE AND SCALED CONSTRUCTION DRAWINGS (2 COPIES)</b>
			Site/Grading Plan - Shall include but not limited to: Existing and proposed conditions and elevations, distances between buildings and property lines, driveways, surrounding streets, landscaped areas, municipal address, and north arrow. Site plan to include grading characteristics such as easements, swales, elevations, downspout locations and watershed direction indicators.
			Foundation Plan - Show all proposed footing locations with dimensions, sizes and footing depths. If using helical piers, supporting engineering and CCMC approval will be required. (Foundation, Floor, and Roof Plan can be produced on 1 single drawing)
			Floor Plan - Provide all proposed floor layouts, label rooms, and provide sufficient dimensions. Identify all structural components including, but not limited to the materials and sizes of wall assemblies, floor joists, columns and beams. If using pre-engineered floor joists, provide floor joist design package from manufacturer, stamped and sealed by a professional engineer.
			Roof Plan - Show all roof dimensions, include sizes and material of rafters, ridge support, ceiling joists, beams and columns. If using pre-engineered trusses, provide truss design package from manufacturer.
			Elevations - Show all sides, window and door dimensions, building heights and downspout locations.
			Cross Section - Identify footing, foundation, garage floor construction, wall construction, roof construction, beam sizes for carports and garage door openings
			H.V.A.C. Design: Heat loss/heat gain calculations, duct layout and ventilation summary required.
			<b>ZONING AND APPLICABLE LAW AGENCY APPROVALS</b>
		Planning	Questions related to building heights, building setbacks, lot coverage percentages, permitted uses, heritage protection or conservation protection jurisdiction please contact our planning department at 905-309-2019 or by email at <a href="mailto:planning@grimsby.ca">planning@grimsby.ca</a> .
		Public Works	Questions related to municipal grading guidelines, water/sewer connections, or driveway access please contact our Public Works Engineering Division at 905-945-9634 ext. 2014 or by email at <a href="mailto:sdowney@grimsby.ca">sdowney@grimsby.ca</a>
<b>Plans Examiner Comments:</b>			
_____		_____	
Applicant's Name		Applicant's Signature	
		_____	
		Date	

*This form summarizes the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act and the Town of Grimsby's Building By-Law. 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. Applications that do not have all the required documents and forms are considered "incomplete" and are not subject to timelines specified in the Ontario Building Code, if any item in this checklist is required and not submitted then application deemed incomplete..*

**SCAN FOR APPLICATION FORMS AND EXAMPLE DRAWINGS**

