



Corporation of the Town of Oakville
Building Services Department
1225 Trafalgar Road
Oakville, Ontario
L6H 0H3



A Guide to the Homeowner for Obtaining Residential Building Permits

HOW TO OBTAIN A BUILDING PERMIT

A GUIDE TO THE HOMEOWNER

The Building Services Department of the Town of Oakville serves you by ensuring that all construction in the Municipality meets required standards for structural, fire and life safety, population density and land use. Important processes which help to ensure this mandate is achieved, is through the issuance of Building Permits and the subsequent required inspections. This guide has been designed to assist you in identifying and acquiring the applicable approvals necessary to obtain a Building Permit for your project.

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When are Building Permits Required?

In general, a building permit is required to erect, install, extend, alter or repair a building. A building is defined as a structure occupying an area greater than 10 m² (107 ft²).

The following are examples of projects that require building permits:

- Construction of a new home
- Addition of a carport, garage or room(s) to an existing home
- Construction or finishing of rooms in the basement or attic
- Any structural work including alterations to interior partitions or the installation of skylights, windows or doors
- Addition of dormer(s)
- Enclosing a porch or deck
- Addition of a deck if over 2 ft. above the adjacent perimeter grade OR if it is to be attached to the house
- Raising a house or excavating a crawl space to provide a full basement.
- Constructing or installing accessory buildings such as a garage, tool shed, or playhouse larger than 107 sq ft.
- A structure of any size that contains plumbing
- Fireplaces and other heating appliances including the alteration or extension of ductwork
- Converting a garage space into living space

Please Note:

ACCESSORY BUILDINGS AND DECKS REGARDLESS OF SIZE MUST BE LOCATED ON THE LOT IN CONFORMANCE WITH THE APPLICABLE ZONING BY-LAW WHETHER OR NOT YOU REQUIRE A BUILDING PERMIT.

Permit Examples

The following are examples of projects which may require a building permit. If your project is listed, please discuss the details with our Building Services Representatives prior to commencing construction:

- Repair or renovations
- Replacement of windows or doors
- Repairs to masonry
- Alterations to buildings designated under the Ontario Heritage Act

If this list does not include specifics of your project and you are not sure if a permit will be required, again, please review the details with a Building Services Representative.

Planning Your Project

During the preliminary planning stage of your project it is imperative that you determine what Zoning By-Laws apply to your property. Zoning By-Laws regulate the use, size, location and types of buildings permitted on a parcel of land.

The information you will require from the Zoning By-Law will include:

- Minimum building setbacks (distance from the building to the property line).
- Building height restrictions.
- Total building floor area and lot coverage permitted.

Information can be obtained from our Zoning Officers by visiting the Building Services Department or by calling 845-6601 and asking for a Zoning Officer.

What if my Project Will Not Comply with the Zoning By-Law?

Zoning By-Laws are designed to control the use and massing of buildings on a lot, however, in some situations it may be impossible to work within the set regulations.

In such a case you, as the homeowner, may apply for a minor variance to the Committee of Adjustment. If the Committee deems your proposal to be appropriate they have the authority to grant you permission to vary from the general regulations.

The Committee of Adjustment is comprised of citizens of the Town of Oakville, appointed by Council.

Applications to the Committee of Adjustment are filed through the Building Services Department by appointment only. Call 845-6601 ext. 3281 to make an appointment.

Applying for a Building Permit

An application for a building permit can be obtained at the Building Services Department's front counter in the Municipal Offices or online at <http://www.oakville.ca/bldgservices.htm>. With your application you will be required to submit detailed construction drawings and sufficient information for us to establish that your project complies with applicable laws, as well as the required fees.

TWO COPIES OF ALL DOCUMENTS MUST BE SUBMITTED WITH AN APPLICATION. ALL PLANS MUST BE DRAWN TO SCALE, FULLY DIMENSIONED AND OF PROFESSIONAL QUALITY. ONLY COMPLETE APPLICATIONS (drawings, calculations, forms, etc) WILL BE ACCEPTED.

Examples of the minimum degree of information and quality to be submitted is indicated on the sample drawings. The following outlines the drawing and information requirements for a number of specific projects. If you find that you are not able to produce these documents, then you should retain the services of a qualified person to prepare the necessary information.

Addition to a House

- Site Plan: showing all buildings on the property, dimensions to lot lines and location of easements
- Foundation Plan: detail - size and location of footings, foundation walls and complete framing of floor
- Floor Plans: of addition, in detail (framing of floors and roof), AND plans of the existing house including engineer-stamped truss or floor joist drawings, if applicable
- Cross-Section: taken through addition, including connection between new and existing for additions
- Elevations: exterior elevations of ALL views, fully dimensioned, showing all doors and windows.
- If Electrically-heated (base-board) and over 200 sq ft.:
 - i. Room by room heat loss calculations of addition
 - ii. Locations of electric heating in addition
 - iii. Note: Insulation requirements increase with the use of electrical heat
- If Forced Air-Heated and over 200 sq ft.:
 - i. Room by room heat loss calculations of addition and existing house
 - ii. Duct Layout: Mechanical heating plans of existing and new ductwork and capacity of existing furnace in the house
 - iii. Duct sizing calculations

Attached Garage

- Site Plan (as for additions)
- Foundation Plan (as for additions)
- Floor Plan showing location and sizes of all doors and windows including any openings between the house and the garage
- Roof Framing Plan, new and existing
- Cross-Section including connection of new to existing
- Elevations of ALL views, showing all doors and windows

Detached Garages and Sheds

- Site Plan (as for additions)
- Foundation Plan (as for additions)
- Floor Plan showing location and sizes of all doors and windows
- Roof Framing Plan
- Cross-Section
- Elevations of ALL views, showing all doors and windows

Carports

- Site Plan (as for additions)
- Foundation Plan (as for additions)
- Floor Plan
- Roof Framing Plan
- Cross-Section, showing roof, beam, post and pier details as well as connection between new and existing
- Elevations of ALL views

Pools

- Pool Enclosure Permits are processed by the Development Engineering Department. For information in this regard call 845-6601 and ask for Development Engineering.

Standard Drawings

The Building Services Department can provide standard drawings, as an aid, for the following types of small projects: decks, basement entrances, porches, carports and garages.

These drawings are available at the Building Services Department's counter. Building Services Representatives will assist you in establishing the degree of additional information required for your submission.

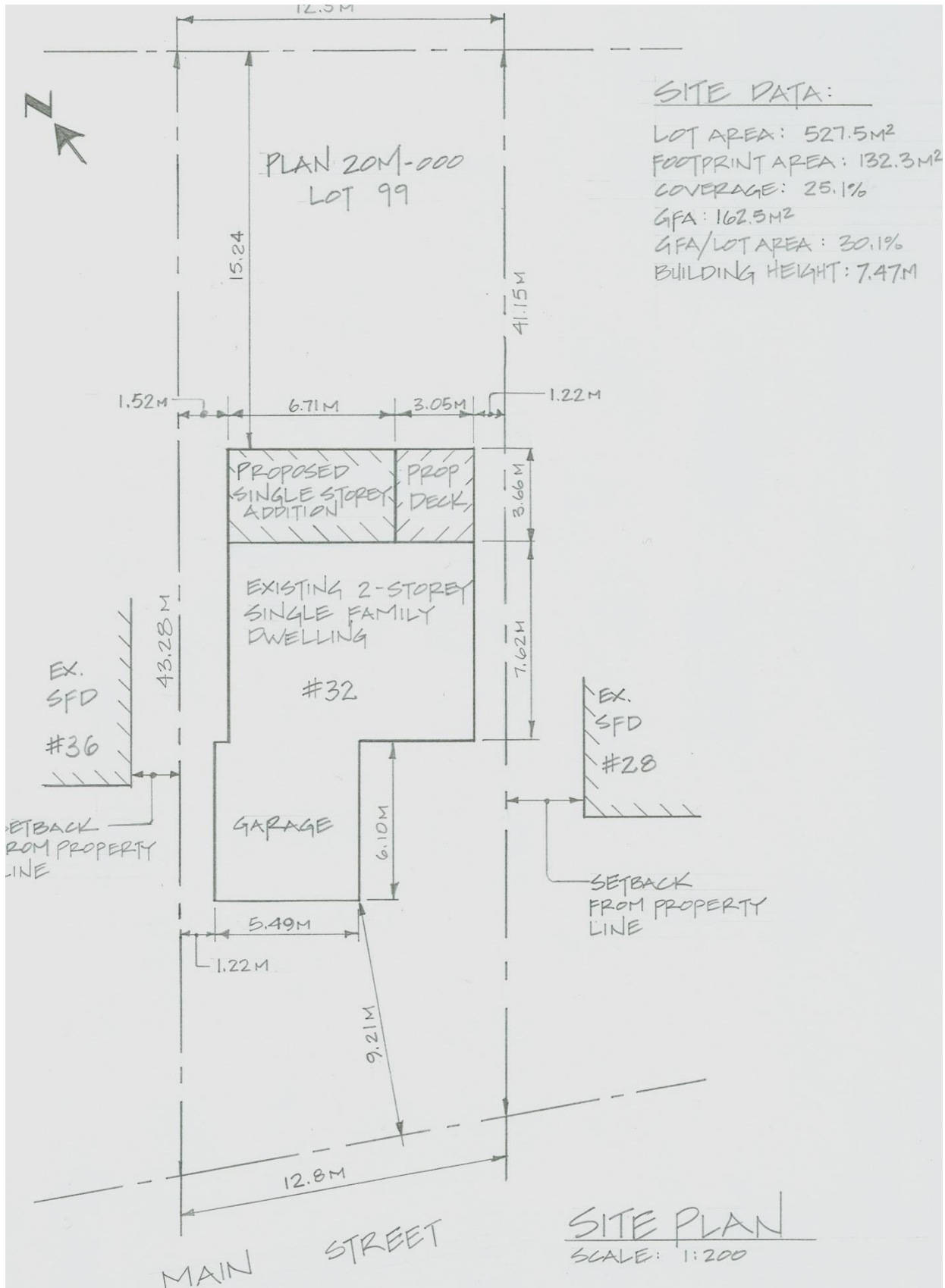
Sample Drawings for an Addition to a House

The drawings on the following pages include details of the format and degree of detail required to be submitted IN DUPLICATE for a Building Permit. The sample project is a one-storey family room addition with a basement and deck.

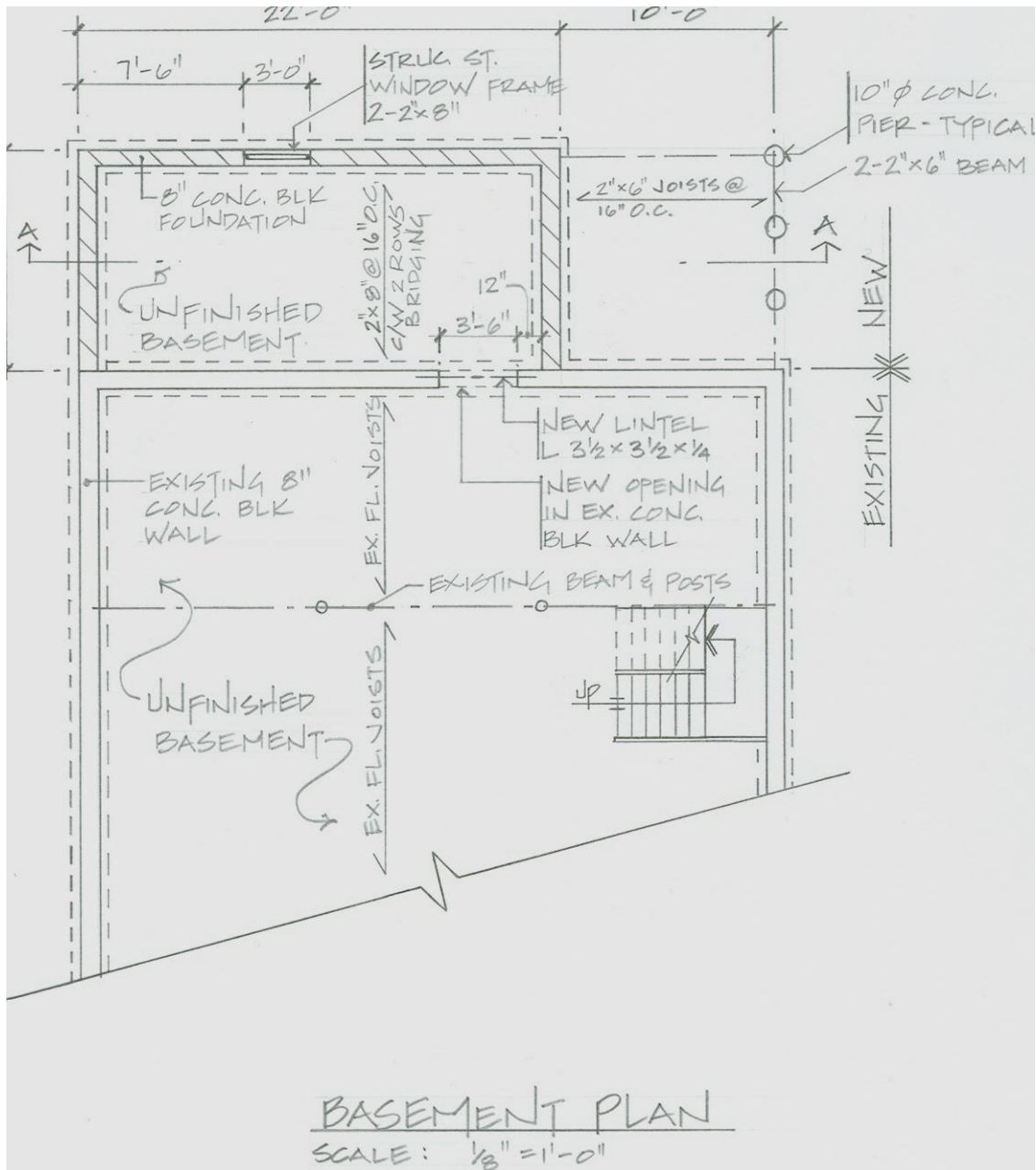
Drawing 1	Site Plan
Drawing 2	Basement / Foundation Plan
Drawing 3	Ground Floor Plan
Drawing 4	Building Elevations
Drawing 5	Building Elevations and Cross-Section
Drawing 6	Basement Heating System / Mechanical Plan
Drawing 7	Ground Floor Heating System / Mechanical Plan

THESE DRAWINGS ARE A GUIDE ONLY AND SHOULD NOT BE COPIED.

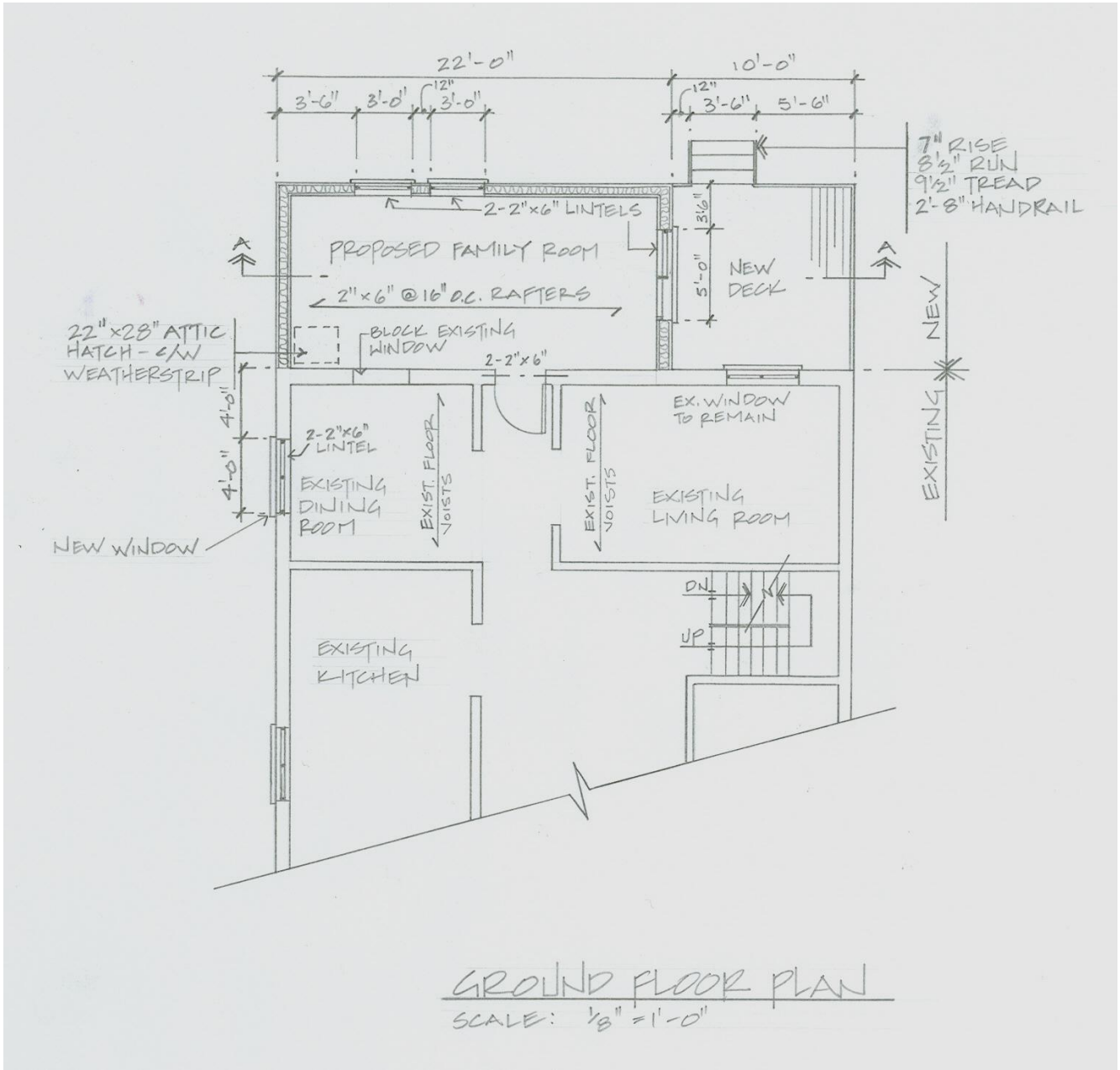
Drawing 1 – Site Plan



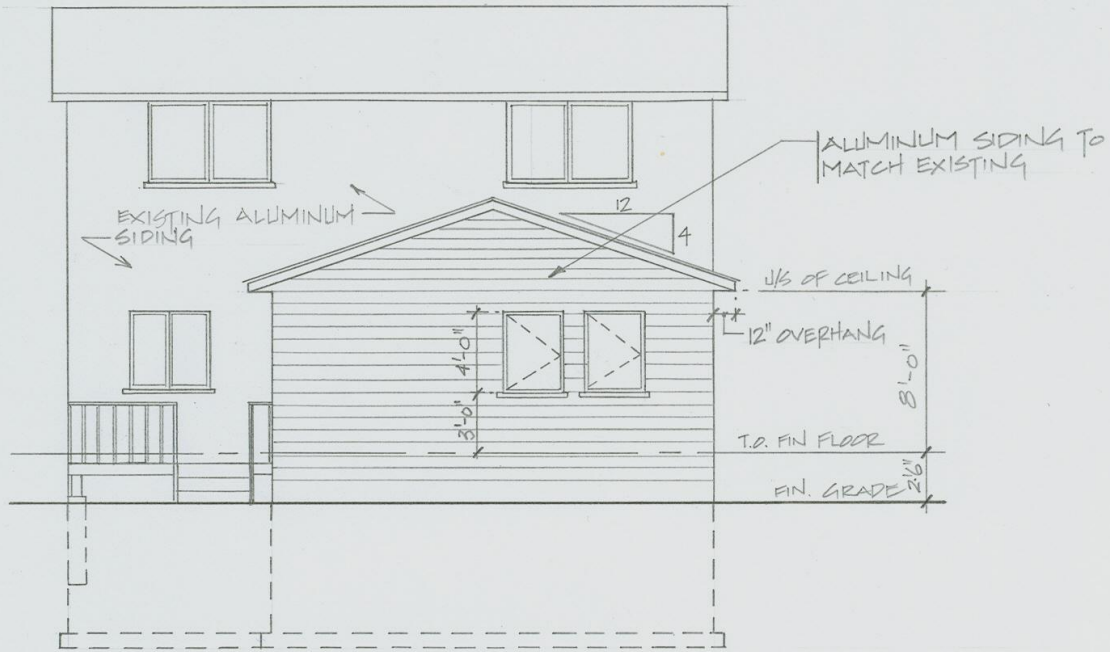
Drawing 2 – Basement / Foundation Plan



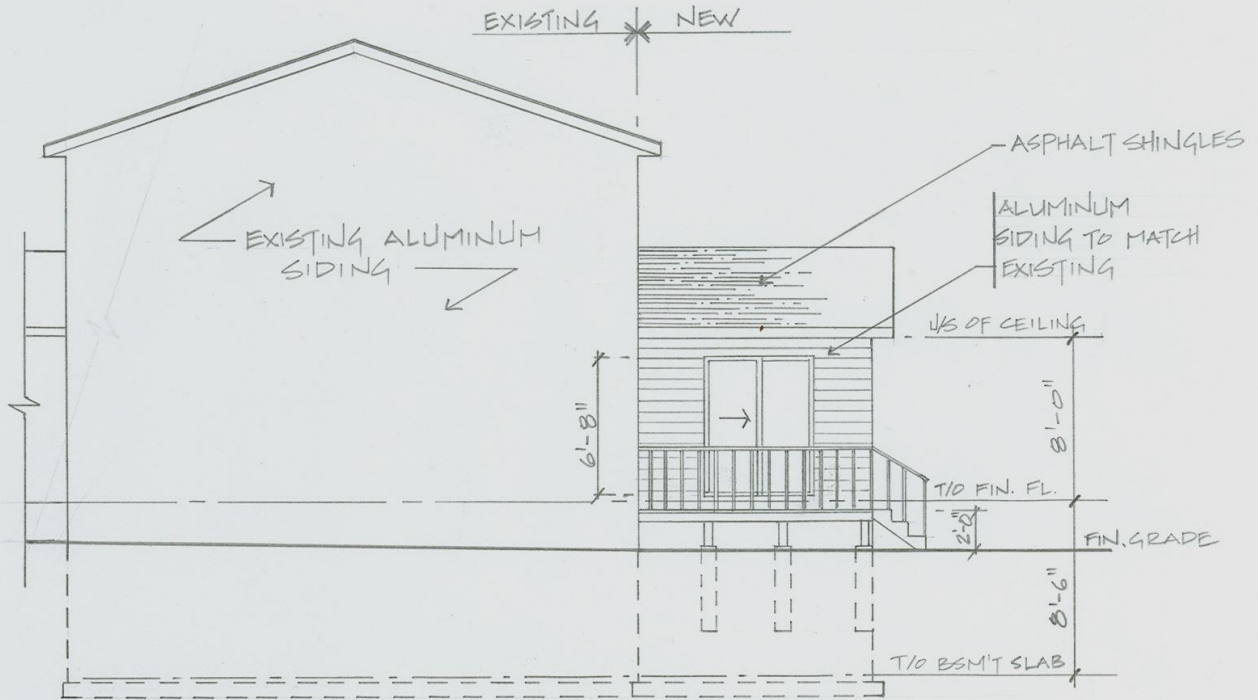
Drawing 3 – Ground Floor Plan



Drawing 4 – Building Elevations

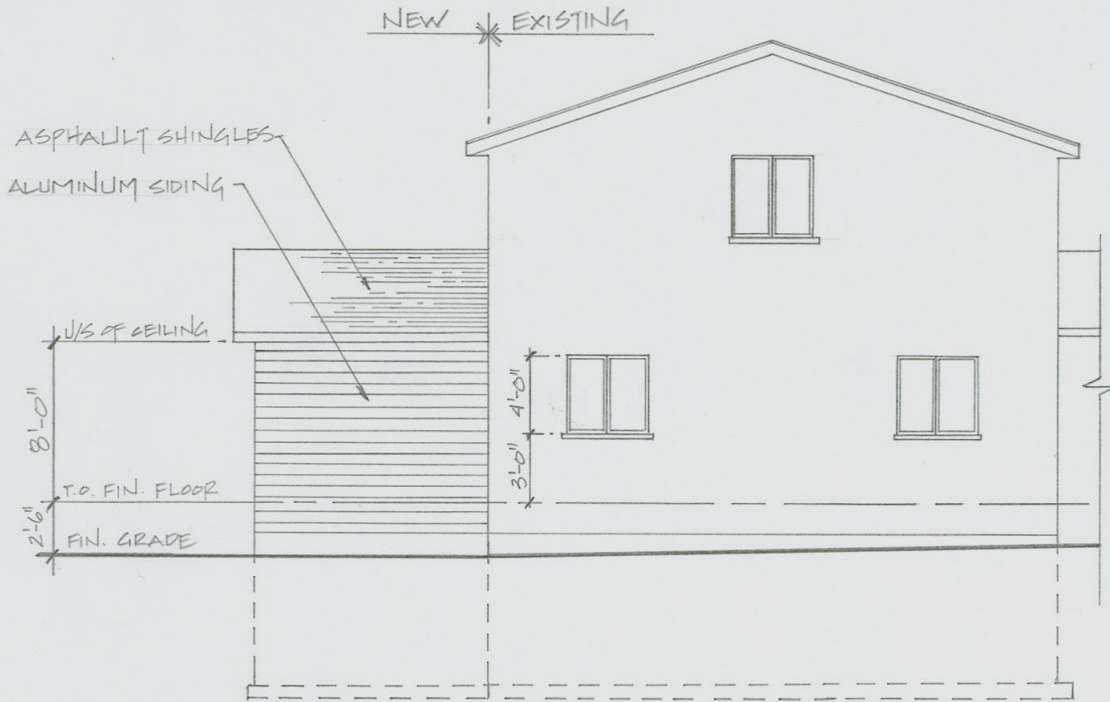


EAST ELEVATION
SCALE: $\frac{1}{8}'' = 1'-0''$



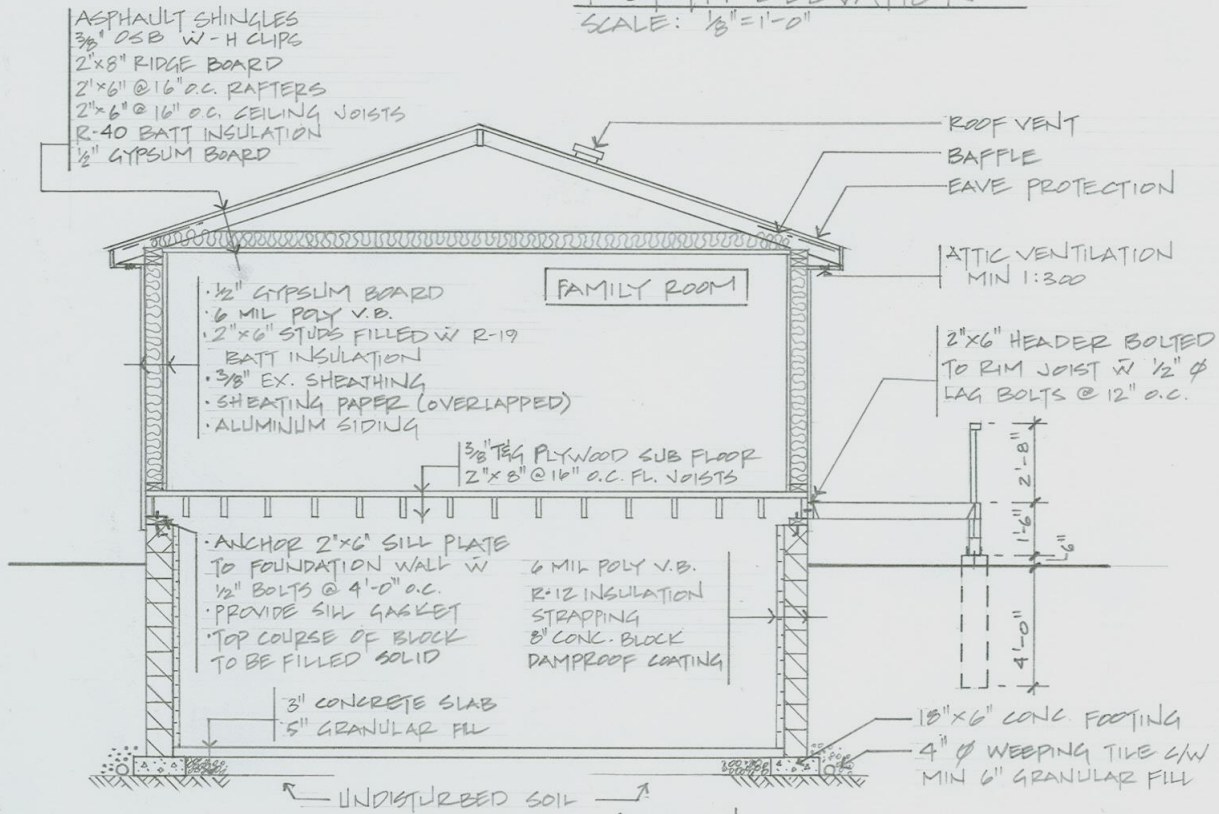
SOUTH ELEVATION
SCALE: $\frac{1}{8}'' =$

Drawing 5 – Building Elevations & Cross Section

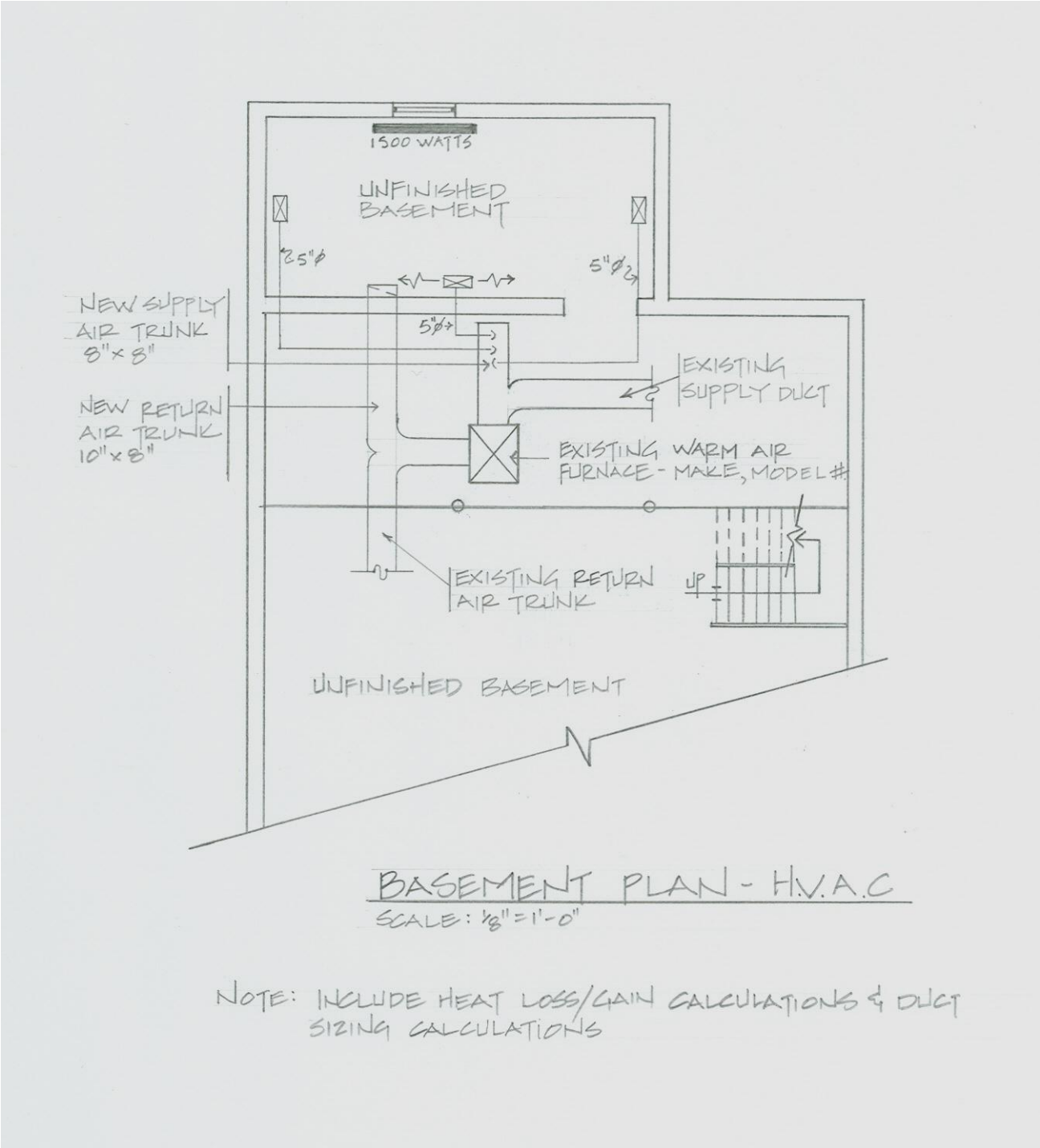


NORTH ELEVATION

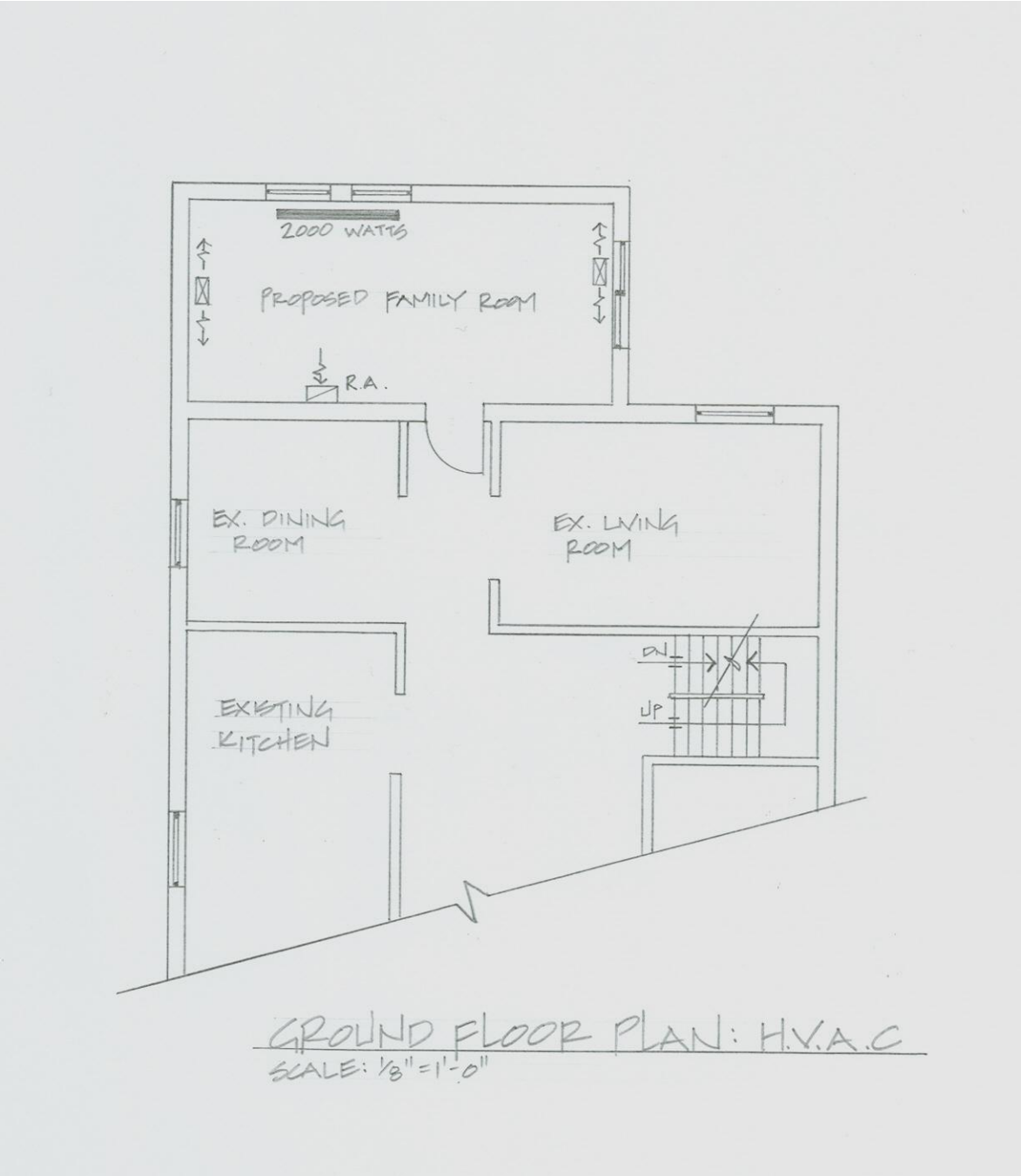
SCALE: 1/8" = 1'-0"



Drawing 6 – Basement Mechanical (Heating) Drawing



Drawing 7 – Ground Floor Mechanical (Heating) Drawing



Demolition Permits

If you propose to demolish any structure occupying an area greater than 10 m² (107 ft²) or part of such a structure, you will require a Demolition Permit. Process information can be obtained from a Building Services Representative.

Building and Demolition Permit Fees

Cash or a cheque payable to the Town of Oakville for the full permit fee is required when an application is submitted for a Building or Demolition Permit. See the Fee Schedule of the Building By-law for current rates, and consult a Building Services Representative for method of calculating fee

- Development Charges may apply to certain types of permits. These charges can include Cash in Lieu of Parkland, Cash in Lieu of Parking, etc. Contact the Finance Department for specific details at 905-338-4196.

Permit Application Process

Depending on the nature of your project, your application will be reviewed sequentially by several specialist examination sections within the Building Services Department before the permit can be issued. If, in the process of reviewing the application, it is found that additional information is required, and if we are unable to contact you by phone, we will forward a letter to you stating specifically what is required in order for us to continue the processing. It is suggested that you respond to our requests for information as promptly as possible in order to avoid any further delays in obtaining your permit.

Permit Issuance

You will be notified of your Building Permit or refusal letter issuance upon completion of our review of the submission. You can pick up your permit OR inform a Building Services Representative if you wish to have your permit mailed to you.

The Building Permit must be available on the construction site at all times for the inspector to verify. The reviewed permit drawings and documents must also be available on site for use by the various inspectors assigned to your project.

Please read the reviewed permit documents thoroughly before commencing construction. The construction must be in compliance with the plans and documents issued with your permit. Any deviation from the reviewed drawings must be reported to the Building Services Department in the form of a Revision Permit. Please contact one of our Building Services Representatives should this situation arise.

The Construction Must Be Inspected

The Building Services Department's Inspectors serve you by ensuring that the construction complies with the Ontario Building Code and the reviewed drawings for which the permit was issued. It is mandatory for you to call for inspections. Mandatory inspections are listed on documents issued with your permit drawings.

The phone number to request an inspection is 905-338-4220. Please have your permit number and address available when you call. A minimum of 24 hours notice is required.

If you have hired contractors to construct the project, it is your responsibility, as the owner, to ensure that they have called for the mandatory inspections. It is in your best interest to have these inspections carried out and any deficiencies identified by the inspectors corrected prior to the contractors' completion of the project.

Other Permits and Approvals

Applicable Law

A building permit cannot be issued if the proposed building will contravene the Building Code Act, its regulations or any other applicable law. See O.B.C. article Div. A. 1.4.1.3. for a list of applicable law or staff is available to assist you.

Plumbing Permits

A Plumbing Permit is required for the installation of drains, sewers and plumbing fixtures. However, if your project involves construction that requires a Building Permit, the plumbing approval will be included, and a separate Plumbing Permit is not necessary.

After your permit has been issued, you as the homeowner may install your own plumbing, drains and sewers. If, however, you are hiring a contractor ensure that they are licensed by the Town of Oakville for the work to be performed.

Site Alteration Permits

Any proposed project involving a substantial removal or addition of fill (such as a swimming pool or a residential addition), alteration of grade or which is, by its nature, of a size or location which could adversely affect the drainage of the property or its neighbouring properties may require a Site Alteration Permit or Site Plan Approval by Director of Development Engineering.

Information on this procedure can be obtained by calling Development Engineering directly at (905) 845-6601 extension 4407.

Site Plan Approval

If your property was created by land division, or if it abuts Lake Ontario, you will require an application for Site Plan Approval. This approval must be obtained through the Planning Services Department prior to Building Permit issuance.

In some situations, projects on properties other than those noted above may also require Site Plan Approval. Therefore, it is in your best interest to review the details of your project with the Planning Services Department staff to avoid delays in permit processing.

Alterations to Heritage Buildings and Properties

If your property is listed in the Town of Oakville's Heritage Registry, alterations and construction on the property can only be undertaken with Council approval.

Information can be obtained from the Heritage Section of the Planning Services Department.

Electrical Permits

Prior to the installation or alteration of electrical equipment contact the Electrical Safety Authority to make an application. All electrical installations must be inspected by Electrical Safety Authority. For more information please contact the Electrical Safety Authority customer service centre.

Halton Region Conservation Authority

If your property abuts land or watercourses under Conservation jurisdiction, you are advised to discuss your project with the Halton Region Conservation Authority. Their approval may be required in order for the Town of Oakville to issue your permit.

General Information

If you have any questions or concerns with Building and Demolition Permit requirements, you may obtain information by visiting the Building Services Department's front counter, and we would be pleased to answer your questions.

Building Services Department staff is available to assist you between the hours of 8:30 a.m. and 4:30 p.m. Monday to Friday.

General Information and Phone Numbers

Credit Valley Conservation Authority
1255 Old Derry Rd. W.
Meadowvale, ON L5N 6R4
1-905-670-1615
1-800-668-5557

Halton Region Conservation Authority
2596 Britannia Rd. W.
Burlington, ON L7P 0G3
905-336-1158

Milton Land Registry Office
2800 Highpoint Dr, 2nd Floor
Milton, ON L9T 6P4
905-864-3500

Oakville Hydro
861 Redwood Square
Oakville, ON L6J 5E3
905-825-9400

Ontario Hydro
155 A. Matheson Blvd., Unit 104
Mississauga, ON L5R 3L5
905-507-4949

Tarion Warranty Corporation
5150 Yonge Street
Concourse Level
Toronto, ON M2N 6L0
1-877-9TARION

Ontario One Call "call before you dig"
1-800-400-2255

Regional Municipality of Halton
P.O. Box 7000, 1151 Bronte Rd.
Oakville, ON L6M 3L1
905-825-6000

Region of Halton Health Department
P.O. Box 7000, 1151 Bronte Rd.
Oakville, ON L6M 3L1
905-825-6211

Town of Oakville - Building Services Dept.
1225 Trafalgar Road
Oakville, ON L6H 0H3
905-845-6601 x 7376

Town of Oakville - Fire Prevention Officers
1225 Trafalgar Road
Oakville, ON L6H 0H3
905-845-6601

Town of Oakville – Planning Services Dept.
1225 Trafalgar Road
Oakville, ON L6H 0H3
905-845-6601

Town of Oakville –
Development Engineering Dept.
1225 Trafalgar Road
Oakville, ON L6H 0H3
905-845-6601

Town of Oakville –
Engineering and Construction Dept.
1225 Trafalgar Road
Oakville, ON L6H 0H3
905-845-6601

Union Gas Limited
4475 Mainway Drive
Burlington, ON L7L 5Y2
905-335-1008

Union Energy
768 Westgate, Unit 4
Oakville, ON L6L 5N2
1-888-71UNION (8-6466)

Electrical Safety Authority
400 Sheldon Drive,
Cambridge, ON N1T 2H9
1-877-372-7233

CHECKLIST FOR RESIDENTIAL APPLICATIONS

- Completed Ministry prescribed building permit application form, designer schedule, applicable law checklist and submit building permit application fee - See fee schedule for current rates, and consult a Building Services Representative for method of calculating fee (include fee for house or addition/renovation, garage, house numbering, water service)
- 3 copies of stamped Grading plans -Grading Engineer or Ontario Land Surveyor (new homes only)
- 2 copies of Site Plan - Stamped by Oakville Hydro (new homes only) - show all buildings (garages, sheds, gazebos, porches, etc.) setbacks, easements, etc.
- 1 copy of zoning checklist or provide site statistics on site plan
- 2 copies of Architectural drawings - foundation plan, floor plan, roof plan, cross-sections, details, elevations, etc. (see samples in this guide)
- 2 copies of truss diagrams and calculations stamped by a professional engineer
- 2 copies of HVAC drawings, room by room heat loss/gain calculations, duct layout, furnace specifications - heating input, output, airflow, external static pressure, etc
- Site Plan Approval - contact the Planning Services Department
- Site Alteration Permit - contact the Development Engineering Department
- Development Charges - contact the Finance Department and obtain a “fee schedule” from a Building Services Representative
- Cash-in-lieu of Park Land Dedication - contact the Legal Department
- New Home Warranty Owner Declaration form, if applicable or registration number
- Check with the Licensing Section of the Clerks Department to ensure the HVAC Contractor, Master HVAC installer, Master Plumber, Plumbing Contractor and Building Renovator are licensed by the Town of Oakville
- In new subdivisions, clearance must be obtained from Parks and Open Space, Development Services, Fire Department, Oakville Hydro and the Region of Halton
- In unassumed subdivisions a developer’s approval may be required prior to construction as per purchase agreement
- Halton Region Conservation Authority approval if located near a lake, creek or any HRCA regulated property
- Heritage Approval required if the property or building is listed in the Town of Oakville’s Heritage Register (contact the Heritage Section of the Planning Services Department)

Should you have any questions, please contact a Building Services Representative for further explanation: (905) 845-6601, ext. 7376