

### Rooftop Solar Panel Array

Building permit applications for the installation of rooftop solar array panels will require drawings and a structural review of the roof, prepared by a professional engineer (P.Eng). Please speak to Building Services staff for further guidance.

### Tenant Alteration for Non-Residential

Building permit applications typically require drawings such as architectural, mechanical (H.V.A.C., plumbing, sprinkler) and electrical that clearly explain the full scope of work. Structural drawings may also be required if the scope of work proposes a modification to the existing structure. Typically architects and professional engineers (structural, mechanical, electrical) will be required to perform the design. Drawings are required to clearly indicate what is existing and what is proposed.

Note: In some circumstances an architect or professional engineer may not be required. Please speak to Building Services staff for further guidance, or contact the Ontario Association of Architects at [OAA.on.ca](http://OAA.on.ca) or the Professional Engineers of Ontario [PEO.on.ca](http://PEO.on.ca) to determine when a professional design is required to meet the O.B.C.

### Change of Use

Even if no construction is proposed, no person shall change the use of a building or part of a building or permit the use to be changed if the change would result in an increase in hazard. Similar to Tenant Alteration applications, a professional design may be required. Please speak to Building Services staff for further guidance.

### New Industrial Building, Large Multi-Unit Residential, or New Non-Residential Building Larger than 600m<sup>2</sup>

Building permit applications for proposed construction of this nature typically require drawings that are prepared by an architect as well as a professional engineer in each of the designations listed below that clearly explain the full scope of work. This applies to both new buildings, as well as to renovations or additions to existing buildings.

- **Architectural** (floor plans, reflected ceiling plans, roof plan, elevations, building sections, wall sections, details, door and window schedules, specifications)
- **Civil** (site works such as plumbing, storm water, sewer, lot grading)
- **Landscape**
- **Structural** (foundations, floor plans, column schedules, rack storage, details and specifications)
- **Mechanical** (plumbing and HVAC plans, including roof plans, sprinkler, details and equipment schedules, specifications)
- **Electrical** (lighting, power, fire alarm plans, details and schedules, specifications)

Due to the complexity of this type of permit application, it is suggested that a pre-consultation is arranged to discuss your proposed project and the application requirements. Please call to arrange a time to meet with Building Services staff at 705-742-7777 ext 1892.

**Remember:** In most cases it is against the law to begin construction or demolition of a building, including plumbing works without the authority of a building permit.



Hours of Operation:  
Monday to Friday 8:30 am-4:30 pm  
500 George Street North  
Peterborough, ON K9H 3R9

# Designer Requirements for Building Permit Applications

## Building Services Division

Tel: 705-742-7777 Ext. 1892  
[www.peterborough.ca/Business/Building.htm](http://www.peterborough.ca/Business/Building.htm)

## Building Permit Submission Guideline

All guidelines are recommended only. For a clear indication of the requirements, please refer to the Ontario Building Code (O.B.C.); as well as the City of Peterborough Building By-law for permit submission requirements. It is recommended that application requirements are confirmed with Building Services staff prior to submission. Issuance of any building permit may require documented approval from authorities outside of the City of Peterborough Building Services jurisdiction, such as Otonabee Region Conservation Authority (O.R.C.A.) or Peterborough Public Health Unit.

**Incomplete building permit applications will not be accepted.**

A complete application will include:

- The municipal address of the property
- The construction value
- The building permit application fee. Refer to the Building Permit Fee schedule
- Name, address and phone number for: the property owner, the applicant, and the designer
- The building area in square meters

Permit applications will require detailed drawings that clearly explain the proposed construction and are required to be dimensioned and drawn to scale. **Typical drawings that are required include, but are not limited to a Site Plan, Floor Plans for each level of proposed construction, Building Elevations, and Cross Sections.**

When applicable, ensure that existing and proposed construction is clearly identified.

**REMEMBER:** In most cases it is against the law to begin construction or demolition of a building, including plumbing works without the authority of a building permit.

## Addition or Alteration to a Residential Dwelling Unit

Drawings are required to be prepared by a qualified designer who possesses their Building Code Identification Number for House (B.C.I.N. House), or by the Owner on title of the municipal address that a permit is being applied for. More complex design such as H.V.A.C. systems (Heating, Ventilation and Air Conditioning) may require design by a qualified designer possessing B.C.I.N. for H.V.A.C. House. Building Services will assist you in determining this. Please refer to the **Submission Requirements for Addition/Renovation Building Permit Applications** handout and to the **Basement Finishing Guide** for further guidance.

## New Residential Dwelling Units

Drawings are required to be prepared by a qualified designer who possesses their Building Code Identification Number for House (B.C.I.N. House), or by the Owner on title of the municipal address that a permit is being applied for. More complex design such as H.V.A.C. systems (Heating, Ventilation and Air Conditioning) may require design by a qualified designer possessing B.C.I.N. for H.V.A.C. House. Building Services will assist you in determining this. Please refer to the **Submission Requirements for New Home Permit Applications** handout for further guidance.

## Residential Decks

Drawings are required to be prepared by a qualified designer who possesses their Building Code Identification Number for House (B.C.I.N. House), or by the Owner on title of the municipal address that a permit is being applied for. Please refer to the **Residential Deck Guide** and the **Guards for Residential Decks Guide** for further guidance.

## Plumbing Only for Residential

Plumbing permits are required to be obtained for any new plumbing, or modifications to an existing plumbing system (connected piping, fittings, valves, equipment, fixtures and appurtenances contained in plumbing). Drawings are not typically required for a plumbing permit when there is no proposed change to a floor plan. A completed building permit application form clearly outlining the proposed work is required. Please speak to Building Services staff for further guidance.

## Pool Enclosure

If the pool is to be constructed on a lot in a Registered Plan of Subdivision, you will be required to submit a pool site/grading and drainage plan, prepared by an engineer. Please refer to the **Submission Requirements for Swimming Pool Permit Applications** handout for further guidance.

## Demolition of a Building

Demolition permits pertain to the demolition of an entire building, or part thereof. Before a permit can be issued, a completed **Confirmation of Arrangements for Service Disconnections and Notifications** form must be completed. A professional engineer (P.Eng) will be required if any of these apply; the building exceeds 3 storeys in building height or 600 m<sup>2</sup> in building area, the building structure includes pre-tensioned or post-tensioned members, it is proposed that the demolition will extend below the level of the footings of any adjacent building and occur within the angle of repose of the soil, as drawn from the bottom of such footings, or explosives or a laser are to be used during the course of demolition. Please speak to Building Services staff for further guidance.