

## Drawings/Plans General Information

Two (2) sets of drawings are required in order to make a building permit application. Drawings must be drawn to scale and either printed in ink or be copies.

All drawings are required to contain the following information:

- Drawing title
- Municipal Address where construction will take place
- Designers name and contact information
- Date of drawing
- Drawing scale and clear dimensions (either metric or imperial, but not both)
- Total proposed area of work
- Indication of new/proposed and existing construction

Each building permit application is unique. To obtain more information on what type of drawings are required for your permit submission, contact Building Services staff to obtain a more detailed list of drawing requirements.

## The Building Permit Process

Below is a brief overview of the overall building permit process. It will assist you in understanding each stage from preliminary consultation through to the requirements during the construction phase.

1. Preliminary Design Phase - Before submitting a building permit application, consult with the Building Division if you have any questions about the process.
2. Applying - Submit a complete building permit application with all supporting documentation to the Building Division, along with the required application fee.
3. Consideration – The application is reviewed for completeness and compliance with the local zoning by-law, Building Code and other applicable law.
4. Consultation (May be requested by Building Services) - Comments on proposals obtained from other municipal officials. Other approvals may be required.
5. Decision – The application may be approved or refused. If approved, Building Services will provide a permit card and return a set of approved drawings for reference when performing the construction.  
The decision for approval or refusal is based on the application complying with:
  - Other authorities having jurisdiction: e.g. Conservation Authority and other applicable law.
  - Municipal Zoning By-Law
  - Ontario Building Code
  - Site Plan Review
6. Appeal (Optional) – If a building permit is denied based on incomplete information or non-compliance with applicable law, the applicant may wish to contact the Building Code Commission and/or Judge of Ontario Court (General Division)
7. Inspections During Construction - Inspections are required during several stages of construction to occupancy and completion. It is the owner(s) responsibility to ensure calls for inspections have been made. Inspections will commence no later than two full days after a request for inspection is made.
8. Construction Completed - Notice of satisfactory completion will only be issued upon request. It is the owner(s) responsibility to ensure that “Final Inspection” has been performed and passed in order for a building permit to be closed.



Hours of Operation:

Monday to Friday 8:30 am-4:30 pm

500 George Street North

Peterborough, ON K9H 3R9

# General Guidelines for the Building Permit Process

## Building Services Division

Tel: 705-742-7777 Ext. 1892

[www.peterborough.ca/Business/Building.htm](http://www.peterborough.ca/Business/Building.htm)

## When is a Building Permit Required?

You must obtain a building permit before you do any of the following:

- Construct a new building
- Install a swimming pool (a pool enclosure permit)
- Renovate, repair or add to a building
- Demolish or remove all or a portion of a building
- Change the Use of a Building
- Install, construct, change or remove partitions and/or load-bearing walls
- Make new openings for, or change the size of, doors and windows
- Construct a garage, a shed or other type of accessory building
- Construct a balcony or deck, or enclose an existing deck
- Construct a building over 108 sq. ft. (10 sq. m.)
- Construct a building under 108 sq. ft. (10 sq. m.) that includes plumbing
- Excavate a basement or construct a foundation
- Install or modify any life safety or fire suppression system such as fire alarms, sprinkler or standpipe or fixed extinguishing systems.
- Install or modify heating, plumbing, and air conditioning systems, fireplaces, fireplace inserts and woodstoves
- Install or renovate plumbing
- Construct or reconstruct a chimney
- Finish a basement or convert a room to a bedroom

Permission may be required from governing agencies other than Building Services for work not covered in the Ontario Building Code. Such work may include: electrical work, fuel fired appliances and other equipment. It is the Owner(s) responsibility to ensure all required permits are obtained.

If you are unclear as to whether the work you intend to perform requires a building permit, contact the Building Services Division and ask to speak with Building Services staff.

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.

## You do not require a building permit to:

- Replace existing, or same-size doors and windows, subject to distance from property lines
- Install siding on small residential buildings, subject to distance from property lines
- Build a building under 108 sq. ft. (10 sq. m.) that does not contain any plumbing, but it must conform to the zoning setbacks
- Re-shingle a roof, provided there is no structural modification
- Install eavestroughs, provided that drainage is contained on your property
- Damp-proof basements, provided no foundation repair is required
- Paint or decorate, including interior finishes, but excluding insulation
- Reinstall/replace kitchen or bathroom cupboards without plumbing
- Erect a fence (swimming pools and outside hot tubs do require special permits)

The purpose for the Ontario Building Code (O.B.C.) is to ensure that minimum health and safety requirements are met when new construction is performed. This is for the sake of all people that may occupy or come in contact with the building. Building permits assist in ensuring that this is achieved.

It is the responsibility of the Owner(s) to meet these minimum standards. It is the role of the Building Official to assist the Owner(s) in achieving compliance.

## Submitting Your Application

Building permit applications may be filed in person at the Building Division, City Hall, main level, Carnegie Wing, 500 George Street North, Peterborough.

Drawings must be legible, **drawn in ink or be copies** and **to a scale**. Drawings must also be **clearly dimensioned** in either metric or imperial, but not a combination of the two.

Building Services staff will review your application to ensure that it is complete. Incomplete applications will not be accepted.

## Documentation

The following documents are required for most residential building permit applications:

- A completed **Building Application Form**.
- A completed **Schedule 1: Designer Information**, if applicable. (Schedule 1 is attached to the permit application).  
Drawings are required to be prepared by a designer who meets the requirements that are set out in the O.B.C. Building Services staff can assist you in determining who is qualified, based on the proposed scope of work described.
- **Energy Efficiency Design Summary Form** (new homes & additions only).
- **Authorization to Act as Agent** form or letter (if applicant is someone other than the property owner).
- Two (s) sets of all drawings. Please ensure all plans are arranged in the following order and securely fastened into sets:
  - Site Plan
  - Architectural
  - Civil
  - Landscape
  - Structural
  - HVAC/mechanical/sprinkler
  - Electrical
  - Applicable permit fee. See the current permit fee schedule.

These forms may be found at the Building Services Division, or on the City of Peterborough website:

<https://www.peterborough.ca/en/doing-business/building-services-and-permits.aspx#Building-permit-application-forms-and-supporting-documents>

If drawings are too bulky for folding, rolled drawings are acceptable. The maximum size of plan that will be accepted for permit application and review is 760mm x 1067mm (30" x 42").