

## Foundation Plan and Basement Plan

- ☐ Scale
- ☐ Layout and use of rooms and spaces (label/names)
- ☐ Dimensions
- ☐ Size, type and location of structural members – columns, beams, lintels, joists
- ☐ Location, size and dimensions of all footings and spacing of footing pads
- ☐ Foundation wall type and thickness
- ☐ The identity of all building materials and/or a reference to a schedule or legend identifying same

## Building Elevations

Elevations show the exterior view of each side of the building. Each elevation is identified by the direction it is facing, and should include:

- ☐ Scale
- ☐ Extent of new and existing construction
- ☐ Dimensions of walls, windows and doors
- ☐ Area of exposed building face and percentage (%) of glazed openings and required limiting distance
- ☐ Grade level
- ☐ Exterior wall cladding, finishes and flashings
- ☐ Stairs, landings, guards and handrails
- ☐ Overhang dimensions
- ☐ Roof shape, slope and finish
- ☐ Rain water leader and eaves trough
- ☐ Overall building height

## Cross Sections and Construction Details

A section represents a view of the house along an imaginary line at a particular location and illustrates construction details. The extent/orientation of the section should correspond with the sectional arrow shown on the plans. Sections should indicate the following:

- ☐ Scale
- ☐ Details of footings, foundation walls, floors and roof
- ☐ Distance from grade to floor and underside of footing
- ☐ Attic and crawl space ventilation
- ☐ Stairs, landings, guards and handrails

**Drawings must be legible, drawn in ink and to a scale.** Note that incomplete applications or drawings will not be accepted.

**Drawings must also be clearly dimensioned in either metric or imperial, but not a combination of the two.** At the Building Services Division counter, the Building Services staff will review your application to ensure that everything is in order.

Drawings/plans must show how the proposed construction will comply with the Ontario Building Code (O.B.C.) in order for a building permit to be issued. Compliance with all other applicable law will also need to be illustrated on the application drawings that are submitted. Some of these applicable laws may include, but are not limited to:

- ☐ City of Peterborough by-law (e.g.: Zoning, Secondary Suite)
- ☐ Otonabee Region Conservation Authority (O.R.C.A.) regulations
- ☐ Ontario Heritage Act
- ☐ Heritage Conservation District
- ☐ Canadian Aeronautics Act
- ☐ Peterborough Public Health Unit

Please review the General Guidelines for Building Permit Applications brochure that is available at the Building Services Division counter or on the City of Peterborough website: [www.peterborough.ca/Business/Building/Building\\_Documents](http://www.peterborough.ca/Business/Building/Building_Documents)

## Additional Information

Some additional information may also be required as part of the building permit application process depending on what the proposed scope of work is.

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.

If you have any questions about your application, please call or attend the Building Services Division counter during our regular business hours. Building Services staff can discuss your building permit application.

Incomplete applications or plans will not be accepted. At the Building Services Division counter, the Building Services staff will review your application to ensure that everything is in order.



Hours of Operation:

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

500 George Street North

Peterborough, ON K9H 3R9

# Residential and Small Building Permit Application Drawing Requirements

## Building Services Division

Tel: 705-742-7777 Ext. 1892

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

## Required Documents

The following documents are required for most Residential and Small Building permit applications:

- ☐ A completed **Application for a Permit to Construct or Demolish**

- ☐ A completed **Schedule 1: Designer Information** form (Schedule 1 is attached to the permit application)

If the drawings are prepared by someone other than the owner, the designer must have the qualifications specified in the Ontario Building Code (O.B.C.). Building Services staff can assist you with determining these requirements.

- ☐ An **Authorization to Act as Agent** form, if the applicant is someone other than the property owner.
- ☐ Two (2) sets of all drawings.
- ☐ Two (2) sets of all other applicable documentation

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>

Please note that some additional information may be required depending on the type of application you are submitting. Building Services staff can assist you in making this determination.

The Building Services Division provides handouts for some of the more typical types of permit applications, such as:

- ☐ Additions and Renovations Single Dwelling Units Permit Application Submission Requirements
- ☐ New Home Permit Application Submission Requirements
- ☐ Basement Finishing Guide
- ☐ City of Peterborough Residential Deck Guide
- ☐ A guide to Using Supplementary Standards SB-7 Guards for Residential Decks
- ☐ Submission Requirements for Pool Enclosure Permit Applications
- ☐ Creating a Secondary Suite

These handouts 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>

## Drawings/Plans General Information

Drawings are required to be submitted as part of most building permit application submissions. Drawings must be prepared by person(s) qualified under the Ontario Building Code (O.B.C.). In most cases this is a designer with the appropriate B.C.I.N. (building code identification number) certification.

If drawings are too bulky to be folded, rolled drawings are acceptable. The maximum size of drawing that will be accepted for permit application and review is 760mm x 760mm (30"x42"). Please ensure that all drawings are collated and in the order indicated below.

**Drawings must be legible, drawn in ink and to a scale.** Note that incomplete applications or drawings will not be accepted.

**Drawings must also be clearly dimensioned in either metric or imperial, but not a combination of both.** At the Building Services Division counter, Building Services staff will review your application to ensure that everything is in order.

All drawings must include the following information:

- ☐ Title
- ☐ Municipal Address
- ☐ Designers Name and qualification (e.g.: B.C.I.N.)
- ☐ Date of drawing
- ☐ Scale
- ☐ Dimensions
- ☐ Clear identification of new and existing construction
- ☐ Total area of work
- ☐ Designer signature

### The following drawings are required for most building permit applications:

- ☐ Site Plan
- ☐ Floor Plans, such as:
  - ☐ Foundation Plan
  - ☐ Basement Plan
  - ☐ Main Floor Plan
  - ☐ Second Floor Plan
- ☐ Building Elevations
- ☐ Cross Sections
- ☐ Construction Details

## Site Plan

A Site Plan is a drawing showing the complete property and identifying all structures in relation to the property boundaries. A property survey is commonly used as a template for developing the site plan. Please refer to the Site Plan Requirements for Residential and Small Buildings handout available at Building Services or on the City of Peterborough website:

[www.peterborough.ca/Business/Building/Building\\_Documents](http://www.peterborough.ca/Business/Building/Building_Documents)

## Floor Plans

A floor plan is a drawing of the structure as seen as if it is cut horizontally a few feet above the floor line. One floor plan is required for every floor level of the building which is affected by new construction. Each plan shows the layout of the level in question as well as providing the structural framing information for the floor or roof above. Floor plans must include the following applicable items:

- ☐ Scale
- ☐ Layout and use of rooms and spaces (label/names)
- ☐ Dimensions
- ☐ Extent of new construction, including new work within existing buildings
- ☐ Size, type and location of exterior and interior walls and partitions
- ☐ Widths, locations and lintel sizes of all opening (including window sizes)
- ☐ Location of all plumbing fixtures
- ☐ Roof framing should indicate the size, grades/species, and spacing of roof rafters and ceiling joists. If a pre-engineered truss system is being used, provide stamped engineered drawings and layout.
- ☐ The identity of all building materials and/or reference to a schedule or legend identifying same
- ☐ Reference to detailed drawings
- ☐ Material specifications or notes
- ☐ Heating and ventilation details including: heat loss/gain design calculations and equipment summary, mechanical ventilation design summary and duct layout drawings.
- ☐ Location of smoke alarms and carbon monoxide detectors

When applicable, all plans should clearly indicate what is new/proposed and what is existing construction.