



Building in McDougall

Obtaining a Building Permit in Seguin is a **3-Step** process. By following the steps you will greatly enhance the efficiency of obtaining your Permit. It is the Municipality's goal to issue Building Permits in the most expeditious manner possible.

S
T
E
P

1

Ensure Compliance with all Zoning By-Laws

- All building activity must comply with the Municipality of McDougall's Zoning By-Law 2017-05
- Zoning By-Law 2017-05 defines permitted uses, locations, lot coverage, limits, setbacks, etc.
- Copies of the Zoning By-law are available online at www.mcdougall.ca or at the Township office (by request)

S
T
E
P

2

Ensure Compliance with all Other Applicable Law

- Depending on activity, approvals from other Jurisdictions maybe required
- Examples include Entrance Permits, Department of Fisheries & Oceans, Ministry of Natural Resources, Ministry of Transportation, Planning Act

S
T
E
P

3

Ensure Compliance with the Ontario Building Code

- Provincial Legislation requires that all building activity must comply with the Ontario Building Code
- McDougall Township has the responsibility to ensure compliance within its jurisdiction

BUILDING PERMIT ISSUED

"There are three participants in the above process: the Owner, the Designer and the Building Official. The obligation of the Building Official is to achieve compliance with the Ontario Building Code. The obligation of the designer is to take professional responsibility for the design and general review. The obligation of the owner is to provide a complete application and if necessary, to engage appropriate people to complete various tasks on their behalf." [James Farrow](#)



GUIDE TO APPLYING FOR A BUILDING PERMIT:

The following information is provided to assist you when submitting an application for a building permit. We have provided a description of the required information which may be required in support of the application.

The best way to expedite your application is to provide accurate and complete information.

Incomplete applications will not be accepted and returned, or held in the building department until the required information is received. If the required information has not been received in a within the time requested the application will be destroyed unless arrangements have been made to pick it up.

Energy Efficiency Requirements in Effect as of January 1, 2017

As of January 1, 2017, houses and other small residential buildings (i.e. Division B, Part 9 residential buildings) must meet the performance level that is equal to a rating of 80 or more when evaluated in accordance with NRCan, "EnerGuide for New Houses: Administrative and Technical Procedures", or conform to Chapters 1 and 2 of MMAH Supplementary Standards SB-12, "Energy Efficiency for Housing". These new requirements for the energy efficiency of houses and other small residential buildings apply to buildings that are intended for occupancy on a continuing basis during the winter months.

Energy efficiency requirements will continue to increase as the Building Code phases-in the energy-conserving incremental changes in an effort to eventually construct homes with a Net-Zero energy impact.

HOW TO COMPLETE THE APPLICATION FOR A PERMIT TO CONSTRUCT OR DEMOLISH

Section A) Provides information on the proposed project. If the property does not already have a building or unit number then one will be assigned at the Township Office. Remember to include your estimated value for this project.

Section B) Is used to describe the type of permit you are applying for. Check off the appropriate box and also describe the scope of the project.

Section C) This information pertains to the individual or corporation submitting the application. If the applicant is not the owner, a letter of authorization must be provided. The letter of authorization must be specific to the type of building(s) being applied for, and a standard template is provided in the McDougall permit application package.

Section D) Must be completed if the owner is anyone other than the applicant. Providing this information is optional.

Section E) Provides information on the Builder (Building Contractor).

Section F) In general, a new home which is designed to be used on a year round basis and is going to be sold as a new home, or is constructed in its entirety by a contractor for the owner must be registered with the Tarion Warranty Corporation, also known as the Ontario New Home Warranty Program. Refer to the O.N.H.W.P. Act for clarification of details. Section F must be completed whether the home is being registered or not. Please be aware that the information regarding all residential is provided to Tarion.

Section G)(i) Schedule 1: Designer Information must be completed and included with every application. For many applications, more than one Schedule 1 will be required. For example, a new house would require a Schedule 1 for House HVAC-House and Plumbing-House, unless one designer is qualified for all of these categories. For more information on these designer requirements, contact the Building Development Branch of the Ministry of Municipal Affairs and Housing at 416-585-6666.

Section G)(ii) Schedule 2: Sewage System Installer information must be completed if a sewage system is to be installed, repaired, altered or replaced. (Sewage System Applications must be submitted to North Bay – Mattawa Conservation Authority in Parry Sound 705-746-7566).

Section H)(i) Your application must be complete and in the correct form by the owner or authorized agent, all fields have been completed on the application and all required schedules attached. Payment of all applicable fees must accompany the application.

Section H)(ii) Requires you to include Plans and Specifications prescribed by Building By-Law 2015-09.

List of Plans or Working Drawings to Accompany Applications for Permits as per Building By-Law 2015-09 are as follows:

Site Plan Requirements

A site plan will be required in support of all applications. It may be based on a survey of the property or an accurate, to scale drawing:

1. Show the entire property including dimensioned property lines.
2. Show the location and size of all existing structures on the property.
3. Show the location and size of all proposed structures.
4. Show the distances (in feet or meters) from all existing and proposed structures to all property lines.
5. Show and identify all roads, rights-of- way, driveways, or access routes.
6. Show the location of any septic system and its distance to property lines, structures water bodies and wells.
7. Likewise show the location of the well and its distance to property lines and structures.
8. Indicate north on the site plan.
9. Include distances to all utilities, including overhead wires.

REQUIRED PERMIT DRAWINGS:

BUILDING PLANS: Two complete sets of the building plans must be submitted with each application. The plans shall contain sufficient details so that compliance with the Ontario

Building Code can be determined when reviewed by the building department. The building plans must be large enough and clear enough to be legible.

The following information may be used as a guide when preparing plans, for a project designed under Part 9 of the Ontario Building Code, which does not require professional design. Any project that requires design by an Architect and/or a Professional Engineer (Part 3 Buildings, such as assembly, institutional or large buildings over 600 square meters and multiple dwellings) will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.

The Designer that prepares the building plans is responsible to ensure that they provide sufficient information to the builder to ensure compliance with the requirements of the Ontario Building Code. All Designers are required to be qualified through the Ministry of Municipal Affairs and Housing (MMAH) for the portion of the building that they are designing.

1. FLOOR PLANS:

- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows and plumbing fixtures and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plans for simple projects, as well as mechanical and electrical information. The plans must be dimensioned and to scale, with a separate plan for each storey, including the basement. If the project is an addition, the layout of the existing floor plan is also required for other verification purposes.

2. FOUNDATION PLANS:

- The size and type of materials used for the foundation including damp proofing and insulation.
- The location and size of all footings, including column and pier footings.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added on this drawing.

3. FRAMING PLANS:

For simple projects, the framing can be shown on the floor plans.

- The size and location of all structural members must be clear.
- The size and spans for beams should be indicated.
- The specifications for engineered lumber must be provided (e.g. trusses, LVL beams).
- All loads must be directly transferred to the foundations; sufficient information must be provided on the drawings to verify this.

4. ROOF PLANS:

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.
- Design snow load to be noted on drawings.

5. SECTIONS AND DETAILS:

- Cross sections will illustrate all the materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of; insulation, air barrier, vapor barrier, structural members, sheathing, backfill height,

bracing and required connections. Individual storey and overall building heights may be included.

6. BUILDING ELEVATIONS:

- Show proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc., should be clearly illustrated.

7. ELECTRICAL DRAWINGS:

- For simple projects, the electrical components can be shown on the floor plans.
- Show location of smoke alarms, carbon monoxide detectors, visual signals (where required) and 3-way switches.

8. HEATING, VENTILATION AND AIR CONDITIONING DRAWINGS:

- Indicate locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design.
- Location and description of HVAC units and ventilation design summary.
- Indicate type and location of fire stops and/or rated closures when applicable.

9. DETAILS OF ANY FUEL BURNING APPLIANCES OR FIREPLACES:

- Include method of construction for fireplaces.
- Type and location of chimney, and height above roof.
- Include specifications for pre-manufactured solid fuel appliances.

Section H(iii) Documents establishing compliance with applicable law. A complete list maybe found in the Ontario Building Code. Some of the more common examples would be:

a. Planning Act

- Zoning By-Laws – permitted uses
- Lot coverage restriction
- Setbacks
- Height restrictions
- Site plan agreements – required on all commercial properties and in some residential zones.

b. Building Code Act

- Sewage system permits, permits must be issued before a Building Permit
- Payment of fees

c. Municipal Act

- Entrance permits issued by the McDougall Township, Public Works Department if proposed driveway will be attached to an improved public street.

d. Public Land Act

- Ministry of Natural Resources approvals for crib docks exceeding 15m² (161 ft²) of cribbing
- Land Use Permit (letter of authorization to occupy the crown bed for any 1 1/2 storey boathouse).

e) Public Transportation and Highway Improvement Act

- A Building Land Use Permit is required if proposed structure is located within 45m (148 ft.) of a Highway or 180m (591 ft.) of the centre point of an intersection.
- Entrance permit if proposed driveway will be attached to a highway.

Section H(iv) Statement to confirm applicant has reviewed the applicable laws and verified the proposed project is not in contravention.

Section I A written declaration that the applicant has submitted truthful documentation, and that in the case of a corporation or partnership-owned property, the applicant is authorized to sign on its behalf.

Your application will be processed and reviewed to ensure compliance with the Building Code, Zoning By-Law and any other Applicable Law. We will contact you if there are any problems or when the permit has been issued and is ready to pick up.

The approved drawings must be kept on the project site and available to the building inspector at all times. The building permit must be posted at the project site in a visible location.

Inspections

*Please provide your building permit number when requesting inspections. It is up to you to notify us when your project is ready for any of the inspections listed. In general inspections are required before you cover something up that we will not be able to see later. **IMPORTANT – NO BUILDING CAN BE OCCUPIED OR USED UNTIL A FINAL INSPECTION OR OCCUPANCY INSPECTION HAS BEEN PASSED.**

List of Required Inspections

(Further inspections may be required for non-residential buildings)

- Pre Footings
- Pre Backfill
- Plumbing (Above and Underground)
- Insulation / Vapour Barrier
- Air Barrier
- Occupancy
- Other
- ICF Insulated Concrete Forms
- Framing
- HVAC (Heating Ventilation Air Conditioning)
- Solid Fuel Appliances
- Final
- Final (demolition)
- Final (dock)

- **Occupancy** - conditions for residential occupancy generally include the following:

The following items must be substantial completed;
cladding, roofing, windows, doors, assemblies requiring fire resistance ratings, closures, insulation and vapour barriers, air barriers, firefighting access routes and plumbing fixtures.

The following items must be complete, operational and tested;
electrical supply, required exits, floor access and egress systems, handrails and guards, smoke alarms, visual signals (where required) and carbon monoxide detectors, fire separations and fire stopping's, fume barriers and self-closing devices, water supply, drains and vents, heating and ventilation, lighting and the sewage system.

INSPECTION PROCEDURES

It is ***your*** responsibility to book the necessary inspections. **In general, an inspection is required before covering something up.**

All ***documents & plans*** stamped by the Municipality of McDougall ***must remain on site in*** order for the inspections to take place.

Please call **705-342-5252** to book your inspection.

NOTE: NO BUILDING CAN BE OCCUPIED UNTIL AN OCCUPANCY OR FINAL INSPECTION HAS BEEN PASSED

AIRTIGHTNESS REQUIREMENTS FOR NEW HOUSES

All houses must comply with increased air barrier requirements in the Ontario Building Code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. A blower door test to verify the air tightness of the house must be conducted during construction if the NRCan EnerGuide80 option is used, or if the SB-12 Performance or Energy Star options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

An Energy Efficiency Design Summary (EEDS) must be submitted with a building permit application when proposing a house or small residential building. The standard form is provided in the McDougall permit application package.

Revocation of Permits

The Chief Building Official may revoke a permit if, after six months after its issuance the construction or demolition of which it was issued has not, in the opinion of the Chief Building Official, been seriously commenced or if the construction or demolition of the building is in the opinion of the Chief Building Official, substantially suspended or discontinued for a period of more than 1 year.

Helpful Information

Septic Approval Contact

Septic approval must be obtained and a copy of the permit or positive file review submitted prior to the issuance of a Building Permit for a residential building such as a cottage, house, guest cabin, 1.5 storey boathouse or if the proposed construction will increase the number of bedrooms on the property, increase the floor area of a residential use by 15% of the finished floor area or add any plumbing fixtures.

- North Bay – Mattawa Conservation Authority
69 Bowes St
Parry Sound ON P2A 2L5
705-746-7566
www.nbmca.on.ca

Electrical Permits / Inspections Contact

Electrical inspections are required for all electrical work (new installations and modifications). The Electrical Safety Authority will provide information on permits and inspection requirements for the work being done. Electrical Final Certificates are to be submitted prior to a Final Inspection or granting occupancy.

- Electrical Safety Authority
P.O. Box 24143
Pine Bush Postal Outlet
Cambridge ON N1R 8E6
1-877-372-7233
www.esasafe.com

Land Use Permit / Ministry of Natural Resources and Forestry Contact

Important changes to the approval process for shoreline structures have been identified. As a result of a court decision, authorizations under the Public Lands Act will be required for all docks that occupy more than 15m² of shadow area (footprint). These authorizations are free of charge and apply to new, expanded and seasonal placement of docks and single-storey boathouses.

Replacement structures will also require authorization if the structure occupies more than 15m². An LUP (Land Use Permit = occupational authority for structures on Crown land and shore lands) is still required for 1.5-storey boathouses and/or boathouses with living accommodations and some docks. In cases where construction includes works conducted on privately owned shore lands a work permit will also be required.

The MNRF has developed a new application package for these docks and single-storey LUP's which are now available.

Contact information:

- Bracebridge Field Office
1350 High Falls Road
Bracebridge, ON P1L 1W9
705-645-8747
mnr.approval@ontario.ca
- Parry Sound District Office
7 Bay Street
Parry Sound, ON P2A 1S4
705-746-4201 or 705-773-4202
Carolyn.Roy@ontario.ca

Land Use Permit / Ministry of Transportation

A Building Land Use Permit is required if a proposed structure is located within 45m (148 ft.) of a Highway or 180m (591 ft.) of the centre point of an intersection.

An Entrance Permit will be required if a proposed driveway will be attached to a highway.

Contact information:

- Ministry of Transportation
207 Main Street West
Huntsville, ON P1H 1Y1
1-800-255-7814 Ext. 234
valerie.mceachern@ontario.ca

Entrance / Driveway Approval

In order for your Building Permit Application to be considered complete, an approved entrance to a Municipality of McDougall approved public street is required. This is not required for existing sites where a principal building or structure and a previous approved entrance exists. If you do not have an entrance to your property, it is necessary to complete the Entrance Application forms.

Please be advised that the above permits must be in place prior to the Municipality of McDougall issuing a building permit.