

# THE CORPORATION OF THE TOWNSHIP OF JOCELYN

## BUILDING PERMITS A GUIDE FOR THE HOMEOWNERS

A Building Permit is required for new construction, additions, alterations, renovations, relocations and repairs or rehabilitation of a building or structure. Electrical, mechanical, heating, plumbing and entrance permits may also be required.

Building permits are required to ensure zoning requirements, (contained in municipal by-laws), and building safety standards (contained in the Ontario Building Code) are satisfied. Under the Building Code Act, local governments are given authority for the enforcement of the Ontario Building Code within their municipality. If a zoning change is needed under the municipal zoning by-law, a permit will not be issued until the zoning change has been obtained.

A building permit is needed for:

- Construct of any new building over 15 square meters
- Make renovations or repairs or add to the building
- Additions regardless of size
- Decking
- Change the use of the building
- Excavate or construct a foundation
- Construct a seasonal building
- Cargo containers

Note: Municipal zoning states that a permit for the main structure must be obtained prior to issuing permits for any accessory structures such as garages or storage buildings.

- Minimum size for residence – 720 square feet/66.89 square metres
- Minimum size for seasonal residence – 400 square feet/45.52 square metres

Contact the municipality about any questions if a permit is required.

It is the responsibility of the property owner to obtain a permit.

The Building Code sets out the stages of construction when buildings must undergo a mandatory inspection. It is the responsibility of the permit holder to contact the building inspector when the project is at the stage of construction set out in the Building Code.

The following information is to assist you in submitting and application for a building permit. The best way to expedite your application is to provide accurate and complete information.

Drawings will need to be submitted with the application:

**Lot Coverage:** The total lot coverage for all accessory buildings, structures and decking on a lot shall not exceed seventeen percent

**Site Plan**

1. Show the entire property including dimensioned property lines
2. Show the location and size of all existing structures on the property including decks, porches, sheds, garages, gazebos, etc.
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 the septic system and its distance to property lines, structures and wells
7. Show any waterways, watercourses, creeks, drainage ditches etc.
8. Indicate north on the site plan
9. Any hydro poles on property

**Building Plans (2 sets of structural drawings) including:**

1. Floor plans
  - All rooms must be labeled
  - Door and window locations
  - Plumbing fixtures
  - Stair location
  - Structural information ie. Floor joists, beams, trusses etc. (can be separate drawing)
  - Smoke alarms/co detection
2. Foundation plan
  - Size and type of material used for foundation
  - Location and size of footings including column and pier footings
  - Foundation drainage location
3. Sections and details
  - Cross section indicating framing materials
  - Type and location of air barrier
  - Insulation value
  - Stair and guard details
4. Building Elevations
  - Proposed grade
  - Window and door location and size
  - Roof slope
  - Proposed deck(s)
5. Heating, ventilation
  - HVAC design and layout
  - Heat loss calculations
6. Any engineered documents
7. Septic Use Certificate
  - Provide compliance package design
  - Provide summary sheet

Ensure that the Schedule 1 “Designer” sheet is completed by each individual who has completed any of the above noted designs, ie; plumbing, heating, floor plans, etc.

Notify the Building Inspector of any changes to your building plan prior to making change

**Inspections** The inspector must always be able to see the work

Typically the following inspections would be required:

1. Footing
2. Framing
3. Insulation with vapor barrier (if applicable)
4. Final

**Refer to your Construction Permit of the stages of construction that requires inspections.**

**Other approvals may be required:**

Ministry of Transportation  
Algoma Public Health  
St. Joseph Island Planning Board  
Ontario Hydro

Ensure that the Building Permit is posted and the approved plans are kept on the job site.

Contact numbers:

Building Inspector:  
Kevin Morris, Tulloch Engineering

Cell phone 705-542-4462

Toll free 1-800-797-2997

Office 705-842-3372

Email [kevin.morris@tulloch.ca](mailto:kevin.morris@tulloch.ca)

Municipal Office Phone 705-246-2025

### **Demolition Permits**

Before you take down all or part of a building, you will need to apply from the municipality a demolition permit. The process is much the same as for a building permit. There is no fee for a demolition permit.

### **How to change a building's use**

If you want to change the way you use all of part of a building, you may need a permit. A building evaluation may need to be done to make sure the existing building can safely accommodate the proposed use. Different uses have different Building Code requirements.