

Building Permit Requirements

Residential Addition

The following information is required at submission. Complete submissions can be processed within 10 business days. It is advisable to review the Zoning By-law to determine size restrictions for your property prior to application.

Building Permit Application Package

1. **Completed building permit application** consisting of:
 - "Schedule 1: Designer Information"
 - "Owner's Authorization for Agent to Make an Application", if applicable
 - Conservation Authority Approval, if applicable
 - On-site sewage system analysis, if applicable

2. **One (1) copy** (in .pdf format) of plans and specifications drawn to scale which must include:
 - Site Plan** showing:
 - Entire property with lot dimensions
 - Existing structures, proposed construction, and the dimensions of each
 - Setbacks of the proposed addition to the property lines and any on-site sewage systems on the property
 - If adding more than 50 m² to the footprint, a lot grading plan is required that is sealed by an Ontario Land Surveyor or Ontario Professional Engineer

 - Architectural Plans**
Provide floor plans for each level, elevations for each side of the house and sections where necessary. The following information must be provided on each plan:
 - Floor Plans**
 - Title of Plan and Scale
 - Overall dimensions and dimensions of each room and space
 - Use of rooms and spaces
 - Size, type (material), spacing and location of all structural members including beams, lintels, columns, joists, bearing walls and partitions
 - Material and size of all components of floor, wall and ceiling assemblies
 - Location of all plumbing fixtures

General Building Inquiries:
buildingpermit@innisfil.ca
705-436-3710

- Elevations (for each side of the house)**
 - Title of Plan and Scale
 - Overall dimensions and dimensions of doors and windows
 - Grade level
 - Exterior wall cladding, finishes and flashing
- Section**
 - Size and type of footing and foundation wall
 - Foundation drainage
 - Grade and distance from grade to floor
 - Floor construction
 - Exterior and interior wall construction
 - Roof and ceiling construction (if pre-manufactured trusses/floors are used submit sealed truss/floor layout and specification)
 - Attic insulation
- Heating, Ventilation and Air Conditioning**
 - SB-12 Energy Efficiency Design Summary
 - Heat loss and ventilation calculations. When the existing system is used to heat the addition a calculation for the existing house will be required
 - Heating system floor plan showing the location and size of new ductwork and existing ductwork where new work is connected to it, location and size of supply air registers and return air grills

Applications are submitted through [Cloudpermit](#) - an online system to apply and track building permits, make payments, request inspections, and receive email updates on the building permit process.

Fees & Issuance

1. A non-refundable application fee is due at the time of application submission. The application fee will be credited to your total amount due prior to permit issuance.
2. The balance of fees are due before the permit can be issued. You will receive a notification with your total and payment instructions. Once all fees are paid, the permit will be issued in [Cloudpermit](#).

Note: Fees are charged in accordance with the Town's Fees and Charges By-law, and are subject to change.

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Use one form for each individual who reviews and takes responsibility
for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

**Owner's Authorization for
Agent to Make an Application**



**Town of Innisfil
Building Department**
2101 Innisfil Beach Road,
INNISFIL, ON L9S 1A1
Tel : 705-436-3710
1-888-436-3710
Fax: 705-436-7120

Date: _____ Permit No.: _____

Proposed Work: _____

Location: _____

The undersigned, being the owner(s) of the above referenced property, authorizes

Applicant Name

Address

to apply for a permit for the above referenced project on my behalf. I understand that I shall be responsible for the terms of the conditions contained in the permit.

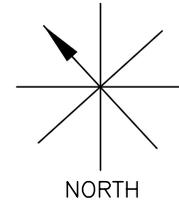
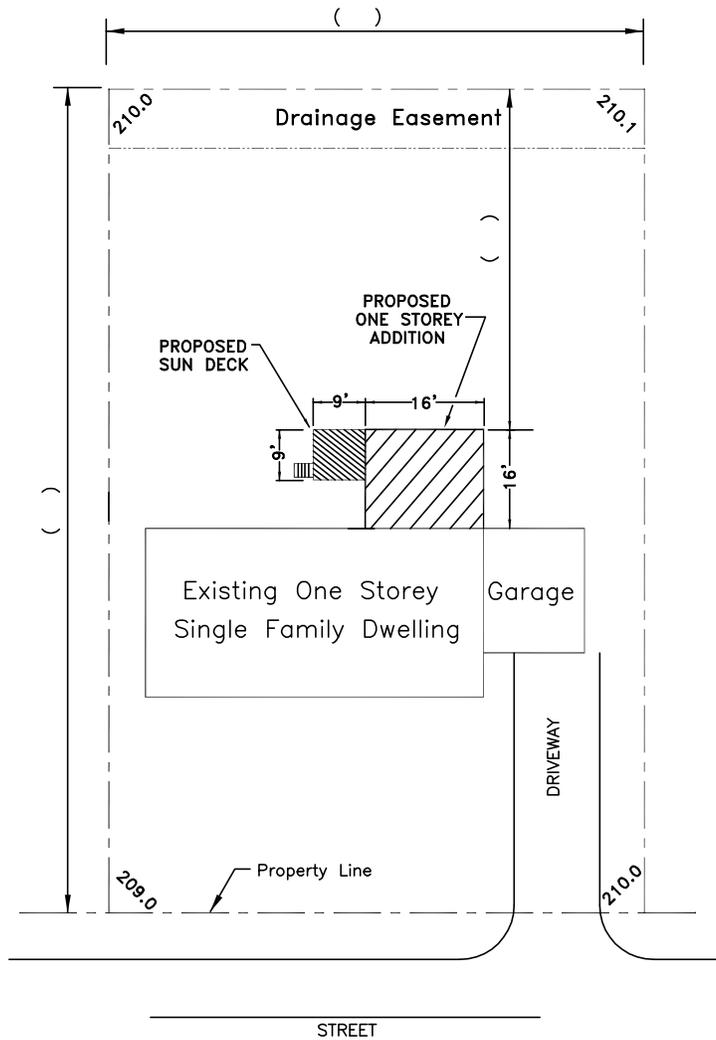
(If owner is an INDIVIDUAL)

_____	_____
Owner's Name	Address
_____	_____
Owner's Signature	Phone No. / E-Mail

(If owner is a CORPORATION)

_____	_____
Owner's Name	Address
_____	_____
Name of Authorizing Officer	Phone No. / E-Mail

Signature of Authorizing Officer (I have authority to bind the Corporation)	



SITE PLAN

LOT AND PLAN NO.

NOTE:

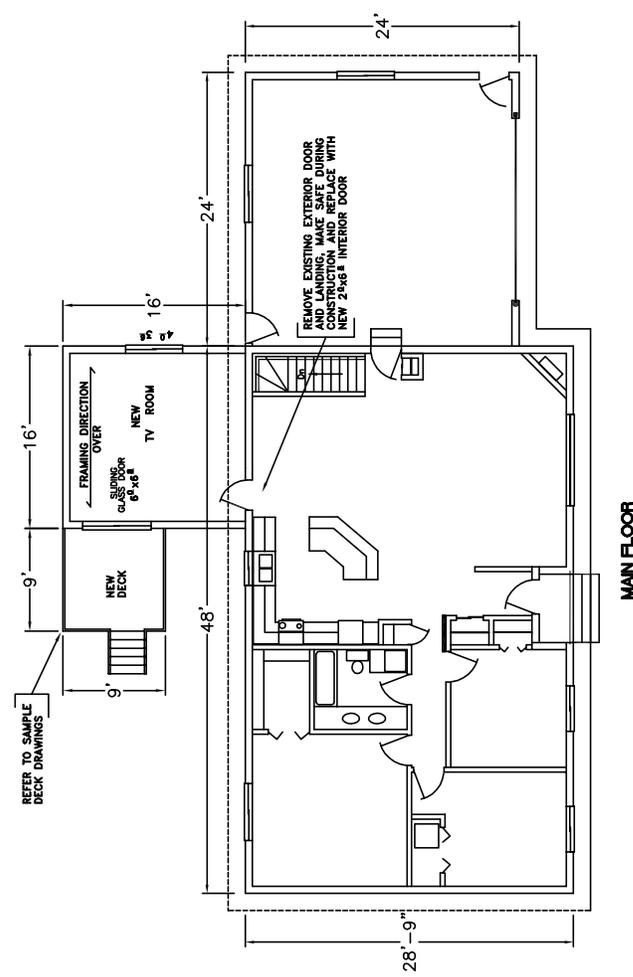
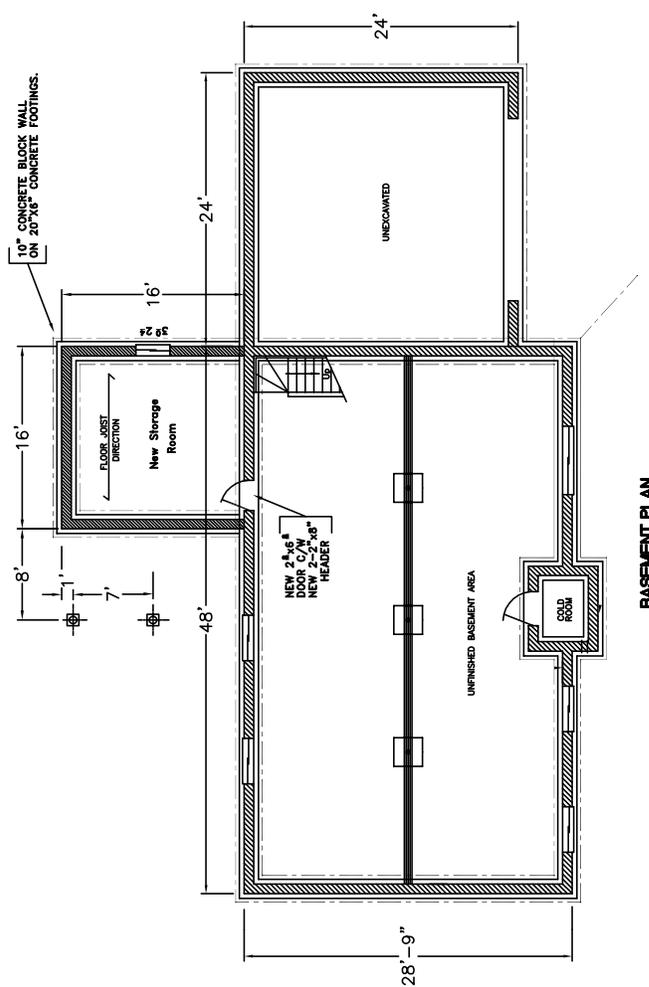
IT IS THE RESPONSIBILITY OF THE APPLICANT TO OBTAIN A SURVEY FROM AN ONTARIO LAND SURVEYOR SHOWING ALL LOT GRADING, CORNER LOT ELEVATIONS, AND CORNER ELEVATIONS OF THE PROPOSED CONSTRUCTION.

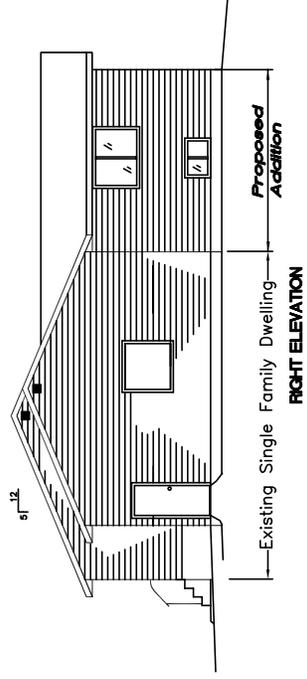
GRADES

209.0 Denotes Existing Grade

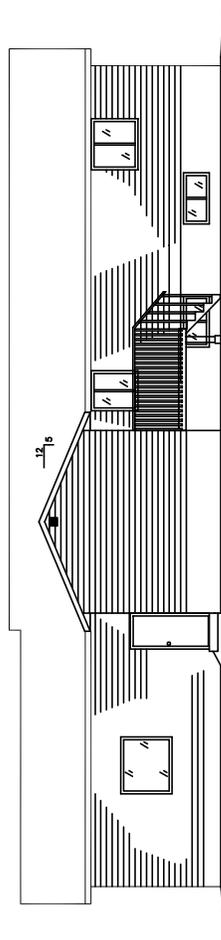
ELEVATIONS

1. Existing Grades at Lot Lines Not to be Altered or Changes Made to Existing Stormwater Drainage That Will Affect Adjacent Properties.



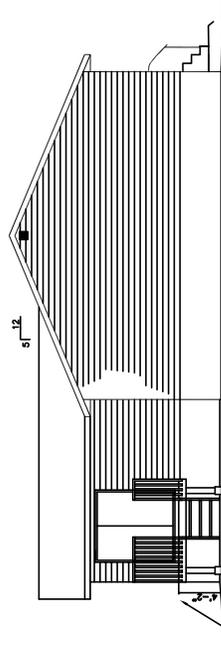


RIGHT ELEVATION

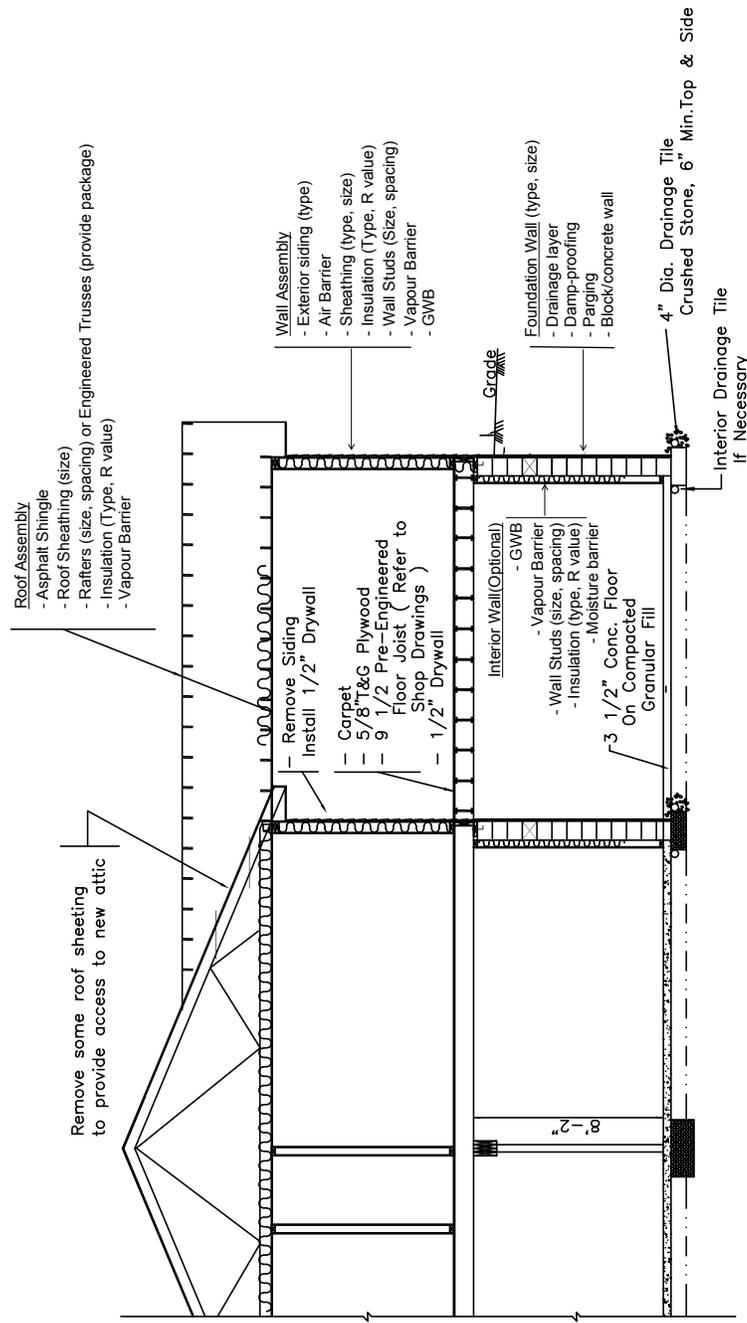


REAR ELEVATION

REFER TO DECK
SAMPLE DETAILS



LEFT ELEVATION



- Roof Assembly
- Asphalt Shingle
 - Roof Sheathing (size)
 - Rafters (size, spacing) or Engineered Trusses (provide package)
 - Insulation (Type, R value)
 - Vapour Barrier

- Wall Assembly
- Exterior siding (type)
 - Air Barrier
 - Sheathing (type, size)
 - Insulation (Type, R value)
 - Wall Studs (Size, spacing)
 - Vapour Barrier
 - GWB

- Foundation Wall (type, size)
- Drainage layer
 - Damp-proofing
 - Parging
 - Block/concrete wall

- Interior Wall (Optional)
- GWB
 - Vapour Barrier
 - Wall Studs (size, spacing)
 - Insulation (type, R value)
 - Moisture barrier
 - 3 1/2" Conc. Floor On Compacted Granular Fill

4" Dia. Drainage Tile
Crushed Stone, 6" Min. Top & Side
Interior Drainage Tile
If Necessary

SECTION VIEW