



BUILDING PERMIT DOCUMENTATION REQUIREMENTS

FOR DEVELOPMENT/ZONING PERMIT APPLICATION:

An approved Development Permit (Conservation Authority or Township zoning if required as well as specific requirements unique to the project) is required prior to issuing Building Permit.

REQUIRED DOCUMENTS FOR BUILDING PERMIT APPLICATION:

SITE PLAN

- Building address; street/road names; size of site(lot); use of the building; size of the building(s); location of the building(s) in relation to the property lines and existing buildings; north arrow
- Access to the site; parking; grading elevation for drainage; well; septic tank and field location.

This is necessary for confirmation of Conservation Registration of Onsite Waste Disposal system and other Services service in the area.

FOUNDATION PLAN

- Overall size; size and location of the footings, piles, foundation walls; size and location of openings for doors, windows; pads for columns; foundation drainage.

FLOOR PLANS (for each level)

- Size and location of: interior and exterior walls; exits; fire separations; doors (including door swings and hardware); stairs; windows; barrier-free entrances; barrier free washrooms; other barrier-free facilities; built in furnishings; room sizes; location of service area. (i.e. furnace and laundry room)

STRUCTURAL PLANS

- Size, material and location of: columns; beams; joists; studs; roof trusses; floor trusses/ joists; Masonry walls; poured in place and precast concrete walls and floors; and related structural engineering details. (NOTE: Floor and truss drawing to be supplied.)

ELEVATIONS

- Views of all sides of the building; height of finished grade; exterior finishing materials; size and location of doors, windows; location of chimneys.

CROSS SECTIONS AND DETAILS

- Cut through views of the building; lists of all materials
- Cut through including structural and finishing materials; vertical dimensions; stair dimensions and handrails;
- Height of finished grade; air, water and vapour protection; insulation value.

VENTILATION/MECHANICAL PLANS

- Description and location of heating, ventilation and air conditioning equipment, size and location of ductwork; location of plumbing fixtures and supply and waste piping; location of fire dampers; size and location of sprinkler systems equipment (if required).

**Township of Southgate
Building Department**

185667 Grey County Road 9
Dundalk, ON N0C 1B0



Phone: 519-923-2110
Toll Free: 1-888-560-6607
Fax: 519-923-9262
Web: www.southgate.ca

ELECTRICAL PLANS

- Type and location of lighting; electrical panels; smoke and heat detectors, CO2, fire alarm systems; location of exit lights; emergency lighting etc.

ENERGY EFFICIENCY DESIGN DOCUMENT (EEDDs form)

- Documentation of Energy Efficiency in compliance with SB10 (commercial/industrial) or SB12 (housing)

SEPTIC APPLICATION AND DESIGN

- Septic design and application must be completed by a competent individual if septic system is required. (New or dan addition of a fixture unit, bedroom, or an addition greater than 15% of the existing)
- Soil test analysis must accompany the Septic design.

OBC DESIGN MATRIX

- Larger or Complex designs may require an OBC Matrix completed by an Architect or Engineer or by a qualified professional.

OTHER

- Other information may be required to describe the proposed construction in more detail.
- For alterations and renovations, some of the drawings may not be required.