



# TOWN OF WHITCHURCH-STOUFFVILLE

## Homeowner's Guide to Building Permits

**Are you thinking of making a change to your home?**

***Building permit information for:***

- ***building a deck***
- ***building a garden shed***
- ***putting in a pool***
- ***finishing the basement***
- ***building an addition***



Any questions?

Visit Building Services at the  
Town Hall Offices  
Monday to Friday  
8:30am to 4:30pm

111 Sandiford Drive  
Stouffville, Ontario L4A 0Z8

[www.townofws.ca](http://www.townofws.ca)



*This information package was developed as a brief and non-comprehensive overview only and should not be substituted for legal advice. Although every effort is taken to ensure information contained herein is accurate as of the date of printing, the Town of Whitchurch-Stouffville, its offices, employees and agents cannot be responsible for any errors or omissions.*

2015

# Think you need a Building Permit?.....

As a homeowner, whether you have just moved in, or, you have outgrown your present home, renovation may be on your mind. This may include anything from adding a room, fixing up the basement or building a garage, to remodeling the interior of your home. If you are planning home improvements, this information sheet introduces you to building permit requirements of the Town of Whichurch-Stouffville. Building permits are issued by the Building Division of the Development Services Department under an Ontario regulatory statute.



## Why are building permits needed?

Building permits are necessary to ensure that zoning requirements, health, fire, structural safety standards and other building standards are met, primarily for safety reasons. It is the homeowner's responsibility to ensure that a building permit is obtained when required. You may authorize your contractor or designer to apply for the permit, but the owner should ensure that they have the permit prior to any work starting.

## What projects require a building permit?

Under the *Ontario Building Code Act*, a building permit is required for the construction of an addition or alteration of any structure which results in a building area of over 10 m<sup>2</sup> (108 ft<sup>2</sup>).

The following is a list of typical projects that do require a permit:

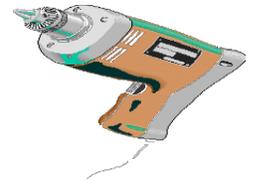
- decks
- porches, sunrooms, solariums
- carports
- attached or detached garages, sheds over 10
- dormers or finishing of attic space
- one or two storey additions
- finishing a basement
- complete furnace and ductwork replacements
- plumbing and/or drains (replacing fixtures)
- new or structural alterations to windows or doors
- interior structural alterations
- adding or removing most walls, i.e. creating different room sizes and/or uses
- basement or main floor walkout alterations
- replacement of masonry chimney below roofline
- installation of irrigation systems
- installation, repair of storm, sanitary and water service systems
- installation of cleanout
- conversion from septic to sanitary sewer
- insulating of exterior walls when exterior or interior cladding is removed
- adding a unit within an existing building
- changing the use of an existing building

## What projects do not require a building permit?

A building permit is not required for a detached accessory structure (gazebo, tool shed, etc.) which measures less than 10 m<sup>2</sup> (108 ft<sup>2</sup>) in area.

The following is a list of projects that typically do not require a permit:

- fences, other than for swimming pools
- lightweight roofing replacements
- eavestroughs & downpipes
- repairs to masonry veneer
- damp proofing basements
- kitchen or bathroom cupboards without plumbing piping work
- replacing siding, windows or doors (no structural changes)
- adding attic insulation
- satellite dishes less than 5m<sup>2</sup>
- decks not forming part of a principle entrance to a dwelling unit & less than 600mm (24 in.) above grade
- air conditioning units or heat pumps added to existing systems
- new furnace with at least the same heat output as existing
- pool heaters
- painting and decorating
- landscaping
- replacing just plumbing fixtures such as; toilets, sinks & taps



**SPECIAL NOTE: Although a building permit may not be required, you must still comply with the requirements of the Town's *Zoning By-law* (available on the Town's website), the *Ontario Building Code* and other applicable laws (available on the government of Ontario's website at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)).**

# Thinking of building a deck?.....

## Will your deck be less than 2 feet above ground & conform to the Town's Zoning By-law?

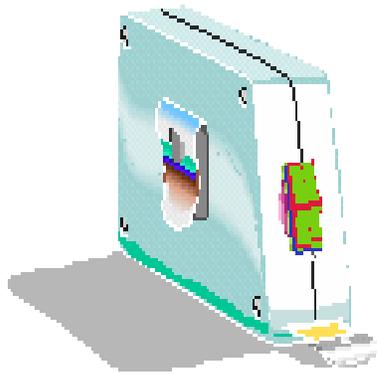
If the answer to this question is yes, you do not need a building permit. Our Zoning By-laws restricts decks to the rear and side yards only. For further clarification on zoning, please contact the Town's Planning Services Division at 905-640-1910 ext. 2328.



## Are you building a deck more than 2 feet above ground & conforming to the Town's Zoning By-law!

If this situation applies you, a standard building permit application is required accompanied by two copies of the following:

1. Find the most current copy of your property survey (or accurately dimensioned site plan) showing all existing buildings and structures. Draw to scale the proposed deck on the survey copy indicating the actual setback dimensions to all property lines.
2. Provide additional detail drawings to reflect the actual proposal, its dimensions, materials and structural information.
3. Please include your name and address on each page submitted with your application.



### Note for Designers:

*Individuals & agencies providing design services need to provide verification that they have the required qualifications and are registered with the Ministry of Municipal Affairs and Housing for all deck drawings.*

*Designers hired by homeowners must be certified and registered with the Ministry of Municipal Affairs and Housing. Refer to the ministry's on-line designer registry (QUARTs) on the ministry's website to confirm a building professional's registration and/or qualification. [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca)*

HOMEOWNERS SUBMITTING THEIR OWN DESIGNS FOR THEIR OWN RESIDENCE ARE EXEMPT FROM BEING REGISTERED AND/OR QUALIFIED, BUT THE DRAWINGS SHOULD BE TECHNICALLY CORRECT AND COMPLETE WITH THE REQUIRED INFORMATION. (NOT RECOMMENDED FOR NOVICES)

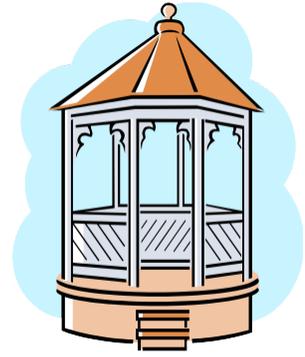
Permit Fee: Charged by calculating the deck surface area (a minimum fee is applicable). Fees are payable at time of application by cheque, cash, or debit card. See our website; <http://www.townofws.ca/en/residents/Fee-Info.asp>

Inspections: A required inspection schedule will be attached to each set of permit drawings. To arrange for inspections, please call the Building Services Division at 905-640-1910 ext: 2280.

If your proposed deck does not conform to the Town's Zoning By-law talk to us at the Planning Services Division to review your options at 905-640-1910 ext: 2311.

## Thinking of building a garden shed?

A garden shed is an accessory building. Other accessory buildings include gazebos, cabanas, change houses, pool equipment sheds, detached garage etc. If the accessory building includes alterations to existing plumbing fixtures, a plumbing permit is required. Contact the Town's Building Services Division at 905-640-1910 ext: 2256 for further information. If any electrical work is proposed (lighting, wiring, switches & outlets for example) contact the Electrical Safety Authority at 1-877-372-7233 for more information regarding their permits and related fees.



### Will your accessory building be less than 10 m<sup>2</sup> (108 ft<sup>2</sup>) & conform to the Town's Zoning By-law?

If the answer to this question is yes, you do not need a building permit but you will still need to conform to the Town's Zoning Bylaws. Zoning By-laws can be found on the Town's website and cover such matters as minimum distances from property lines, uses, lot coverage & height restrictions. For further clarification on your specific zoning, please contact the Town's Planning Services Division at 905-640-1910 ext: 2311.

### Are you building an accessory building more than 10 m<sup>2</sup> (108 ft<sup>2</sup>) & conforming to the Town's Zoning By-law?

If this is the accessory building for you, a standard building permit application is required accompanied by two copies of the following:

1. Find the most current copy of your property survey (or accurately dimensioned site plan) showing all existing buildings and structures. The proposed accessory building is to be drawn to scale on the survey with actual setback dimensions given to all property lines and impact on drainage patterns.
2. Detail drawings to reflect the actual proposal, its dimensions, use, structure and materials.
3. Please include your name & address on each page submitted with your application



#### Designer's Note:

*Individuals & agencies providing design services need to provide verification that they have the required qualifications and are registered with the Ministry of Municipal Affairs and Housing for all deck drawings.*

*Designers hired by homeowners must be certified and registered with the Ministry of Municipal Affairs and Housing. Refer to the ministry's on-line designer registry (QUARTs) on the ministry's website to confirm a building professional's registration and/or qualification. [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca)*

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**Permit Fee:** Charged by calculating the gross floor area (a minimum fee is applicable). Fees are payable at time of application by cheque, cash, or debit card. See our website; <http://www.townofws.ca/en/residents/Fee-Info.asp>

**Inspections:** A required inspection schedule is attached to each set of permit drawings. To arrange for inspections, please call the Building Services Division at 905-640-1910 ext: 2280.

**If your accessory building does not conform to the Town's Zoning By-law,** talk to us at the Planning Services Division to review your options at 905-640-1910 ext: 2311.

## Thinking of taking a dip?.....

If you are installing an above-ground pool, inground pool or blow-up/temporary pool kit (containing more than 2 ft. of water) on your property the fence (enclosure) surrounding the swimming pool requires a permit. During construction of the pool, the owner must provide a safe temporary fence around the pool. Contact the Town's Building Services Division at 905-640-1910 ext: 2253 for further information.



### Will your pool & pool enclosure conform to the Town's Zoning By-law & Fencing By-law?

If the answer to this question is yes, you still need a permit for the pool enclosure. Zoning By-laws & Fencing By-law cover such rulings as minimum set back, maintenance easement, & height restrictions.

If the answer to the Zoning Bylaw conformance question is no, please contact the Town's Planning Services Division at 905-640-1910 ext: 2311.

A standard Building Permit application (available on the Town's website) is required to be accompanied by two copies of the following:



1. Find the most current copy of your property survey (or accurately dimensioned site plan) showing all existing buildings and structures. The proposed pool and fence enclosure are to be drawn to scale on this survey and dimensioned to all property lines.
2. Supply detailed drawings to reflect the actual fence enclosure proposal, its dimensions, and materials.
3. Please include your name & address on each page submitted with your application.
4. Note that depending on the way you plan to access your property you may require an [Access] Encroachment Permit issued by the Town, York Region or the Ministry of Transportation.

Permit Fee: A standard fee is payable for all pools. There are additional charges for pools on lots with private sewage systems and where access is via Town property. Fees are payable at time of application by cheque, cash, or debit card. See our website; <http://www.townofws.ca/en/residents/Fee-Info.asp>

Inspections: To arrange for inspections, please call the Building Services Division, at 905-640-1910 ext: 2280.

## Thinking of finishing the basement.....



Finishing a previously unfinished area of your home requires a building permit. A residential renovation or alteration to your home can include enlarging a window or door, adding or removing a wall or finishing a basement. If any renovation includes a new washroom or alterations to the existing plumbing, a plumbing permit is required. Also, if your home is serviced by an on-site private sewage disposal system, a septic system evaluation report may also be required.

Contact the Town's Building Services Division at 905-640-1910 ext: 2253 for further information.



Electrical work such as lighting, wiring, switches & outlets are the responsibility of the Electrical Safety Authority. For information regarding electrical permits and fees contact the ESA at; 1-877-372-7233.



Gas appliance installation, including a gas furnace, water heater and fireplace, is the responsibility of the licensed gas contractor. For more information contact the Enbridge technical desk at; 1-888-447-4911.

### Prior to the issuance of a renovation Building Permit the following is required:

1. A fully completed building permit application.
2. A fully completed general designer's schedule. Note: if you as a homeowner are submitting your own design, please check the third box of the "Declaration of Designer" section and write on the line provided the word "owner".
3. Only if exterior work is proposed, will you need to supply the most current copy of your property survey (or accurately dimensioned site plan) showing all existing buildings and structures..
4. Building plans with sufficient detail that comply with the *Ontario Building Code*. Floor plans should clearly state their intended use, and depending on the scope of your project, a heating & ventilation ducting layout may be required.



#### Secondary dwelling units/suites:

*When the New Comprehensive Zoning By-law is ratified, the Town of Whitchurch-Stouffville will permit the construction of basement apartments/secondary units through a registration process administered by the Clerk's Department. For more information, please call ext. 2260.*

#### Note for Designers:

*Individuals & agencies providing design services need to provide verification that they have the required qualifications and are registered with the Ministry of Municipal Affairs and Housing for all deck drawings. Designers hired by homeowners must be certified and registered with the Ministry of Municipal Affairs and Housing. Refer to the ministry's on-line designer registry (QUARTs) on the ministry's website to confirm a building professional's registration and/or qualification. [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca)*

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**Permit Fee:** Charged by calculating the renovated area (a minimum fee is applicable). Fees are payable at time of application by cheque, cash, or debit card. See our website; <http://www.townofws.ca/en/residents/Fee-Info.asp>

**Inspections:** A required inspection schedule is attached to each set of permit drawings. To arrange for inspections, please call the Building Services Division at 905-640-1910 ext: 2280.

## Thinking of adding more space.....



Residential additions require a building permit. A residential addition to your home can include a sunroom, family room, bedroom or 2<sup>nd</sup> storey addition. If the addition includes a washroom or alterations to existing plumbing, a plumbing permit is required. Also, if your home is serviced by an on-site private sewage disposal system, a septic system evaluation report may be required. Contact the Town's Building Services Division at 905-640-1910 ext: 2256 for further information. If any electrical work is proposed (lighting, wiring, switches & outlets for example) contact the Electrical Safety Authority at 1-877-372-7233 for information regarding permits and permit fees. All building permits must comply with the listed Applicable Law requirements. It may not be feasible for you as a homeowner to know every piece of legislation that may affect your application. Most homeowners will likely need the help of a professional designer. Development Services Department staff can assist you in determining Applicable Law and any other approvals required, but we prohibited on providing design services.

[A standard Building Permit application \(available on the Town's website\)](#) is required to be accompanied by two copies of the following:

1. Find the most current copy of your property survey (or accurately dimensioned site plan) showing all existing buildings and structures. The proposed addition is to be drawn on the survey and dimensioned to all property lines.
2. Building plans that comply with the Zoning By-law (setbacks, lot coverage, use & height requirements), Ontario Building Code, and depending on the project; floor plans, cross sections, elevations, truss and HVAC (Heating, Ventilation & Air Conditioning) calculations.
3. Proof of compliance with applicable laws.
4. Please include your name & address on each page submitted with your application



### Note for Designers:

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