

Temiskaming Municipal Building Association Requirements for Residential and Commercial Building Permits

DO I NEED A PERMIT?

Here are the requirements for residential and commercial permits. Before a building permit can be issued by the Building Official, information concerning main waterline, sewage, septic, natural gas, wells and hydro must be obtained by local agencies. (Local agencies are listed at the end of this document). If the permit request is for a new construction, then architectural design, public works and landscaping standards may apply to the property or project. These items must be addressed before a building permit can be issued by the Building Official. A permit is needed for all aspects as set out in fee schedule (attached).

REQUIRED DRAWING

It is not necessary to be proficient draftsman; however, the following basic information must be provided in order to obtain your permit. If at all possible, have your drawing to scale.

- Plot plan showing the size, position and setbacks of the proposed project in relation to existing buildings, property lines, and public utility easements. Check with your local township office for zoning by-laws.
- Foundation plan indicating the type and size of footing used and the pad/finish floor grade.
- Framing section showing sizes of framing members and methods of assembly and, if required, the R-value of insulation being used.
- Floor plan detailing the location of doors, windows, electrical outlets, heater (HVAC), plumbing fixtures, smoke detectors and the square footage of the project.
- Roof framing plan showing details of framing, type of sheathing, nailing patterns, roof pitch and type of covering.
- Elevations showing two or more sides of the proposed structure.
- Two sets of drawing must be submitted to the building official.

ADDITIONAL REQUIREMENTS

- Depending on the scope of work, other documents such as, engineering and soil reports.
- A residential addition shall include wall, ceiling, foundation, slab, or raised floor.
- New commercial construction requires that one additional set of drawings be submitted to the local fire department.
- If the new structure is a restaurant, one set of drawings must be submitted to the local health unit and fire department.

Depending on complexity, plan check should be completed within 7 to 14 working days.

PERMIT APPLICATION

When applying for a permit, certain information is required to complete the permit application.

- Description of work
- Project location (street number or 911# and name)
- Legal owners name, address and telephone number
- Proposed work valuation
- Proof of workmen's compensation
- Contractors name and license

The owner, an authorized agent, or a licensed contractor is the only person who can legally sign the building permit application. Upon receiving a completed building permit application, a \$50.00 deposit is required. Balance payable on receiving your permit. Upon approval of the application and issuance of the permit, the applicant/contractor has 180 days (6 months) to commence work on the project.

BUILDING PERMIT FEES

Fees are charged for the type of permit issued such as building, plumbing, and mechanical. The permit fee is based on the valuation of the project and calculated from fee tables established by Temiskaming Municipal Building Association. The fees provide for the checking of plans and adequate field inspection of the materials and methods of construction. Once plans are approved by the Building Official, fees may be paid at local township office upon obtaining your building permit.

INSPECTIONS

All permits issued require an inspection during and/or at the completion of the work. Scheduling inspections is the responsibility of the applicant/contractor. Depending on the type of project, the following inspections are required.

- Foundation - after trenches are excavated, forms erected and steel is in place.
- Foundation wall - once foundation walls are completed, damp proofed, drainage tile and clear stone is in place.
- Rough framing - after the roof, all framing, fire blocking and windows and doors are complete.
- Plumbing - after all aspects of plumbing are complete.
- Insulation - after the walls, floor joists, below grade and attic space insulation is installed.
- Final - after finish grading and exterior and interior finishes are complete and building is deemed ready for occupancy.

Obviously, not all of the inspections listed above will apply to every job. If uncertain which inspections pertain, please check in with your Building Official.

WHEN TO CALL FOR AN INSPECTION

An inspection request is available by calling 705-563-2375 at the Township of Armstrong office. There must be at least 24 hour notice. The approved plans, permit and inspection card should be on the job site and available to the inspector at the time of inspection.

CONSTRUCTION WITHOUT A PERMIT

If construction begins without a permit, there will be an additional administration fee equal to 50% of the full permit fees or \$100.00 whichever greater to a maximum of \$20,000.00 plus the cost of applying for a building permit.

DIRECTORY

Link Drilling Limited

705-647-7046

Health Unit

705-544-2221

Doug Metson, septic inspection

Union Gas

877-969-0999

Hydro One

888-664-9376

For local water main and sewage lines, call your local Public Works office in your Township.

Always remember to call for locates before you dig.

Thank you for your co-operation

Clayton Seymour / Chief Building Official
Temiskaming Municipal Building Association
705-563-2375