

A Guide to

Preparing Residential Permit Drawings



- Dimension of buildings in relation to each other
- Right-of-ways and easements
- Existing and proposed construction
- Existing and/or proposed septic systems
- Existing and/or proposed wells
- Overhead hydro wires.

Site Grading Plan

A site grading plan is a drawing of your property prepared by a Registered Ontario Land Surveyor which indicates the grading, drainage pattern and elevations of the foundation. All dimensions and elevations are to be metric.

The following information should be shown on the site grading plan:

- **Title and scale**
- **Street name and number**
- **North arrow**
- **Property lines with dimensions**
- **Setbacks (measurements to all property lines)**
- **Zoning**
- **Lot area**
- **Building area**
- **Gross floor area**
- **Right-of-ways & easements**
- **Geodetic grade elevations**
- **Direction and % slope of drainage system (2% min. slope)**
- **Existing and proposed grade elevation for the top of the basement wall, finished first floor, basement slab and underside of footings.**

What Drawings Do I Need?

A completed application form for a building permit is required and must be accompanied by the following information:

- **Two copies of a site plan**
- **Two copies of architectural and structural drawings**
- **All fees**
- **Region of Niagara public works septic approval***
- **Niagara Peninsula Conservation Authority approval***
- **Ministry of Transportation land use permit***
- **Regional entrance permit***

(*When applicable)

The table on Page 2 outlines the drawings required for the noted applications. If your project is not listed, contact the Building Section to determine what drawings are required.

What information is required on the drawings?

Site Plan

The site plan is a drawing based on your property survey. The site plan must show the location of the proposed structure and all existing buildings in relation to the property lines and each other. The following information should be shown on the site plan:

- **Title and scale**
- **Street name and number, lot and plan number**
- **North arrow**
- **Property lines with dimensions**
- **Setbacks (measurements from buildings to all property lines)**
- **Overall building dimensions**

Foundation Plan

The following information should be shown on all foundation plans:

- **Title and scale**
- **Interior and exterior dimensions (including door and window openings)**
- **Size and spacing of structural members and lintels**
- **Materials used and the extent and size of both new and existing structures**
- **Location of cross sections**

If you are proposing to use a Slab Foundation for any structure greater than 590 sq. ft., the slab must be designed and sealed by a Structural Engineer.

HVAC Design

A Heating/Ventilation and Air Conditioning (HVAC) design is required for all new mechanical systems serving each dwelling unit. Some additions may also require a completed HVAC design. If you are considering an addition to a home, contact the Building Section at 905-688-5601, ext. 1660 to determine if an HVAC design is required. The following information should be submitted as part of the HVAC design:

- Coordinated floor plans (every level)
- Heat loss/gain calculations and duct design
- Equipment specification
- Ventilation design summary
- Plumbing fixture location if applicable.

Floor Plans

The Building Section requires floor plans for all floors. The following information should be shown on all floor plans:

- Titles and scale
- Room names
- Interior and exterior dimensions (including door and window sizes)
- Size and spacing of structural members and lintels
- Location and dimension of stairs (rise and run)
- Materials used and the extent and size of both new and existing structures
- Type of roof and its framing
- Location of all plumbing fixtures
- Location of cross sections
- Sump pump location

Cross Section

A cross section is a cut away view of the building from the footings to the roof. The cross section is required to show the building materials and how they relate to each other. The following information should be shown on the cross section:

- Title and scale
- Room names
- All height dimensions (including floor to ceiling, doors, windows, etc.)
- Size and type of materials
- Grade and finish floor elevations
- Larger details may be required to fully show the proposed construction.

Some typical details are available for your use from the Building Section.

Elevations

Elevations show all the outside views of the building. The following information should be shown on the cross section:

- Title and scale
- Dimensions of the building (height and width)
- Exterior finishes, materials and fixtures
- Slope of roof
- Grade and finished floor/ceiling elevations.

Required Drawings

Application for	Site Plan	Site Grading Plan	Foundation Basement Plan	Partial Floor Plan	Complete Floor Plan	Cross Section	Elevation (view of each side)	HVAC Design
New Home	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Addition / Renovation	Yes	No	Yes	No	Yes	Yes	Yes	Yes
Detached Garage	Yes	No	Yes	No	Yes	Yes	Yes	No
Carport	Yes	No	Yes	No	Yes	Yes	Yes	No
Porches/Decks	Yes	No	Yes	Yes	No	Yes	Yes	No
Stove/Fireplaces and Chimneys	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Pool	Yes	No	No	No	No	No	Yes	No
Sign	Yes	No	No	No	No	Yes	Yes	No
Accessory Bldg	Yes	No	Yes	No	Yes	Yes	Yes	No

The chart above is a guide to determine which drawings are required for a specific type of construction.

If your project does not fall into one of these categories please call the Planning and Building Services Department at (905) 688-5601, ext. 1660.