



## Building an Addition Information Guide and Process

### Drawing requirements for a building permit application (2 copies)

2 Copies of the following

- a. Site Plan
- b. Construction Drawings
  - Floor Plans
  - Elevations
  - Wall Sections / Details (as required)
  - Schedule 1 – Designer Form

**Note:** Drawings must be completed by the listed homeowner or a qualified designer. Qualified designers are required to provide their name, BCIN#, designer statement and signature on the plans. They are also required to complete the Schedule 1 designer form.

### Site Plan or copy of Property Survey

- Existing building / structures location
- Proposed Addition location
- Property boundaries

### Floor Plans (including foundation plan)

- Drawn to scale (3/16" = 1'-0" (1:75) minimum scale)
- Note all structural elements such as joists, rafters, beams, columns, lintels, and footing pad sizes
- Window/door locations and sizes
- Room names including finished basements
- Stair location and direction, cabinet and fixtures
- Show Smoke Alarm and Carbon Monoxide Detector
- Dimensions of interior and exterior including overall dimensions
- Provide floor area totals in square feet for each level including basement
- Deck plan and guard details (if applicable)

### Elevations (all sides surrounding addition)

- Drawn to scale (3/16" = 1'-0" (1:75) minimum scale)
- Show size and location of existing window and door openings
- Label wall cladding and roofing material
- Show finished grade
- Show footing and foundations below grade (broken lines) including steps in foundation

### Wall Sections / Details (Cross-Section)

- Show materials to be used on section
- Provide construction notes for:
  - exterior wall,
  - all floors,
  - roof / ceiling,
  - footings and foundation,
  - weeping tile and damp proofing
- Locate finished grade, dimension grade to exterior cladding
- Dimensions for all floor heights
- Details
  - Provide details on items that are not typical and /or to clarify construction
  - Examples – plan view for unique stair, guards, deck connection to house, section of cathedral / vaulted ceiling
  - Not necessarily drawn to scale

## Where to apply for a building permit

Bring all required drawings to the municipal office located at 160 Water St, Mattawa, Ontario.

## Office hours

Monday to Friday 9:00am - 5:00pm

## Cost of building permit

The cost of the permit is \$25.00 plus \$5.00 for every \$1,000.00 thereof. For projects more than \$100,00 the cost is \$500.00 plus \$3.00 for every \$1,000.00 thereof. The fees cover the review of drawings for building code compliance, the building permit and building inspections. We accept cash, cheque and debit as methods of payment.

## Time

Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.

## Typical Required Building Inspections

Building inspections are booked through our automated phone system or online. Please schedule in advance, same day service is only available when booked before 8:00am the day of the inspection. Required inspections include;

- Excavation/Footing inspection
- Foundation pre-backfill inspection
- Underground rough-in inspection (plumbing)
- Above ground rough-in inspection (plumbing)
- Structural Wood Frame inspection
- HVAC rough-in (supply and return air ducts)
- Insulation (and vapor barrier)
- Air barrier
- HVAC final inspection
- Final plumbing inspection
- Occupancy only inspection
- Final building inspection

## Important Numbers to know

- Ontario One Call (natural gas, sewer and water lines, Hydro, and Bell locates) 1-800-400-2255
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

## Don't Forget

- Build Safe
- Use power tools with caution
- Store construction materials safely
- Take your time; there is no prize for finishing early
- Please construct between 7am and 7pm

## Any Questions?

Phone: 705-744-5611

Email: [info@mattawa.ca](mailto:info@mattawa.ca)

Web: [www.mattawa.ca](http://www.mattawa.ca)

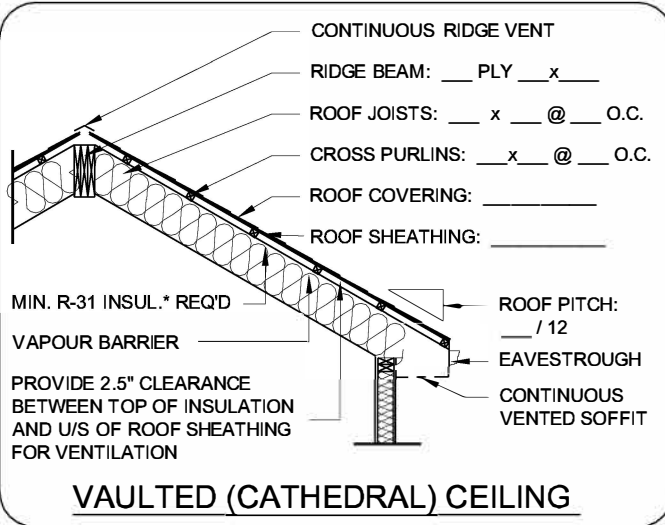


# 1 STOREY REAR OR SIDE ADDITION (FULL BASEMENT)

SIZE OF ADDITION: \_\_\_\_\_ x \_\_\_\_\_

PROPOSED HEATING SYSTEM: \_\_\_\_\_

Building  
Division



ADDITIONS  
WITH  
BASEMENT

DATE:  
JANUARY 2013

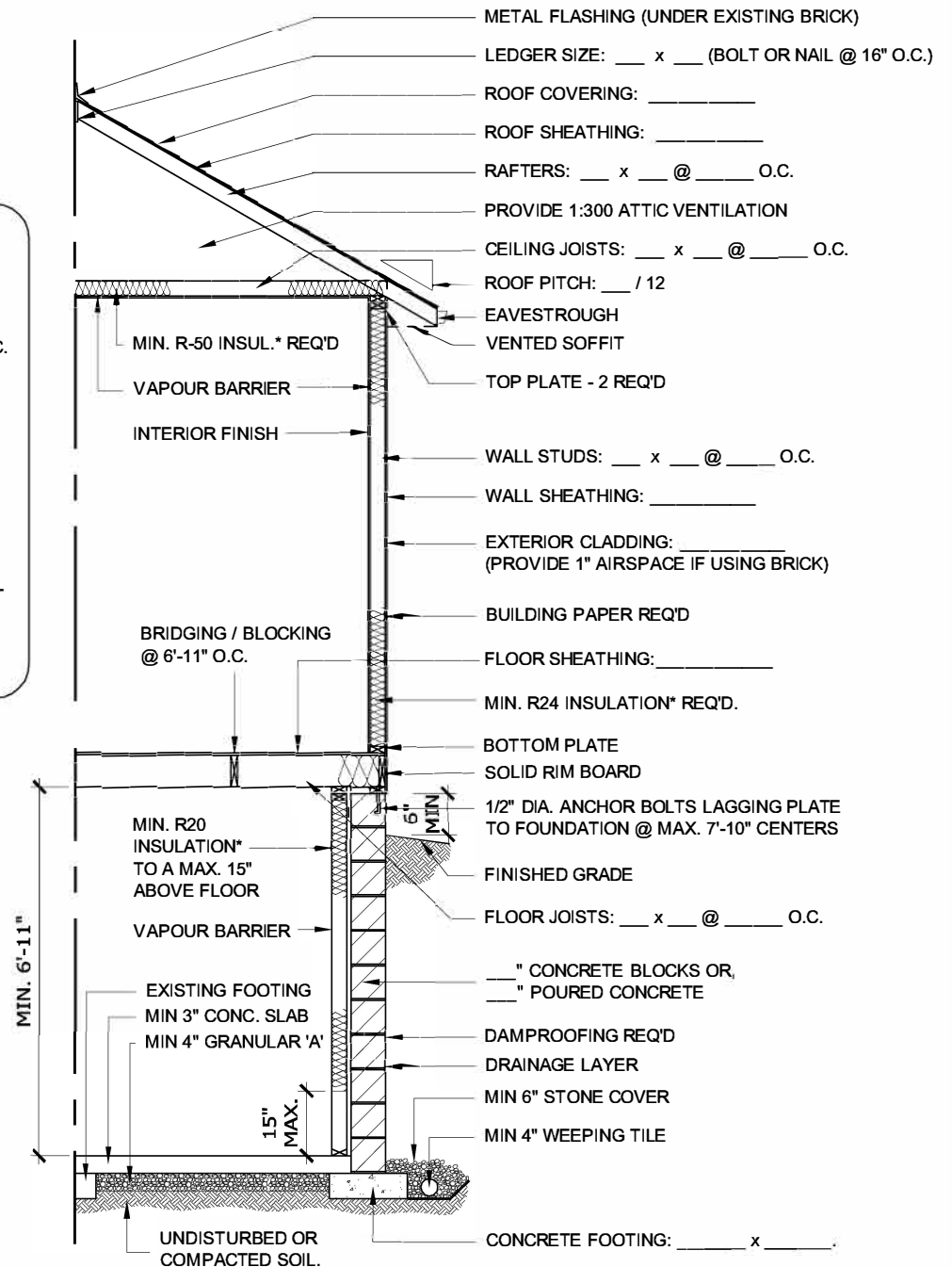
SCALE:  
N.T.S.

DRAWING NO.:

9-11

\* NOTE:  
MINIMUM R-VALUES LISTED ARE FOR ADDITIONS HEATED WITH FORCED AIR GAS ONLY. REFER ONTARIO BUILDING CODE FOR ALTERNATE HEATING SYSTEM R-VALUES.

NOTE: JOISTS AND RAFTERS MIN 1 1/2" SOLID BEARING. BEAMS MIN 3 1/2" SOLID BEARING.



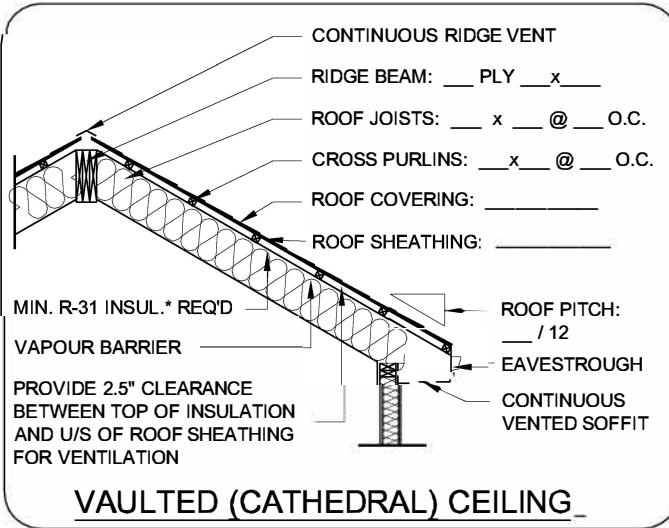


# 1 STOREY REAR OR SIDE ADDITION (PIER FOUNDATION)

SIZE OF ADDITION: \_\_\_\_\_ x \_\_\_\_\_

PROPOSED HEATING SYSTEM: \_\_\_\_\_

**Building  
Division**



**ADDITIONS  
ON PIERS**

DATE:  
JANUARY 2013

SCALE:  
N.T.S.

DRAWING NO.:  
**9-10**

\* NOTE:  
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