



TOWN OF WHITCHURCH-STOUFFVILLE

Planning & Building Services Department Building Division

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 us at the Town Office
Monday to Friday
8:30am to 4:30pm

37 Sandiford Drive 4th Floor
Stouffville, Ontario L4A 7X5

905-640-1900 or 905-895-2423
www.townofws.com



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

February 2008

Thinking 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 re-modeling the interior of your home. If you are planning home improvements, this information sheet introduces you to building permit requirements of the Town of Whitchurch-Stouffville. Building permits are issued by the Building Division of the Planning & Building Services Department.

Building permits are health, fire, structural safety primarily for safety reasons. A building permit is obtained or designer to apply for the permit prior to any work



Why are building permits needed?

necessary to ensure that zoning requirements, standards and other building standards are met. It is the homeowner's responsibility to ensure that a permit is obtained when required. You may authorize your contractor to apply for the permit, but the owner should ensure that they have started.

What projects require a building permit?

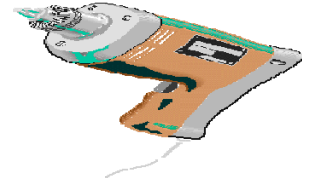
Under the *Ontario Building Code Act*, a building permit is required for the construction of an addition or alteration of any structure which results in a building area of over 10 m² (108 ft²).

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

- decks
- porches, sunrooms, solariums
- carports
- attached or detached garages, sheds
- dormers or finishing of attic space
- one or two storey additions
- finishing a basement
- furnace and ductwork replacements
- plumbing and/or drains (except replacing fixtures)
- new or structural alterations to windows or doors
- interior structural alterations
- changing the use of an existing building
- adding or removing most walls, ie. creating different room sizes and/or uses
- basement or main floor walkout alterations
- replacement of brick veneer
- 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

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 m² (108 ft²) in area.



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

- fences other than for swimming pools
- asphalt roof shingling
- eavestroughs
- minor repairs to masonry
- damp proofing basements
- kitchen or bathroom cupboards without plumbing
- replacing siding, windows or doors (no structural changes)
- free-standing satellite dishes
- decks not forming part of a principle entrance to a dwelling unit & less than 600mm (24 ins) above grade
- air conditioning units or heat pumps added to existing forced-air systems
- replace existing forced-air furnace: no duct work alterations
- pool heaters
- painting and decorating
- landscaping

SPECIAL NOTE: Although a building permit may not be required, you must still comply with the requirements of the Zoning By-law and Building Code.

Thinking of building a deck.....

Will your deck be less than 2 feet above grade & conform to your property Zoning By-law?

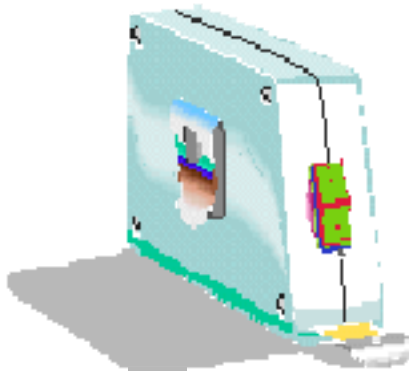
If the answer to this question is yes, you do not need a building permit. Zoning By-laws cover such rulings as minimum set back, maintenance easement, lot coverage & height restrictions. For further clarification on your specific zoning, please contact the Town's Planning & Building Services Department at 905-640-1910 or 905-895-5299 ext: 326.



Are you building a deck more than 2 feet above grade & conforming to your property Zoning By-law!

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

1. The most recent copy of the survey (site plan) for the property showing all existing buildings and structures, and setback dimensions. The proposed deck is to be plotted on the survey and setback dimensions to all property lines are required to be shown thereon.
2. Detail drawings to reflect the actual proposal, its dimensions, structural information and all setbacks.
3. Please include your name & address on each page submitted with your application



Note as of January 1, 2006:

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

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.

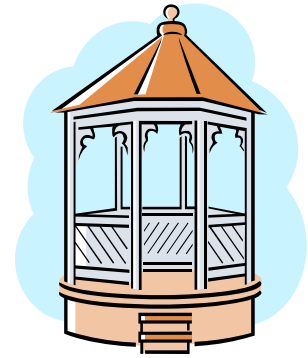
Permit Fee: \$0.70 per ft² (minimum \$140.00) payable at time of application by cheque, cash, debit card or credit card.

Inspections: A required inspection schedule is attached to each set of permit drawings. To arrange for inspections, please call the Planning & Building Services Department at 905-640-1910 or 905-895-5299 ext: 249.

If your deck does not conform to your property Zoning By-law to review your options, talk to us at the Planning & Building Services Department at 905-640-1910 or 905-895-5299 ext: 326.

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 Planning & Building Services Department at 905-640-1910 or 905-895-5299 ext: 256 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.



Will your accessory building be less than 10 m² (108 ft²) & conform to your property Zoning By-law?

If the answer to this question is yes, you do not need a building permit. Zoning By-laws cover such rulings as minimum set back, maintenance easement, lot coverage & height restrictions. For further clarification on your specific zoning, please contact the Town's Planning & Building Services Department at 905-640-1910 or 905-895-5299 ext: 326.

Are you building an accessory building more than 10 m² (108 ft²) & conforming to your property 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. The most recent copy of the survey (site plan) for the property showing all existing buildings and structures, gradings and setback dimensions. The proposed accessory building is to be plotted on the survey, setback dimensions to all property lines are required to be shown thereon existing and new.
2. Detail drawings to reflect the actual proposal, its dimensions, structure and grading elevations.
3. Please include your name & address on each page submitted with your application



Note as of January 1, 2006:

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

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Permit Fee: \$0.70 per ft² of gross floor area (minimum fee \$140.00) payable at time of application by cheque, cash, debit card or credit card.

Inspections: A required inspection schedule is attached to each set of permit drawings. To arrange for inspections, please call the Planning & Building Services Department at 905-640-1910 or 905-895-5299 ext: 249.

[If your accessory building does not conform to your property Zoning By-law](#) to review your options, talk to us at the Planning & Building Services Department at 905-640-1910 or 905-895-5299 ext: 326.

Thinking of taking a dip.....

If you are installing an aboveground 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 Planning & Building Services Department, Building Division at 905-640-1910 or 905-895-5299 ext: 253 for further information.



Will your pool & pool enclosure conform to your property 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. For further clarification on your specific zoning, please contact the Town's Planning & Building Services Department at 905-640-1910 or 905-895-5299 ext: 326.

A standard building permit application is required: accompanied by two copies (three copies if you are on a septic system) of the following:

2. Detail drawings to dimensions, and all
3. Please include your submitted with your



of the survey (site plan) for the property buildings and structures, and setback. The pool and enclosure are to be plotted back dimensions to all property lines are shown.

reflect the actual proposal, its setbacks.

name & address on each page application

Permit Fee: \$150, plus \$130 for septic review if located on a property with a private sewage system, payable at time of application by cheque, cash, debit card or credit card.

Inspections: To arrange for inspections, please call the Planning & Building Services Department, Building Division, at 905-640-1910 or 905-895-5299 ext: 249.

If your pool & pool enclosure does not conform to your property Zoning By-law or Fencing By-law to review your options, talk to us at the Planning & Building Services Department at 905-640-1910 or 905-895-5299 ext: 326.

Thinking of finishing the basement.....



Residential renovations or alterations require 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 the renovations include a washroom or alterations to existing plumbing fixtures, 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 Planning & Building Services Department at 905-640-1910 or 905-895-5299 ext: 256 for further information.



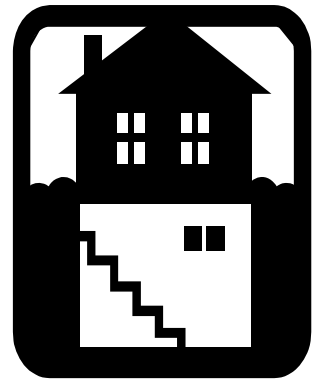
Electrical work such as lighting, wiring, switches & outlets are the responsibility of the Electrical Safety Authority. For information regarding electrical permits and fees contact the ESA at 1-877-372-7233.



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 minor renovation building permit the following must be submitted:

1. A fully complete building permit application.
2. A fully complete general designer's schedule. Note that 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. The most recent copy of your property survey showing the existing building, only if exterior work is proposed.
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.



NOTE: It is recommended you include your name & address on each page submitted with your application

Secondary dwelling units: the Town of Whitchurch-Stouffville does not permit the construction of basement apartments/secondary units.

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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.

Permit Fee: \$0.36 per ft² of work to be performed (minimum fee \$140.00) payable at time of application by cheque, cash, debit card or credit card.

Inspections: A required inspection schedule is attached to each set of permit drawings. To arrange for inspections, please call the Planning & Building Services Department at 905-640-1910 or 905-895-5299 ext: 249.

Thinking of adding more space.....

Residential addition to your or 2nd storey alterations to required. Also, if disposal system, Contact the 905-640-1910 or electrical work is example) contact information may not applicable to your application). It may not be feasible for you as a homeowner to know every piece of legislation that may affect your application; you will most likely be making a couple of trips to the Planning & Building Services Department where staff will assist you in determining Applicable Law and any other approvals required.



additions require a building permit. A residential home can include a sunroom, family room, bedroom addition. If the addition includes a washroom or existing plumbing fixtures, a plumbing permit is your home is serviced by an on-site private sewage a septic system evaluation report may be required. Town's Planning & Building Services Department at 905-895-5299 ext: 256 for further information. If any proposed (lighting, wiring, switches & outlets for the Electrical Safety Authority at 1-877-372-7233 for regarding permits and permit fees. A building permit contravene an applicable Law (legislation deemed

A standard building permit application is required: accompanied by two copies of the following:

1. The most recent copy of the survey (site plan) for the property showing all existing buildings and structures, and setback dimensions. The proposed addition is to be plotted on the survey and setback dimensions to all property lines are required to be shown thereon.
2. Building plans that comply with the Zoning By-law (setback, lot coverage & height requirements) & Ontario Building, 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



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Permit Fee: \$0.70 per ft² of additional gross floor area, \$0.36 per ft² of renovated existing gross floor area. (minimum fee \$140.00) payable at time of application by cheque, cash, debit card or credit card.

Inspections: A required inspection schedule is attached to each set of permit drawings. To arrange for inspections, please call the Planning & Building Services Department at 905-640-1910 or 905-895-5299 ext: 249.