



Information Bulletin: How to Manage the Building Permit Process

FOR YOUR CONVENIENCE THE REQUIREMENTS HAVE BEEN CATEGORIZED BY AREA OF RESPONSIBILITY.

The following information is required to be submitted with the Permit Application:	
LUMBER SUPPLIER	<ul style="list-style-type: none"> • P.ENG. STAMPED TRUSS DRAWINGS. • P.ENG. DESIGN FOR PRE-ENG. STRUCTURAL ELEMENTS SUPPORTING A POINT LOAD. • PRE-ENG. PRODUCTS OR SYSTEMS SPECIFICATIONS i.e. SIP panels and LVLs (PROPERLY LABELED). • PRE-ENG. FLOOR SYSTEM LAYOUT.
SURVEYOR	<p>SITE/GRADING PLANS MUST INCLUDE:</p> <ul style="list-style-type: none"> • TOTAL LOT AREA. • TOTAL BUILDING AREA. • TOTAL LOT COVERAGE (expressed in m² or ft², and % of lot area) • IF MORE THAN ONE ZONE PER LOT; AREA PER ZONE TO BE NOTED.
DESIGNER/ ARCHITECT	<ul style="list-style-type: none"> • CLEARLY IDENTIFY AIR BARRIER ON WALL CROSS SECTIONS OR PROVIDE DETAILS. • NOTE FOR ELECTRIC VEHICLE CHARGING REQUIREMENTS (see “Electrician” below) • PROPOSED GRADES ACCURATELY DEPICTED ON ELEVATION VIEWS. • POINT LOADS (IE. BEAMS, GIRDERS AND COLUMN SIZES) TO BE IDENTIFIED ON FLOOR PLANS. • SPATIAL SEPARATION CALCULATIONS TO BE INCLUDED ON ELEVATION VIEWS WITH LESS THAN 5m LIMITING DISTANCE. • WALL AREA AND GLAZING AREA CALCULATIONS TO BE INCLUDED ON ELEVATION VIEWS.
The following information is required to be confirmed upon inspection in the field:	
APPLICANT/ OWNER	<ul style="list-style-type: none"> • AIR BARRIER INSPECTIONS ARE REQUIRED TO BE SCHEDULED. • FRAMINGS INSPECTIONS WILL NOT BE BOOKED UNTIL HVAC ROUGH IN AND PLUMBING ROUGH IN HAVE BEEN INSPECTED. • ADDITIONAL FEES MAY BE APPLICABLE FOR MULTIPLE RE-INSPECTIONS.
PLUMBER	<ul style="list-style-type: none"> • PLUMBING GREATER THAN 2” IS NOT PERMITTED IN EXTERIOR WALLS UNLESS PROVISIONS ARE MADE TO ACCOMMODATE THE INSULATION VALUES REQUIRED. • ENSURE ADEQUATE SPACE BETWEEN PLUMBING AND FOUNDATION WALLS FOR REQUIRED CONTINUOUS INSULATION. • OBC 7.6.3.4.(6). WHERE BOTH HOT AND COLD WATER IS SUPPLIED TO FIXTURES IN A HOUSE CONTAINING ONLY ONE DWELLING UNIT, THE WATER SERVICE PIPE IS PERMITTED TO BE A MINIMUM OF ¾ IN. IN SIZE PROVIDED, <ul style="list-style-type: none"> (A) A MINIMUM ¾ IN. WATER SUPPLY PIPING LOCATED IN THE BASEMENT OR LOWER LEVEL IS EXTENDED TO THE BASE OF EVERY HOT AND COLD RISER THAT SERVES A MAXIMUM OF ONE BATHROOM GROUP AND TO THE LAST WATER SUPPLY BRANCH SERVING ANY BASEMENT BATHROOM GROUP, FIXTURE SUPPLY OR HOSE BIBB, AND (B) THE TOTAL HYDRAULIC LOAD IS NOT MORE THAN 26 FIXTURE UNITS, USING THE VALUES GIVEN IN TABLE 7.6.3.2.A OF THE OBC. (**NOTE: IN THE CITY OF ST. CATHARINES IT IS THE RECOMMENDED PRACTICE TO INSTALL A 1” WATER SUPPLY FROM THE CURB STOP TO THE BUILDING TO ALLOW FOR FUTURE FLEXIBILITY) • POLYETHYLENE PLASTIC (i.e. BLACK) USED FOR SERVICE PIPES THAT ARE RATED FOR COLD WATER ONLY ARE REQUIRED TO HAVE CHECK VALVES AND THERMAL EXPANSION TANKS INSTALLED.
HVAC INSTALLER	<ul style="list-style-type: none"> • DUCTWORK IS NOT PERMITTED IN EXTERIOR WALLS UNLESS PROVISIONS ARE MADE TO ACCOMMODATE THE INSULATION REQUIREMENTS.
ELECTRICIAN	<ul style="list-style-type: none"> • 200 AMP ELECTRICAL PANELS ARE REQUIRED. • ELECTRICAL VEHICLE CHARGING ROUGH IN TO INCLUDE A 4-11/16” ELECTRICAL BOX AND A 1” CONDUIT BROUGHT INTO HOUSE EQUIPPED WITH A CAP TO MAINTAIN GAS SEAL. IF FINISHED BASEMENT, CONDUIT TO RUN TO ELECTRICAL PANEL COMPLETE WITH METHOD FOR PULLING WIRE.

Effective Date: May 1, 2018