

The Corporation of The Township of St. Joseph

**BUILDING PERMITS
A GUIDE FOR THE HOMEOWNER**

BUILDING PERMITS ARE REQUIRED TO:

- Construct a new home or cottage
- Add a carport, garage or rooms to an existing building
- Install new rooms or finish existing rooms in the basement or attic
- Any structural work including interior partitions
- Add dormers
- Enclose a porch or construct a roof over sundeck
- Repairs or renovations
- Raise a building to provide a new or altered foundation
- Excavate the basement to provide a full basement
- Add structural features such as decks, canopies, etc.
- Construct accessory buildings such as garages, tool shed, etc.
- Install siding, soffit or fascia
- Replace windows, shingles or roofing
- Repairs to masonry
- Construct fireplace or chimney
- Construct or repair a dock

Three copies of scaled drawings showing all structures on the property, and the completed application form, must be attached to building permit applications. Drawings are not required for siding and roofing applications.

Demolition permits are required prior to the removal or demolition of any building.

IT IS ILLEGAL TO START WORK WITHOUT A PERMIT.

IT IS THE RESPONSIBILITY OF THE OWNER TO OBTAIN A BUILDING PERMIT

The building permit must be posted on site. Approved plans are to be kept on site.

An Energy Efficiency Design Summary is required for all new home construction or renovations to residences.

Building permits are not required for non-structural work such as painting and landscaping or for separate buildings or structures occupying an area of 100 square feet (10' X 10') or less.

OTHER APPROVALS YOU MAY NEED:

Entrance Permit

Township Works Superintendent: 705-246-2256

Zoning By-law amendment: The Township of St. Joseph Council

Land Severance: St. Joseph Island Planning Board: 705-542-4606

Septic Systems and Well permits: Algoma Public Health: 705-759-5285

Electrical permits: Electrical Safety Authority: 1-800-636-7107

Telephone connections: Bell Canada: 310-2355

Building and entrance permits
on highway frontage locations Ministry of Transportation: 705-945-6611

Work permit for docks and structures
Near the shoreline: Ministry of Natural Resources: 705-949-1231

Building permit applications should be submitted at least 10 days prior to planned commencement of construction.

Incomplete applications or lack of scaled drawings may result in delays or refusal of application.

Please note that your application and plans will be returned if further information is required. Samples of the types of drawings required are attached.

SAMPLE DRAWINGS REQUIRED FOR BUILDING PERMITS

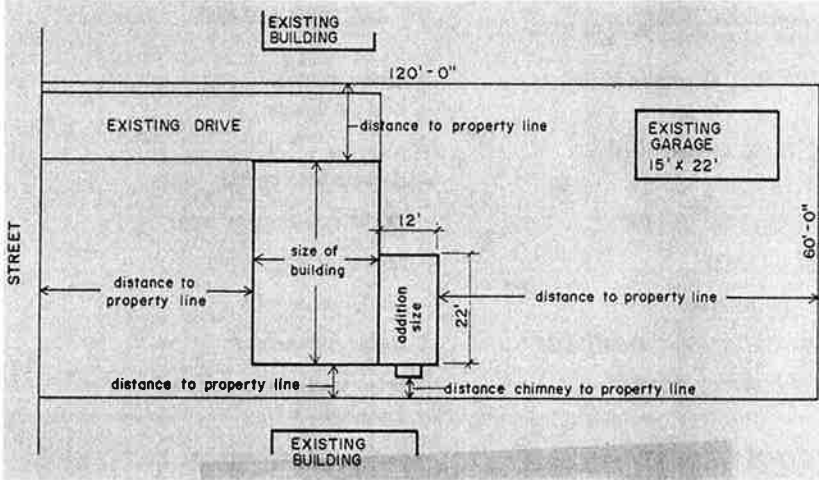
PROJECT — addition to an existing dwelling

Detailed drawings IN DUPLICATE, clearly indicating:

SITE PLAN

- Drawn to a scale not less than $1/16'' = 1'-0''$ or $1'' = 20'-0''$ (metric scale 1:200)
- Indicate size and location, including actual yard setbacks from all property lines of existing buildings, proposed buildings or additions including accessory buildings
- Indicate property lines, size of site and adjoining streets
- Show the location of buildings on abutting lots

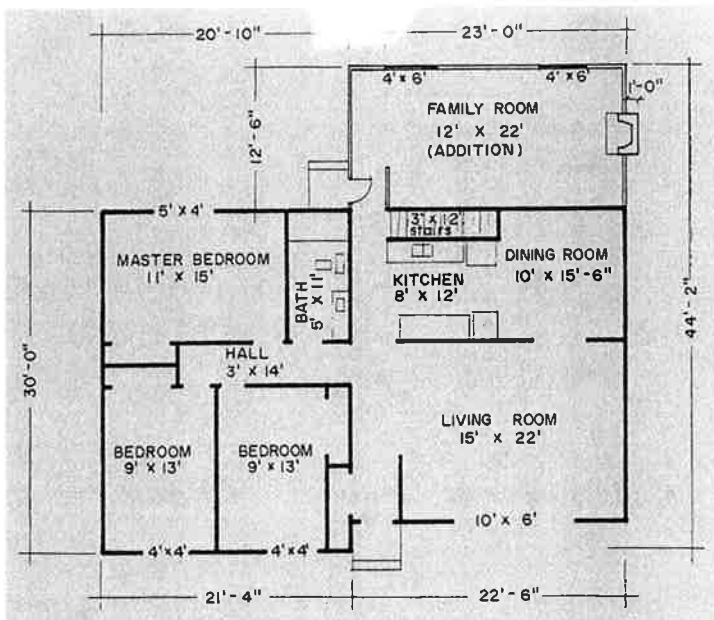
EXAMPLE (site plan)



FLOOR PLANS

- scale preferably $1/4'' = 1'-0''$ but not less than $1/8'' = 1'-0''$ or metric 1:50 indicating:
- all rooms and use of each room
- size of each room
- size of windows and doors
- size of hallways and stairs
- all plumbing fixtures
- all outside dimensions
- single line drawing not acceptable

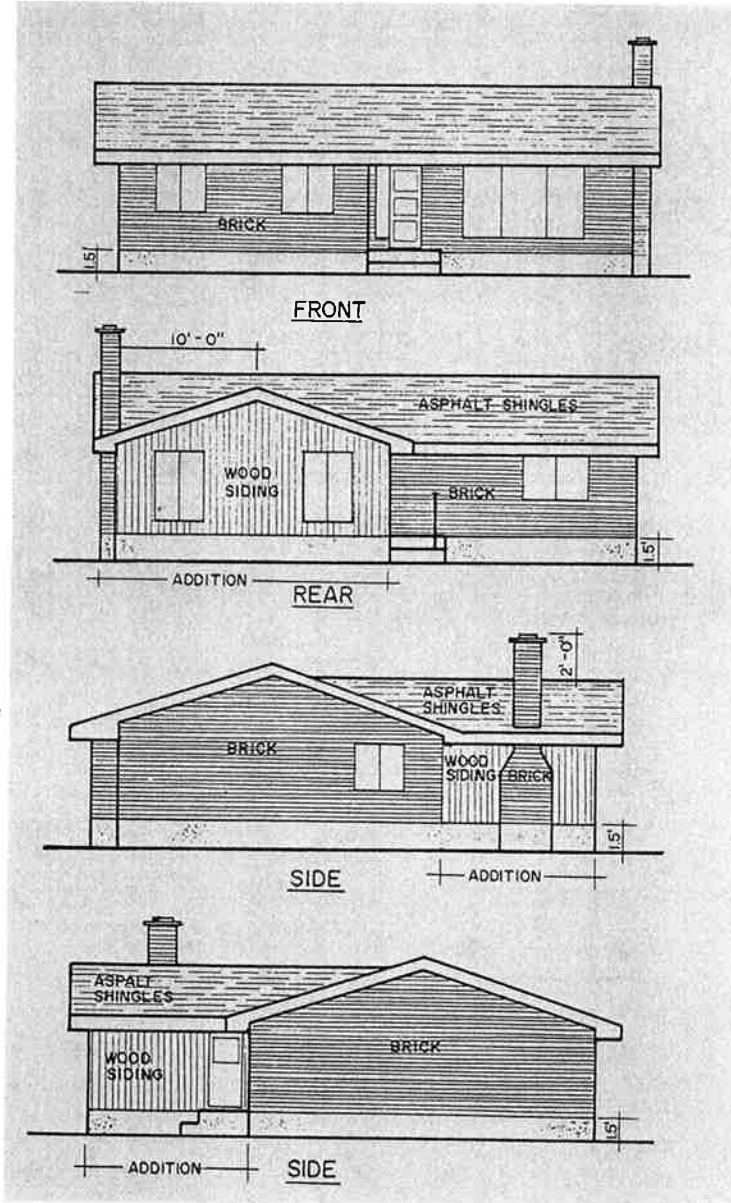
EXAMPLE



ELEVATIONS

- scale preferably 1/4" = 1'-0" but not less than 1/8" = 1'-0" or metric scale 1:50
- FULL views of front, rear and both sides of the existing building AND including additions and dormer locations
- finish details of exterior materials
- sundeck additions require details of railings re: height and construction

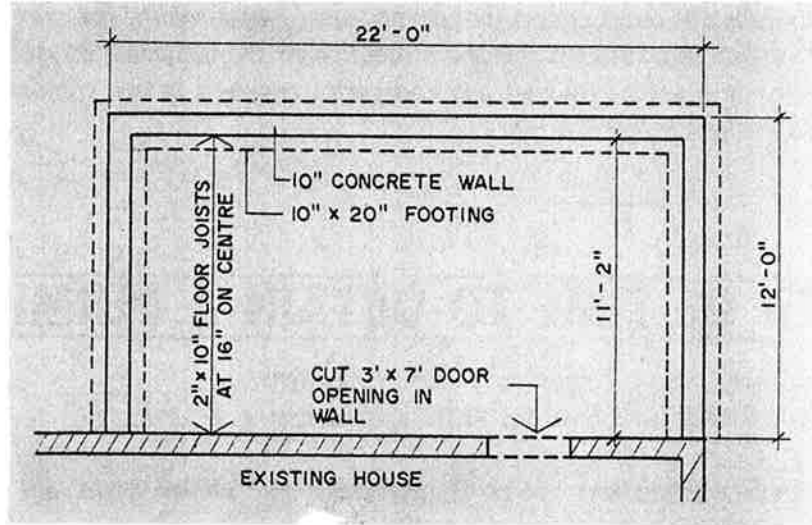
EXAMPLE (elevations)



1. FOUNDATION PLAN

- scale preferably $1/4" = 1'-0"$ but not less than $1/8" = 1'-0"$ or metric scale 1:50 indicating:
- basement wall and size
- footing and size
- size of beam and span
- size of floor joists, spacing and span
- column size and location

EXAMPLE



CROSS

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