

THE TOWNSHIP OF ST. JOSEPH

BUILDING PERMIT GUIDE FOR THE PROPERTY OWNER

THREE COPIES of scaled drawings showing all structures on the property and setbacks to all property lines must accompany the completed Building Permit application form. Drawings are not required for siding and roofing applications.

Demolition permits are required prior to the removal or demolition of any building. The fee for a Demolition permit includes tipping fees at the Landfill Site for one load.

IT IS ILLEGAL TO START WORK WITHOUT A PERMIT.

THE PROPERTY OWNER IS LEGALLY RESPONSIBLE to obtain a building permit.

The building permit and approved plans must be posted on site.

An <u>Energy Efficiency Design Summary</u> is required for all new home construction or renovations to a residence, and must be attached to the application for building permit.

Building Permit applications should be submitted AT LEAST 10 days prior to planned start of construction.

Incomplete applications, insufficient supporting documentation or lack of scaled drawings may result in delays or refusal of your application.

WHEN A BUILDING PERMIT IS REQUIRED

A building permit is required to:

- 1. Construct any new building over 161 feet squared or fifteen meters squared.
- 2. Construct any building of any size that includes plumbing.
- 3. Expand, add to, or change an existing building.
- 4. Demolish or remove all or any portion of a building.
- 5. Change the use of a building (e.g. from storage to sleeping quarters).
- 6. Install, modify or remove partitions and any interior load bearing walls.
- 7. Replace <u>multiple</u> windows or doors.
- 8. Install windows or doors that require new openings, or the enlargement of existing openings.

- 9. Replace roofing, outer wall covering (e.g. siding), soffit/fascia (flat fee).
- 10. Build a garage, balcony, deck or enclose an existing deck or porch.
- 11. Excavate a basement (including for waterproofing, repairing or installing weeping tiles), modify an existing foundation, or construct a foundation for any building.
- 12. Install new or modify existing heating, plumbing, and air conditioning systems, fireplaces, or fireplace inserts.
- 13. Install kitchen or bathroom cupboards that also include changes to plumbing.
- 14. Reconstruct a chimney.
- 15. Finish a basement, install separations or convert any basement room to a bedroom.
- 16. Install a swimming pool or hot tub.
- 17. Install or modify any life safety or fire suppression system, such as fire alarms, sprinkler or standpipe, or fixed extinguishing systems including:
 - a. Replacement of a fire alarm panel.
 - b. Replacement of bells to horns or horns to bells.
 - c. Installing a Fire link system.
 - d. Installing Electro-magnetic locks.
 - e. Installing a door hold-open device.
 - f. Change in the plans from the design.
- 18. Construct a retaining wall in excess of 3.25 ft. (one metre) in height.
- 19. Install or modify solar heating/power generating or geothermal systems.
- 20. Any work on a heritage building.
- 21. Any work on a legal non-conforming structure or a structure within the shoreline setback.

WHEN A BUILDING PERMIT IS **NOT** REQUIRED:

With the exception of Heritage buildings, a building permit is not required to:

- 1. Replace more than one door or window of the same (or smaller) measurement (must be installed according to Building Code and/or manufacturer's instructions).
- 2. Build an accessory building (e.g. shed, bunkie) less than 161 feet squared or fifteen meters squared and under one story that does not contain plumbing.
- 3. Install eaves troughs, provided that the drainage is contained within the subject property.
- 4. Paint or decorate the interior of a structure (including replacement of floor covering).

- 5. Reinstall or replace kitchen or bathroom cabinets providing there is no plumbing work involved.
- 6. Construct a detached deck (not serving a dwelling) less than 24" (600 mm) above grade and no more than 161 sq. ft. in size, however the deck must meet proper property line setbacks.
- 7. Undertake electrical work that does <u>not</u> include fire, smoke or carbon monoxide detection (This requires a permit from the Electrical Safety Authority).

OTHER APPROVALS YOU MAY NEED:

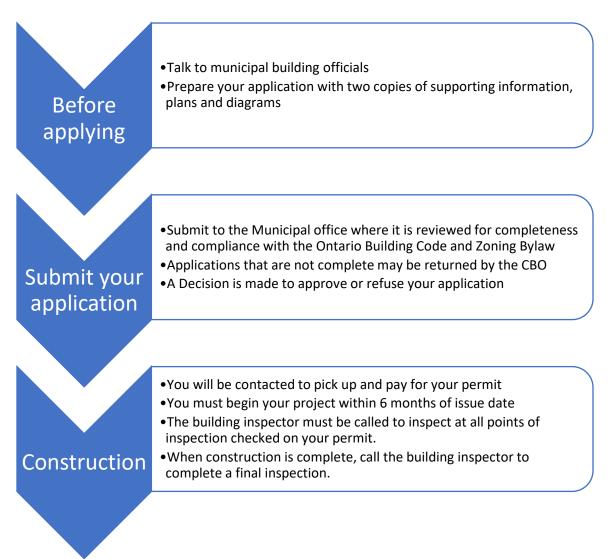
Entrance Permit	Township Works Superintendent	705-206-3020
Zoning By-law Amendment	Clerk Administrator	705-246-2625 x 202
Land Severance (Consent)	SJI Planning Board	705-542-4606
Septic System and Well permits	Algoma Public Health	705-759-5285
Electrical Permits	Electrical Safety Authority	1-800-636-7107
Telephone connections	Bell Canada	
Highway 548 building and entrance permits	Ministry of Transportation	705-945-6611
Work Permits for docks and Structures near the shoreline	Ministry of Natural Resources	705-949-1231

Please note that permits are required for ANY work along the shoreline. Please enquire with the Township office whether a permit is required from the municipality or the Province. Failure to obtain permits for work along the shoreline may result in fines and charges.

CONTACT INFORMATION:

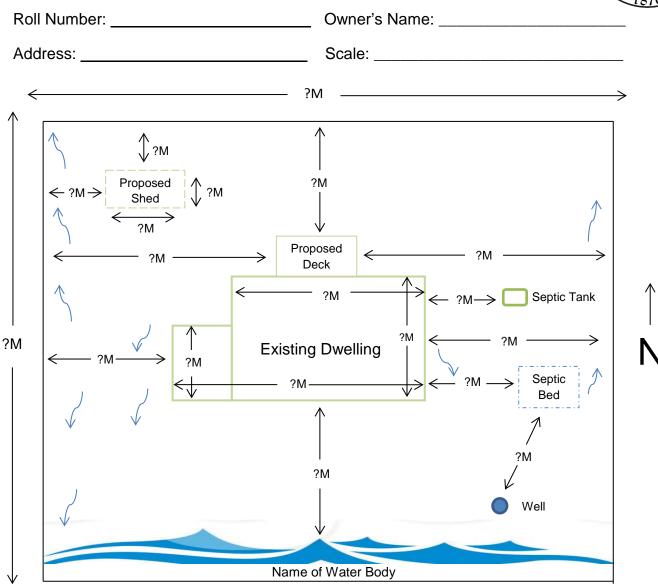
	Phone	Email
Municipal Office	(705) 246-2625	clerkadmin@stjosephtownship.com
Chief Building Official	(705) 971-5116	girwincbo@gmail.com
Planning Board	(705) 542-4606	sjiplanningboard@gmail.com

The Building Permit Process



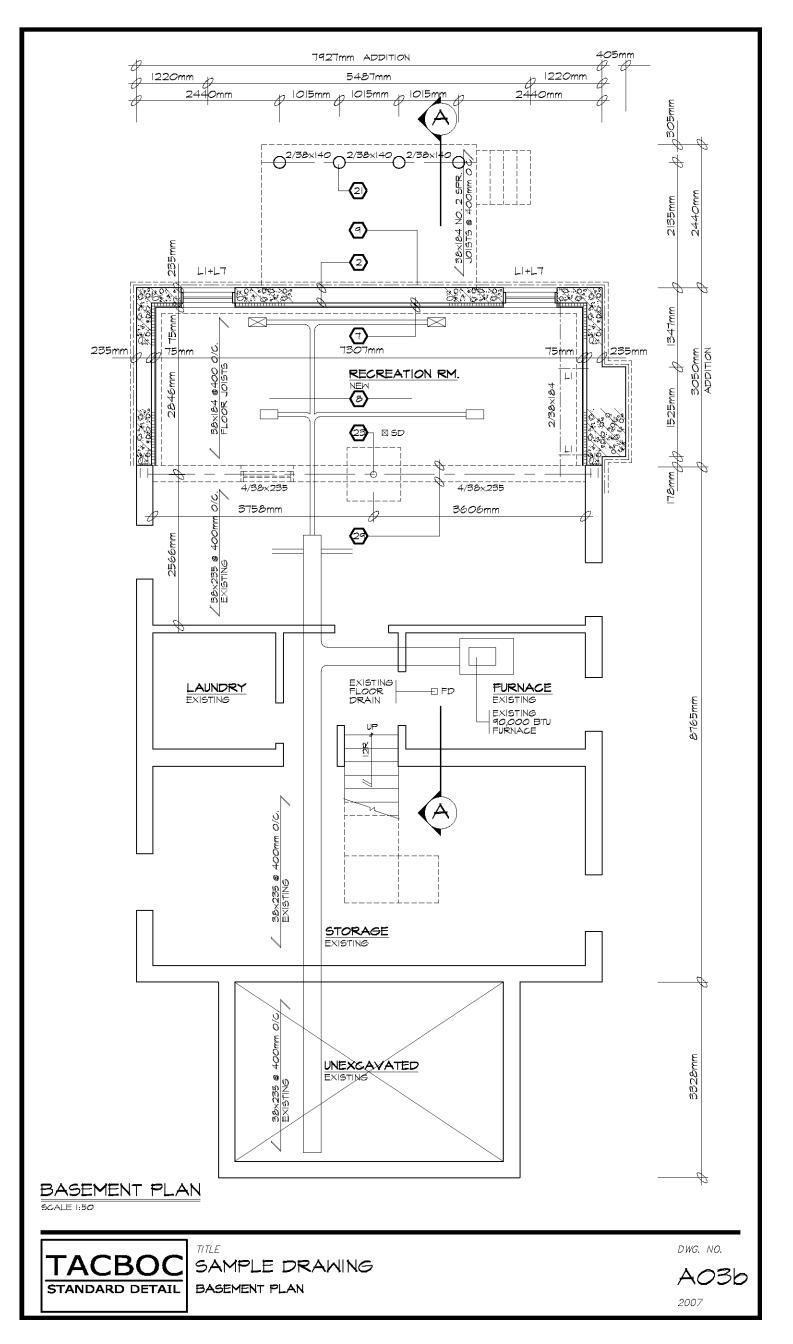


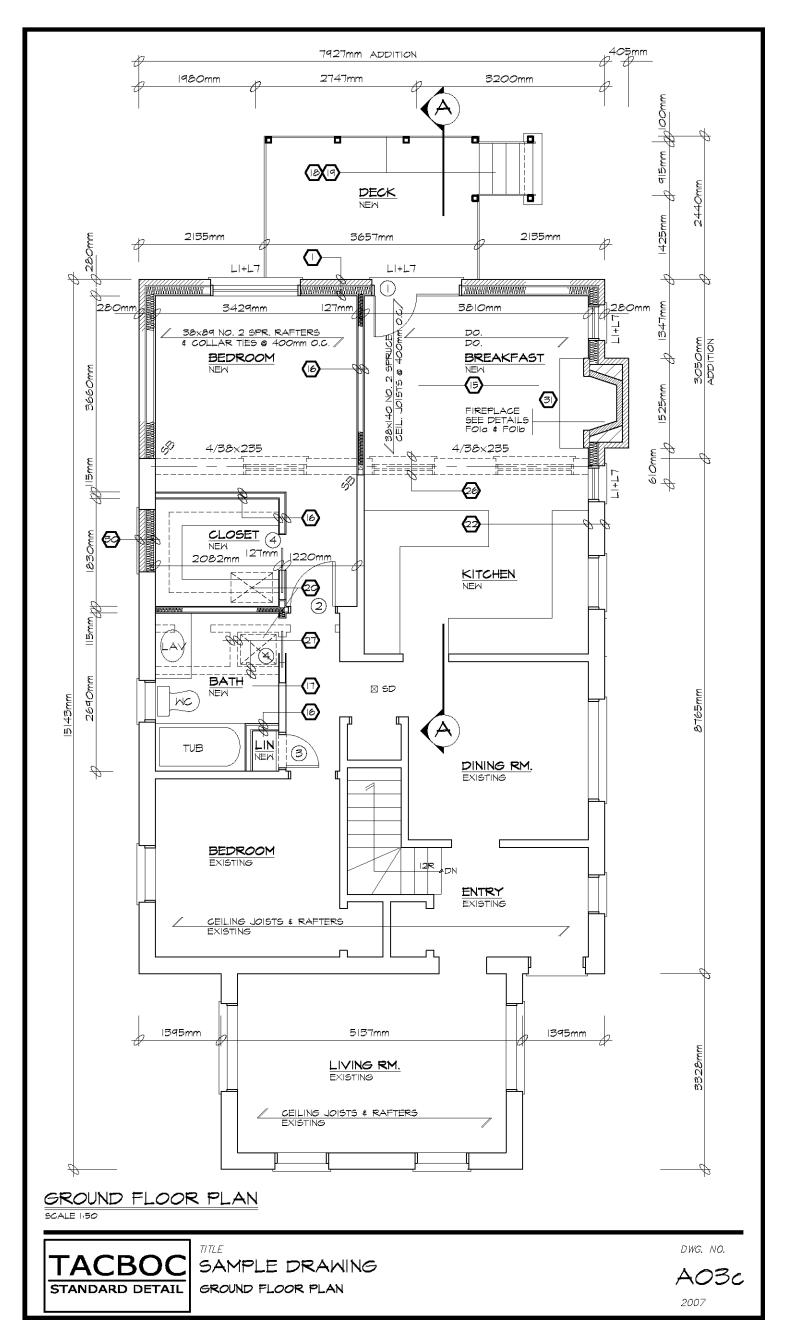
Site Plan Example

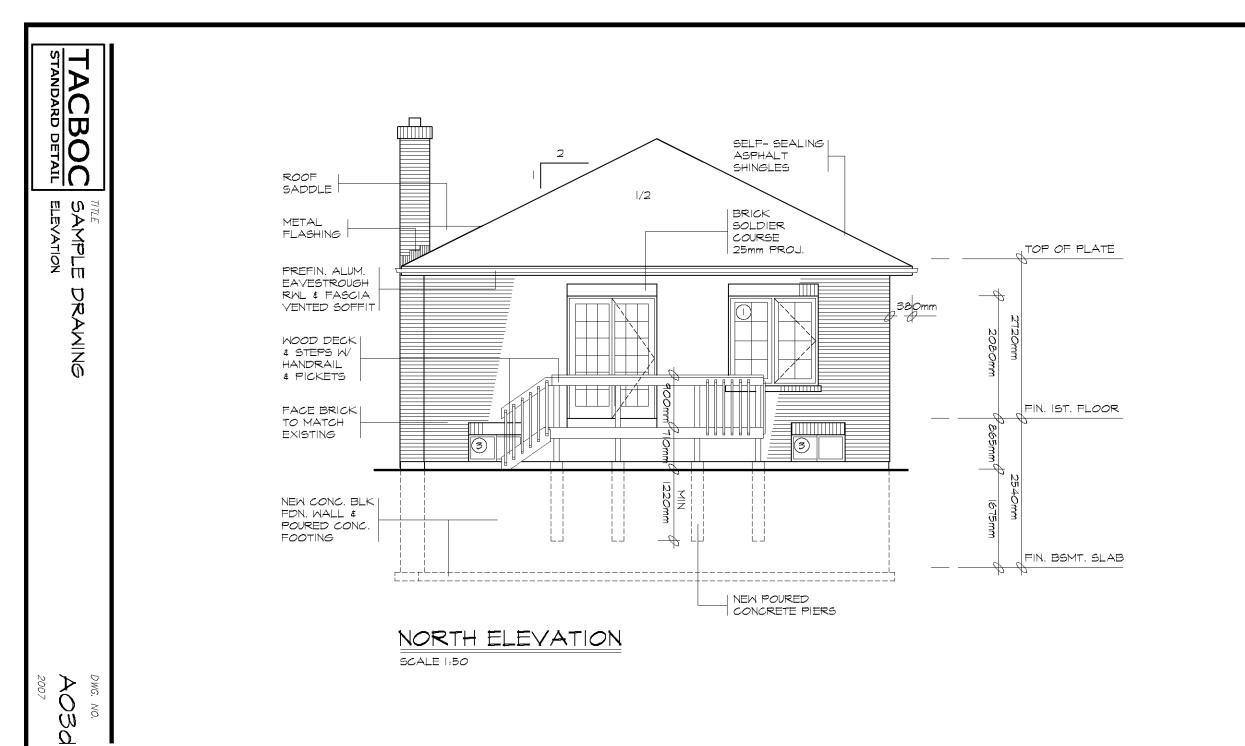


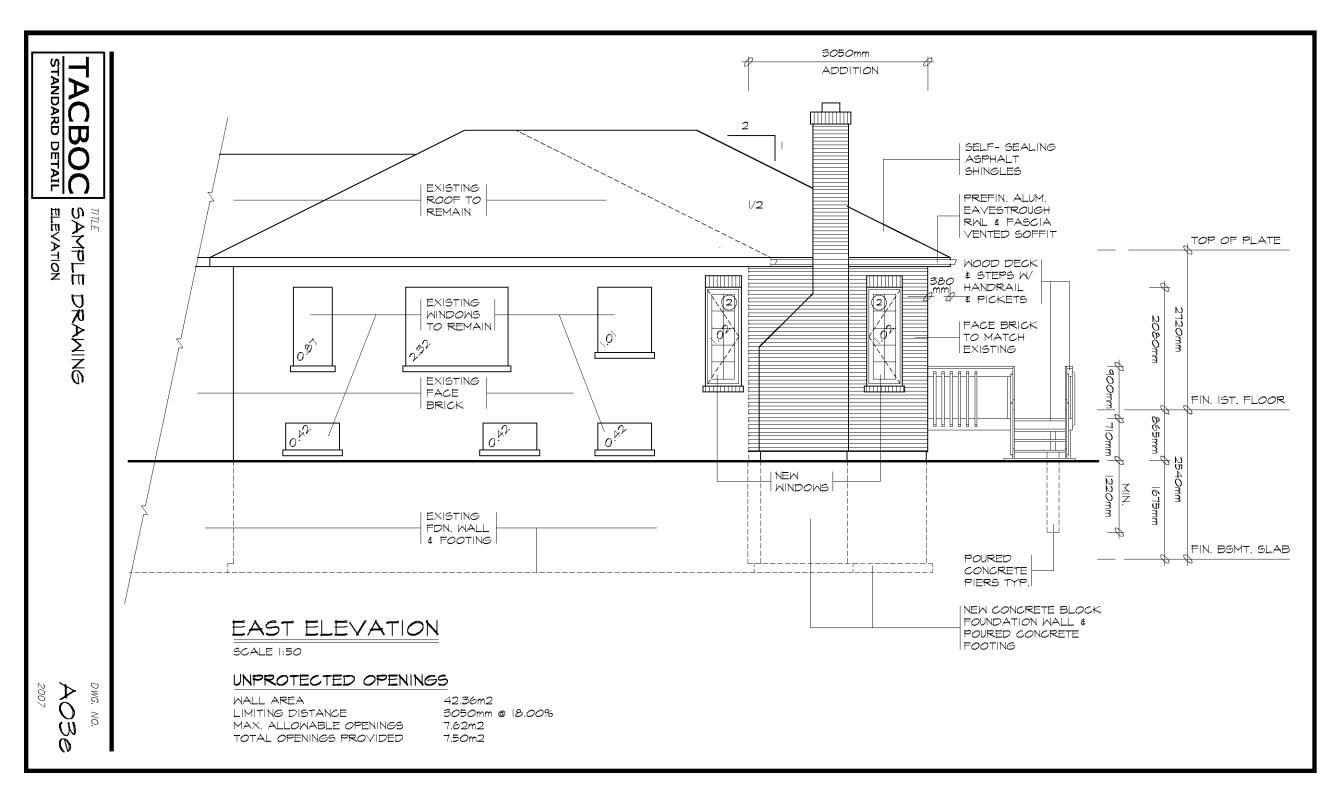
Site Plan must display:

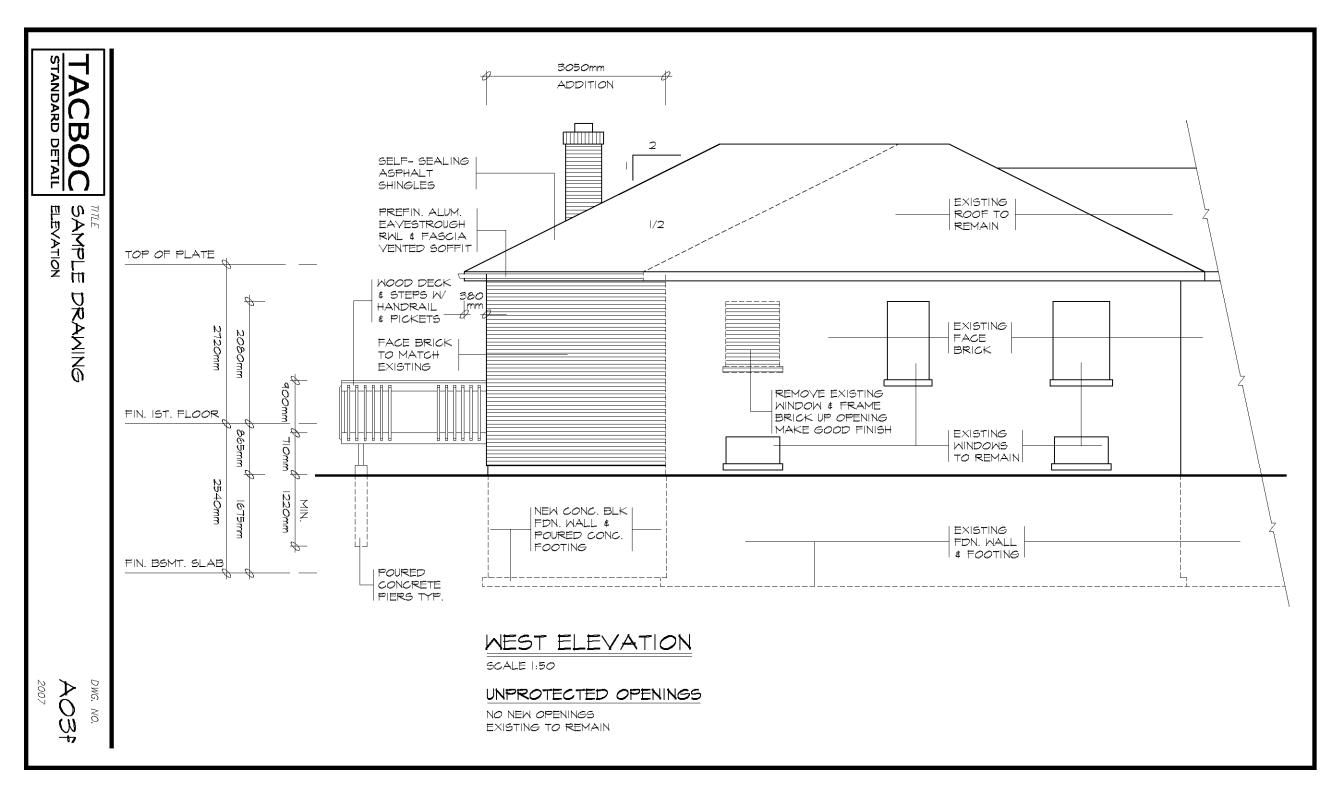
- □ All **existing** and **proposed** structure(s)
- Setbacks from property boundaries to current and/or proposed structure(s); shown in metres
- Dimensions of structures
- Septic system and well (specify if dug or drilled)
 - o Setbacks from: septic to well and septic to structures
- Direction of surface drainage
- Driveway (if applicable)
- North arrow
- Name of water body/road

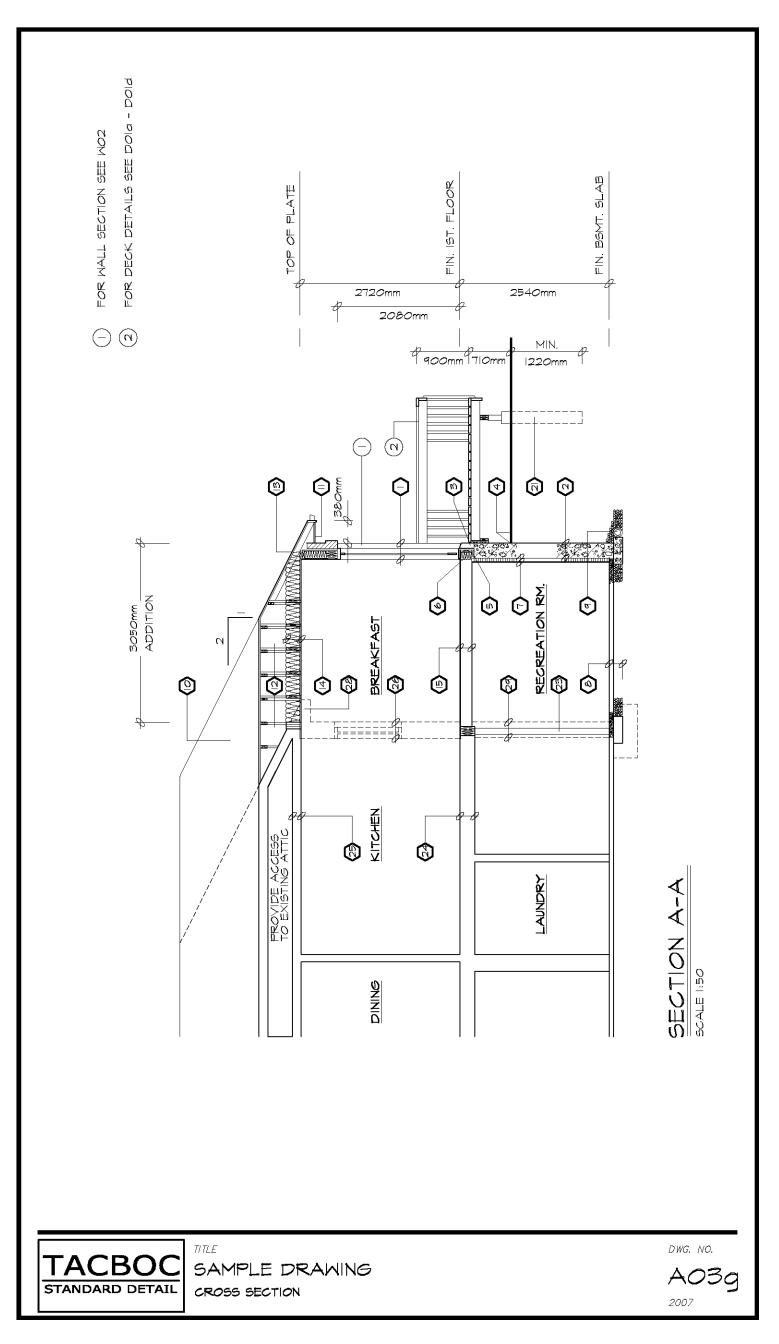


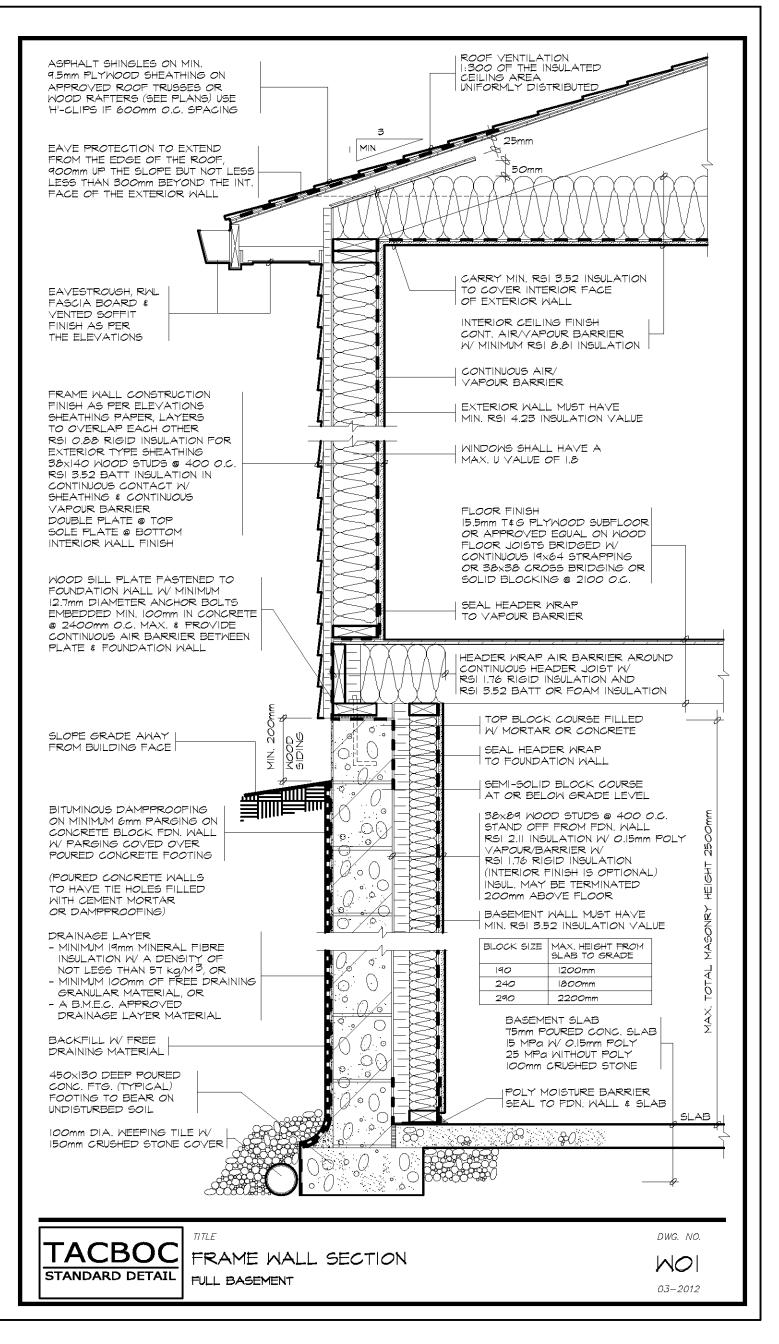


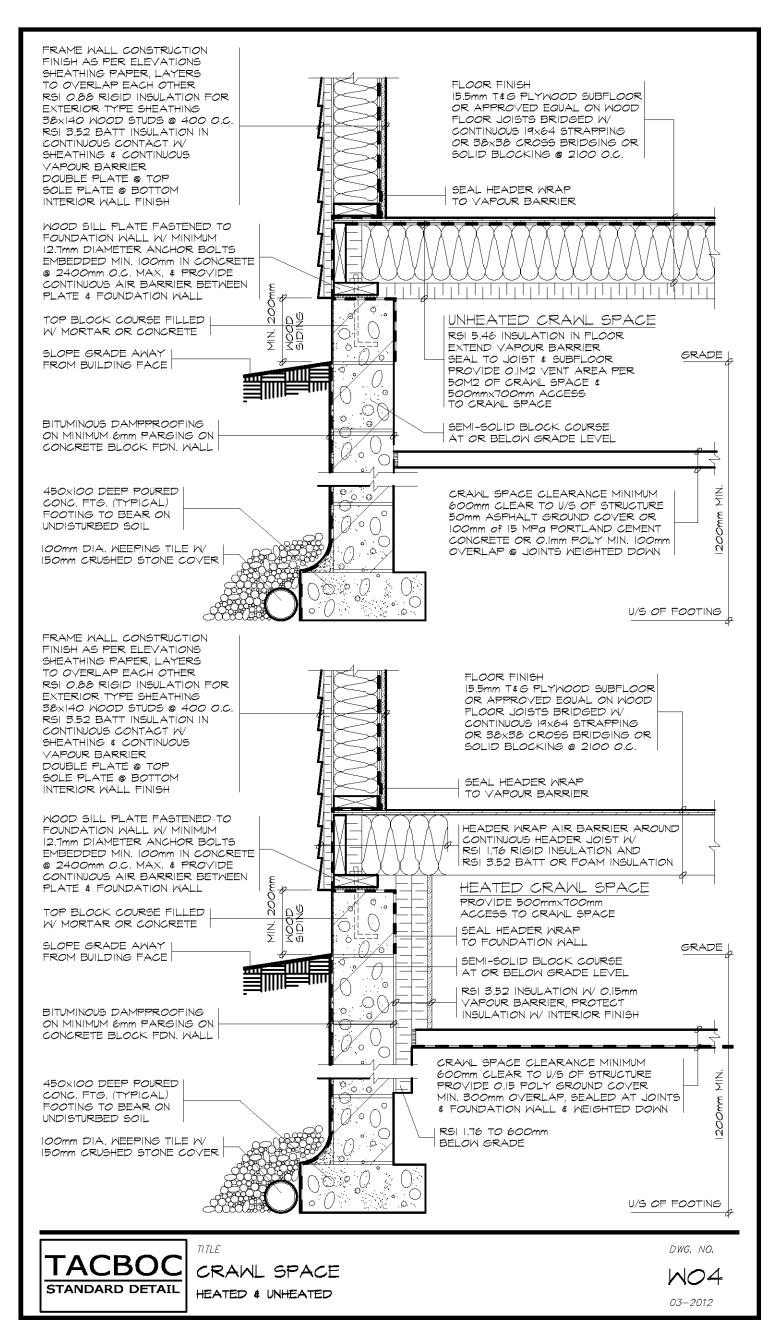


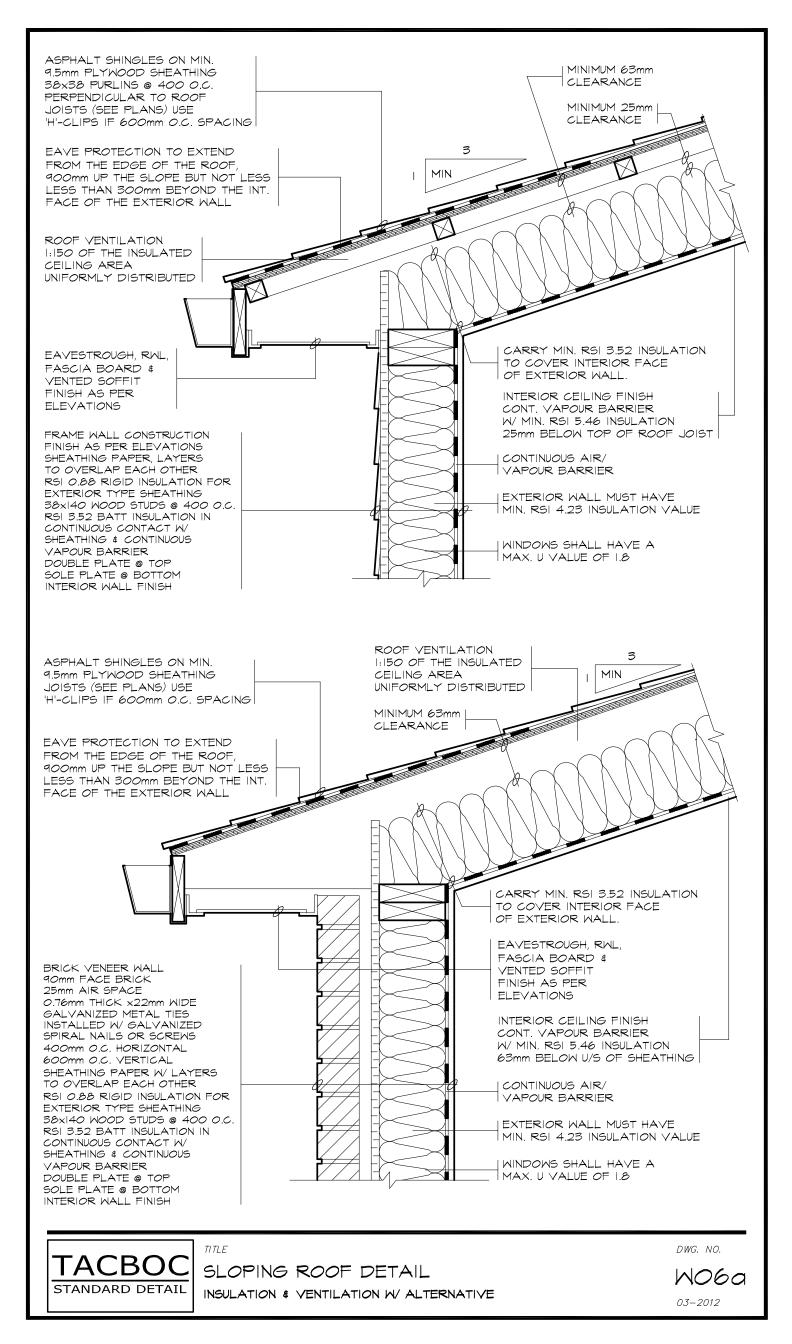


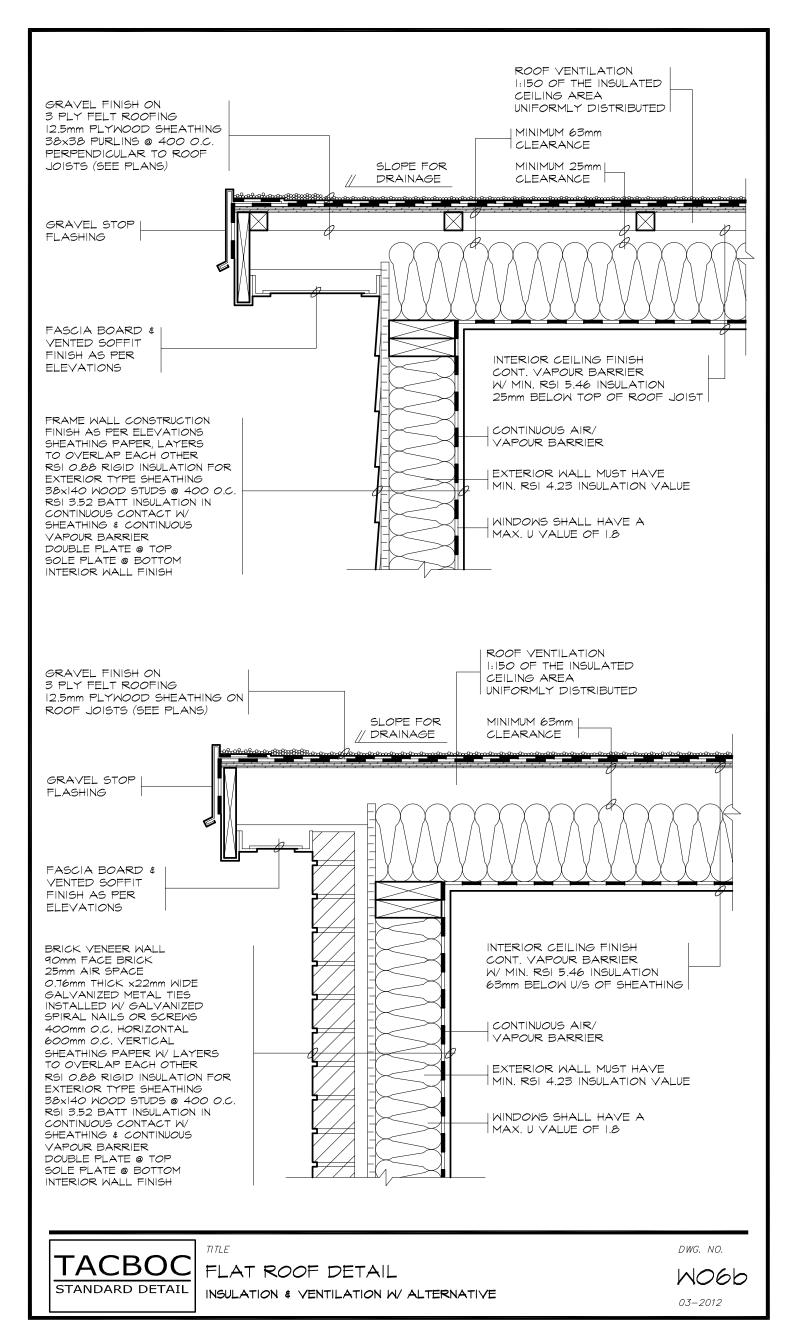




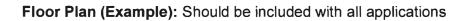


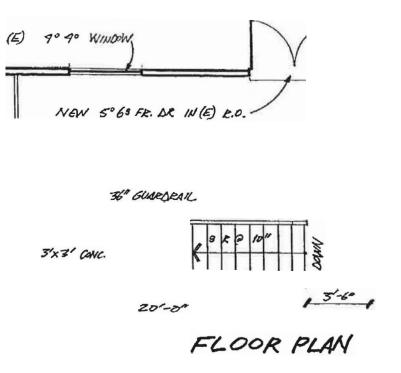




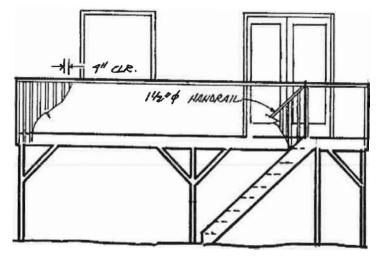


Decks

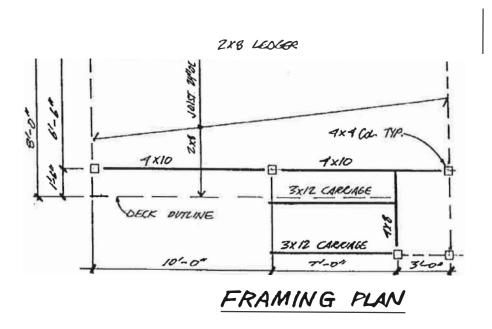




Elevation (Example): Should be included with all applications

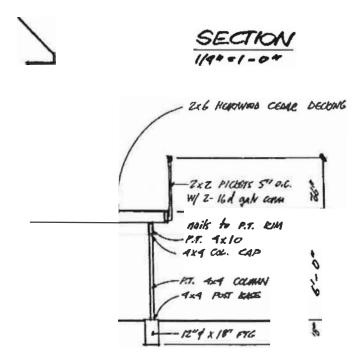


ELEVATION

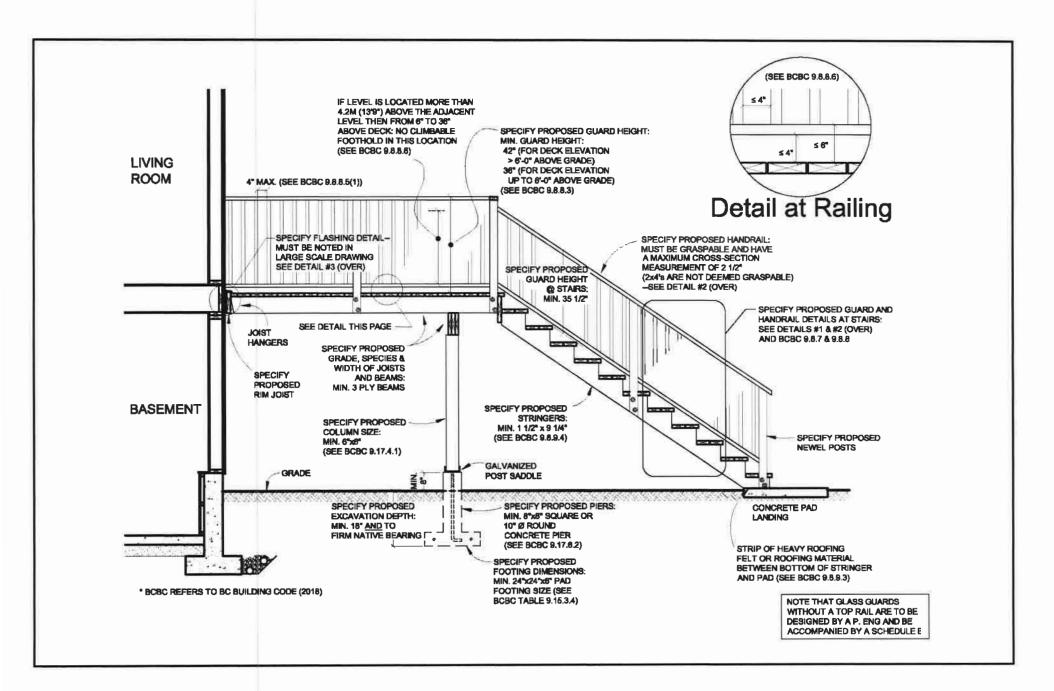


Framing Plan (Example): Should be included in submittals for plan review

Cross Section (Example): Should be included in submittals for plan review



Sample Residential Deck Design and Plan Requirements (Serving an Existing Single Dwelling Unit)





PLUMBING

A Homeowners Guide For The Installation Of Plumbing

The information in this pamphlet is a brief summary of the comprehensive stipulations of Part 7 of the Code and is intended only to give the reader an overview of the many requirements therein. For accurate reference please refer to the appropriate provisions of Part 7 of the Ontario Building Code and/or Building By-law 2005-91, as amended.

THE PLUMBING SYSTEM

The plumbing system in a dwelling comprises four basic elements as follows:

1. The Water Supply and Distribution System

This system is composed of the water pipes which transport fresh water from the source of supply and conveys it to the fixtures and appliances and in the cast of hot water, from the water heater to the fixtures and appliances. The source of supply may be the municipal system or a private well or cistern, etc.

2. The Drainage System

This system consists of the drain and sewer pipes which convey waste fluids from the fixtures to a place of disposal which may be the municipal sewer system, or a septic tank or holding tank, etc.

3. The Venting System

This system consists of pipes which terminate in open air above the roof connected to the drainage system and which introduces air into the drainage system.

4. The Fixtures and Appliances

These consist of the sinks, wash basins, water closets (toilets), laundry tubs, water heaters, washing machines, etc. All fixtures are required to be vented and equipped with a trap which provides a water seal in the drain and thus prevents the emission of sewer gases.

THE CODE

The installation of plumbing is regulated by Part 7 of the Ontario Building Code and The Building By-law of the Township of St. Joseph.

The Code is administered and enforced locally by the Chief Building Official of the Township of St. Joseph. This includes responses to enquiries, processing of Applications, issuance of Permits and inspection of plumbing installations.

Before any plumbing work commences an Application for a Permit should be made and a Permit obtained. It is the responsibility of the property Owner and any person performing plumbing installations to ascertain whether or not a Permit is required and to ensure that the work is inspected at the appropriate stages.

A Permit is required for the following work:

- (a) The installation of plumbing in a new building.
- (b) The installation of new plumbing in an existing building.
- (c) The alteration of existing plumbing.
- (d) The repair of existing plumbing except for the repair of existing fixtures, leaks or blockages.
- (e) The replacement of existing plumbing except for the replacement of existing fixtures or existing water heater.

A Plumbing Permit can only be issued to a qualified, licensed Master Plumber except where the Owner of a residence is performing the work, at or in that residence for his/her own use.

To obtain a Permit an Application, duly completed, should be presented to the Municipal office. <u>The</u> <u>Application should be accompanied by a floor plan</u> of the dwelling showing the location of the fixtures to be installed and schematic or sectional drawing <u>showing the proposed drainage and venting layout</u>. (A schematic drawing and a sectional drawing of a typical residential plumbing system is attached hereto.)

Some of the more common terms used in plumbing and defined in the Code are as follows:

Building	The horizontal pipe at the lowest point		
Drain	in the building (generally under the		
	basement floor) which receives the		
	discharge from the other drainage		

piping.

- *Clean Out* A fitting access in a drainage pipe for cleaning and inspection provided with an air-tight cover.
- DrainageAll piping which conveys sanitaryPipingwaste and liquid to a building drain.
- *Fixture* A receptacle that receives water, etc. and which discharges into drainage piping.
- *Horizontal* Departing from the true horizontal by not more than 45 degrees.

Potable Water fit for human consumption. Water

- *Stack* A vertical drain, waste or vent pipe that serves one or more fixtures.
- **Trap** A fitting or device that provides a liquid seal to prevent the emission of sewer gas without affecting the flow of waste water.
- **Vent** A pipe that is installed to provide a flow of air, to or from drainage piping, and which terminates an open air at the vent stack.

NB. All of the above are represented on the attached schematic drawing.

The minimum size of piping, in general, which is required to serve a specific fixture of appliance, is as follows:

1. Water Pipes

The minimum size of water service pipe entering a dwelling from the exterior is required to be $\frac{3}{4}$ " diameter. The $\frac{3}{4}$ " diameter should be maintained towards the water heater until the first takeoff or branch and thereafter it can be reduced to $\frac{1}{2}$ " diameter. The hot and cold water distribution system requires a minimum diameter of $\frac{1}{2}$ ".

2. Drainage Pipes

The minimum size of pipe serving the various fixtures is as follows:

DESCRIPTION	MINIMUM DIAMETER (INCHES)
Building Drain	4
Floor Drain	3
Bath Tub	1 1⁄2
Bidet	1 ¼
Dishwasher	1 1⁄2
Laundry Tub	1 1⁄2
Wash Basin	1 1⁄2
Shower Stall	1 1⁄2
Sink (Kitchen)	1 1⁄2
Water Closet (Toilet)	3

3. Vent Pipes

DESCRIPTION	MINIMUM DIAMETER (INCHES)
Main Vent Stack	3 inches minimum
(Through Roof)	diameter

All other vent pipes in a dwelling are generally required to be a minimum diameter of either 1 $\frac{1}{2}$ " or 1 $\frac{1}{4}$ " as shown on the attached schematic dwelling.

MATERIALS

The most commonly used materials in plumbing in a dwelling are copper water pipes, ABS plastic drainage and vent pipes above ground and PVC plastic drainage pipes below ground. However, a wide variety of other materials as listed in the Code can be used.

It should be noted that all materials, fixtures and appliances in a plumbing system are required to meet prescribed standards, e.g. certified by the Canadian Standards Association or other accredited testing Agency, as applicable. The installation of any element of a plumbing system which does not meet the required standard would not be accepted when the work is inspected.

INSPECTION

All plumbing for which a Permit has been issued is required to be inspected. No plumbing should be covered or concealed until it has been inspected and no plumbing system should be put into use until it has been inspected and the use authorized.

LOW FLOW FIXTURES

Water efficient water closets (toilets), shower heads and faucets are now required to be installed in accordance with OBC 7.6.4.

METERS

A meter is now required to be installed in every dwelling. In the case of a new dwelling, a meter is required to be installed prior to occupancy.

COMBUSTIBLE PIPING

Combustible piping is permitted in single, semi or townhouse dwelling units, however, in all other types of buildings non-combustible piping may be required.

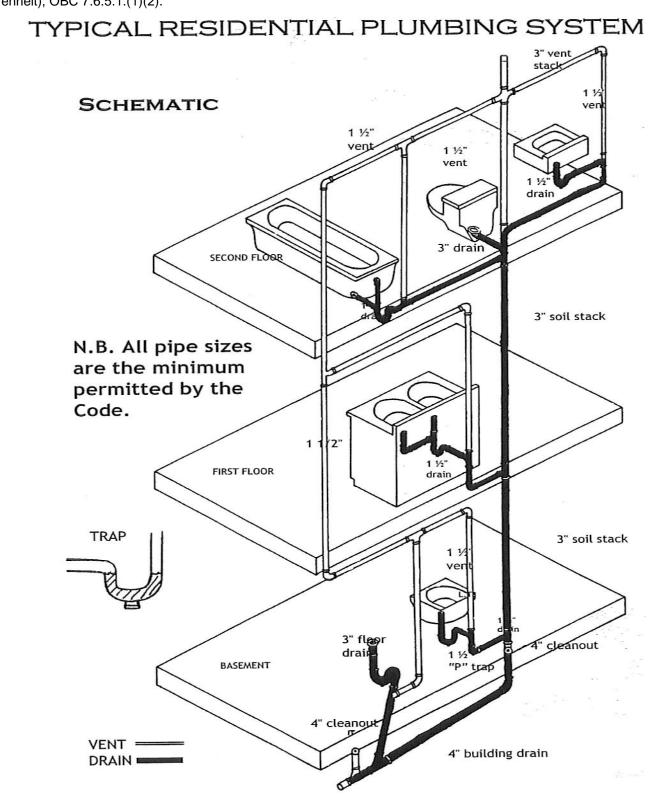
BACKFLOW PREVENTION

The requirements for backflow prevention shall be in accordance with OBC 7.6.2. including hose bibs installed outside the building or inside the garage.

MIXING VALVES

Except for hot water supplied to installed dishwashers or clothes washers the maximum temperature of hot water supplied by fittings to fixtures, in a residential occupancy

shall not exceed 49 degrees Celsius (120 degrees Fahrenheit), OBC 7.6.5.1.(1)(2).



BACKWATER VALVE/SUMP PUMP

Where a building drain or branch may be subject to backflow, a backwater valve shall be installed, OBC 7.4.6.4.(3). A backwater valve must only serve one (1) dwelling and must be "normally open" and conform to the applicable standard. The manufacturer's specifications and installation guidelines for the backwater valve shall be followed including regular maintenance. A backwater valve must only be installed where the weeping tiles are not connected to the sanitary drain. This is usually accomplished with a sump pit and pump to discharge weeping tile water to the surface.

SUMMARY

If you require any further information about installation of plumbing or wish to obtain a Permit please contact the municipal office, Twp of St. Joseph, PO Box 187 Richards Landing Ontario, Telephone 705-246-2625, between the hours of 8:30 a.m. and 4:00 p.m. and someone would be happy to answer any question.

HOW CAN I FIND OUT MORE?

Contact

Glen Irwin Chief Building Official

705-971-5116

girwincbo@gmail.com

TYPICAL RESIDENTIAL PLUMBING LAYOUT CROSS - SECTIO N

