

**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 Energy Efficiency Design Summary 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 108 sq. ft.
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 multiple 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.

OTHER APPROVALS YOU MAY NEED:

Entrance Permit	Township Works Superintendent	705-206-2395
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.

SAMPLE DRAWINGS REQUIRED FOR BUILDING PERMITS

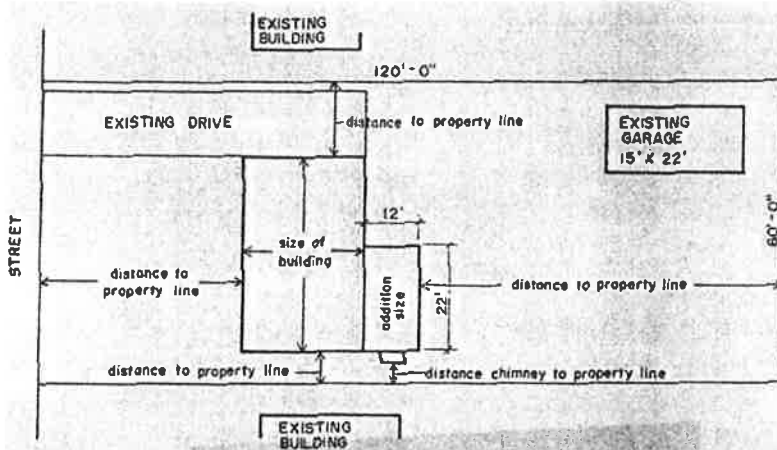
PROJECT — addition to an existing dwelling

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

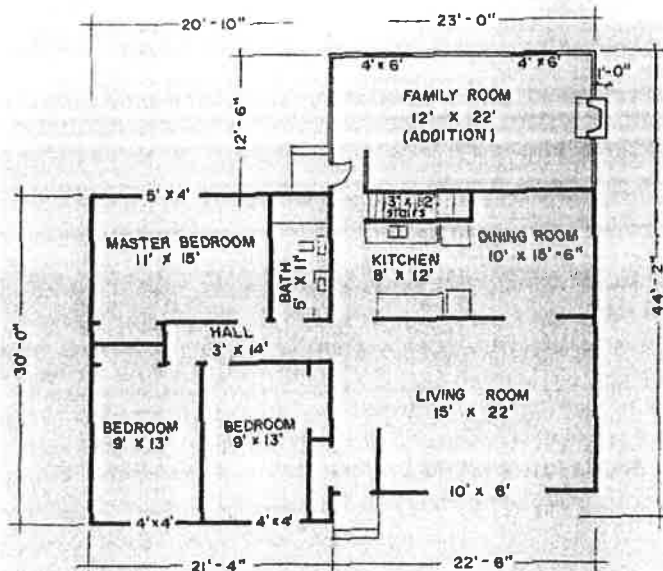
EXAMPLE (site plan)



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

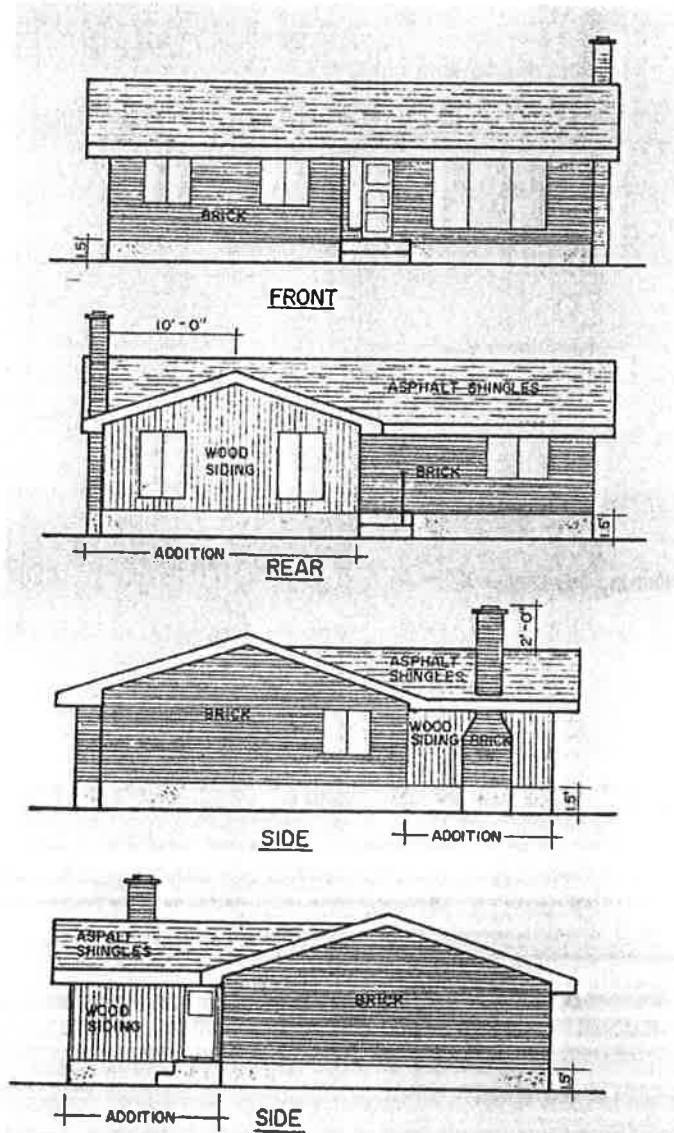
EXAMPLE



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

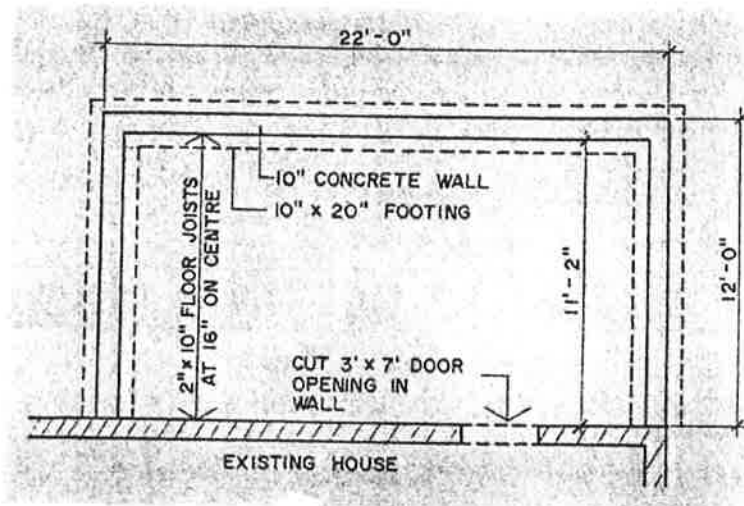
EXAMPLE (elevations)



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

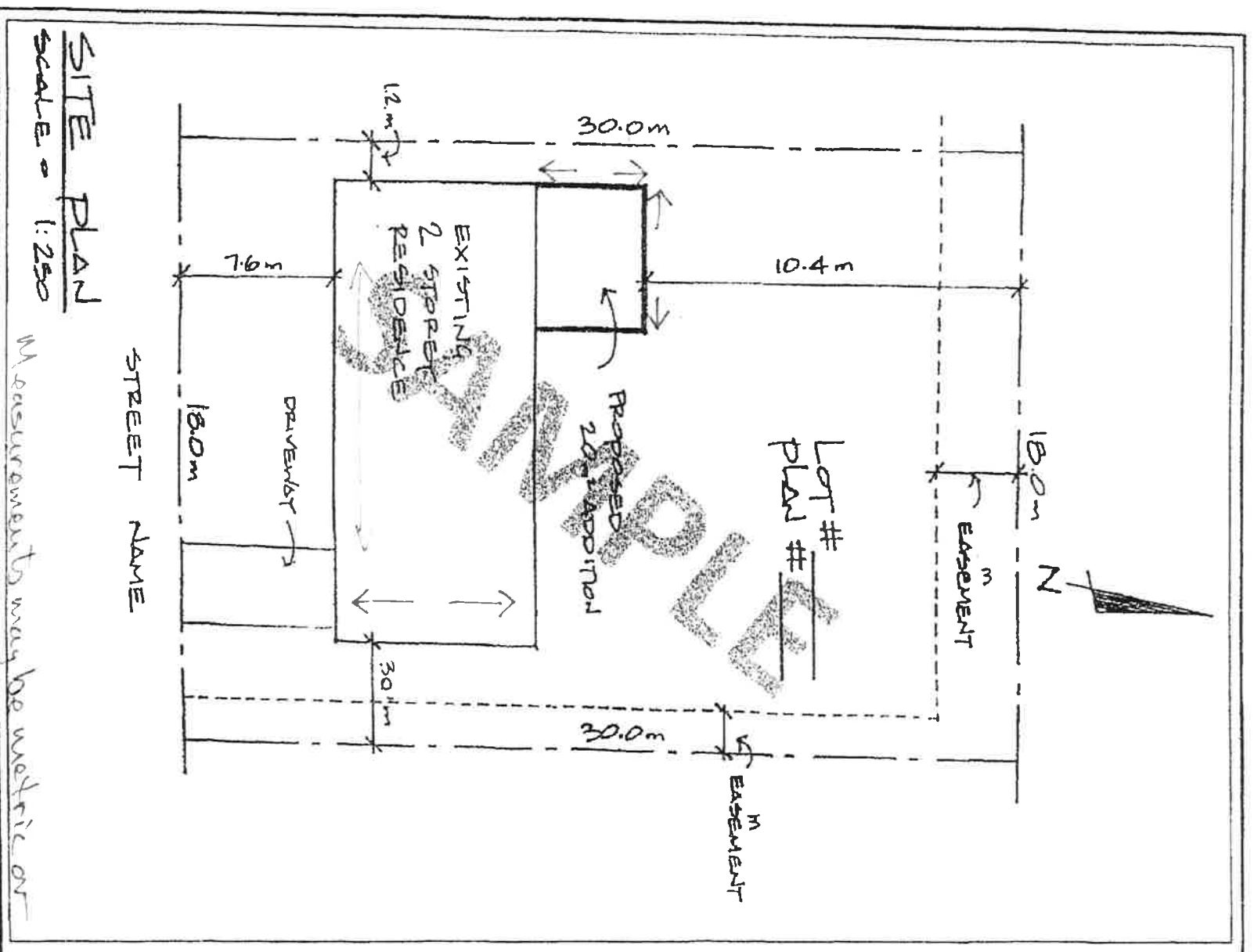
EXAMPLE



CROSS

Site Plan

#1



SITE PLAN

SCALE = 1:250

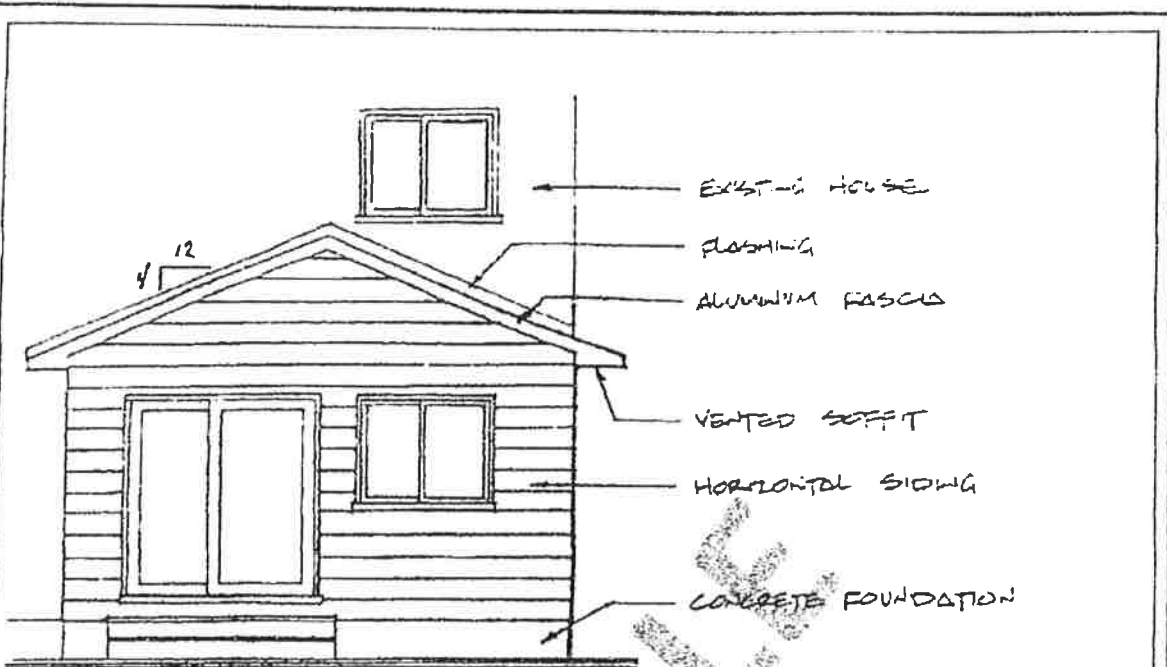
STREET NAME

MEASUREMENTS MAY BE METRIC OR

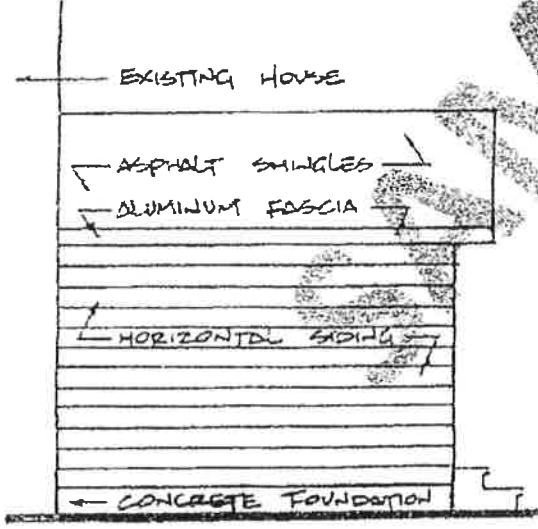
IMPERIAL.

Side Elevation Plan

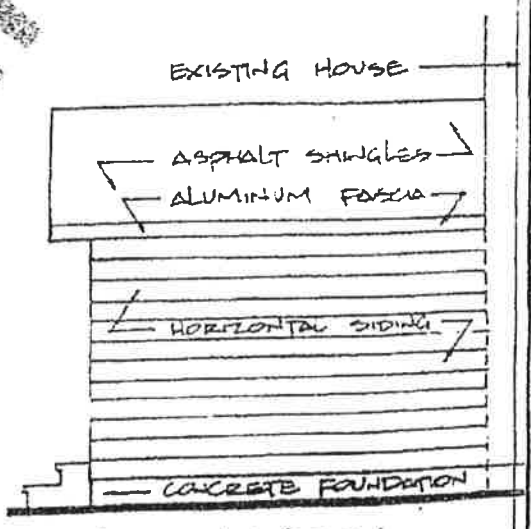
#3



REAR ELEVATION
SCALE = 1/4" = 1'-0"

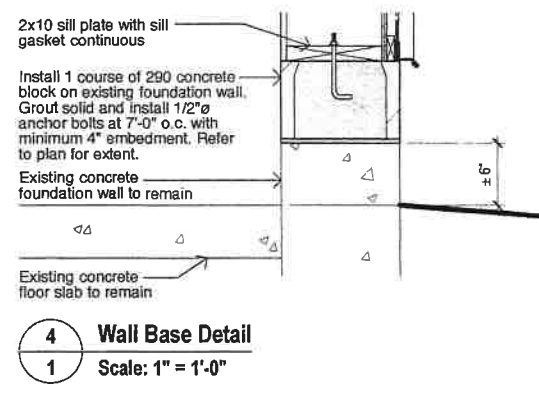
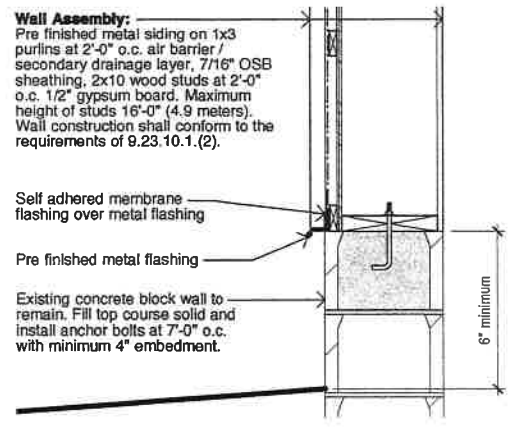
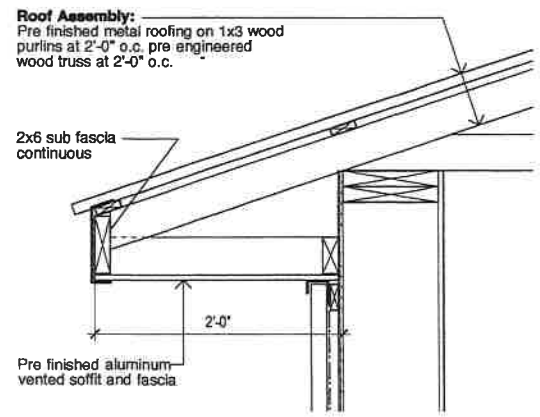
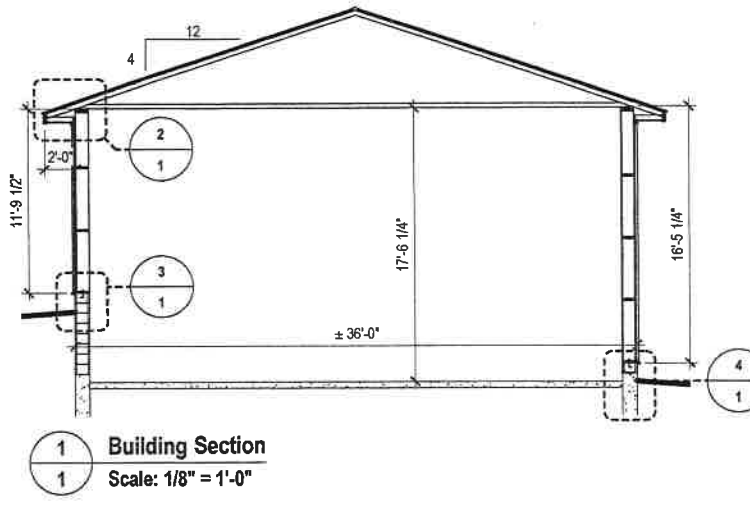
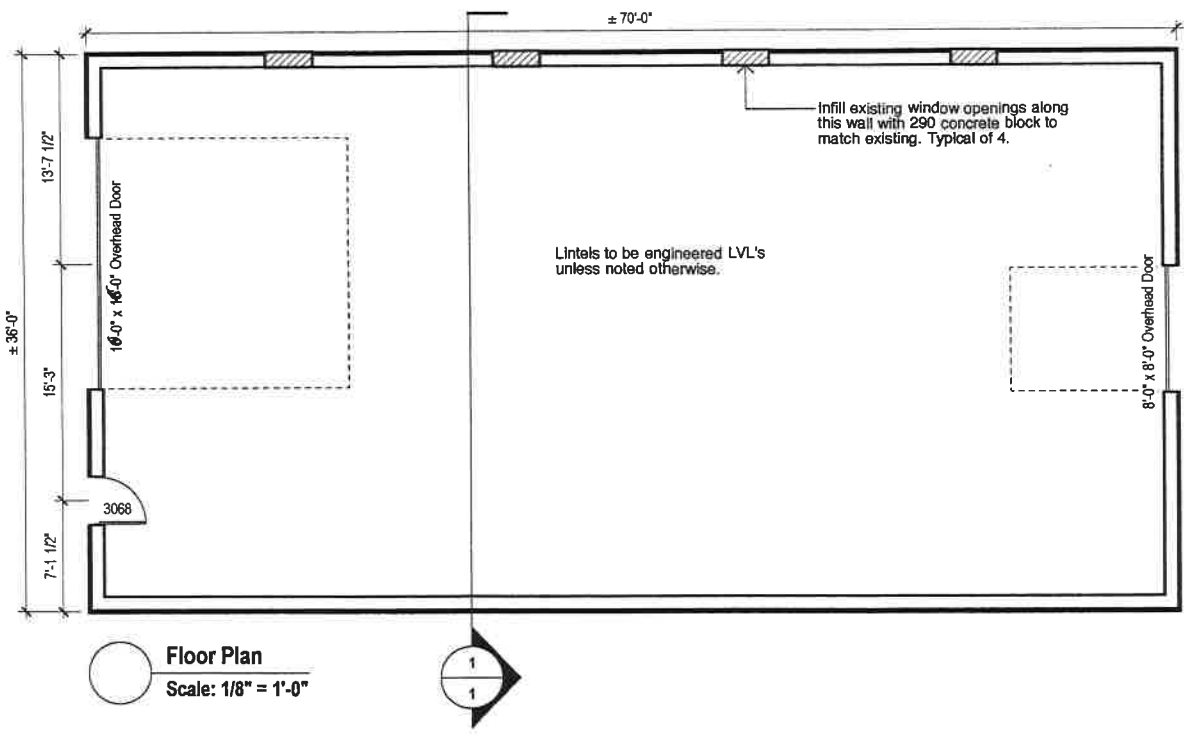


SIDE ELEVATION
SCALE = 1/4" = 1'-0"



SIDE ELEVATION
SCALE = 1/4" = 1'-0"

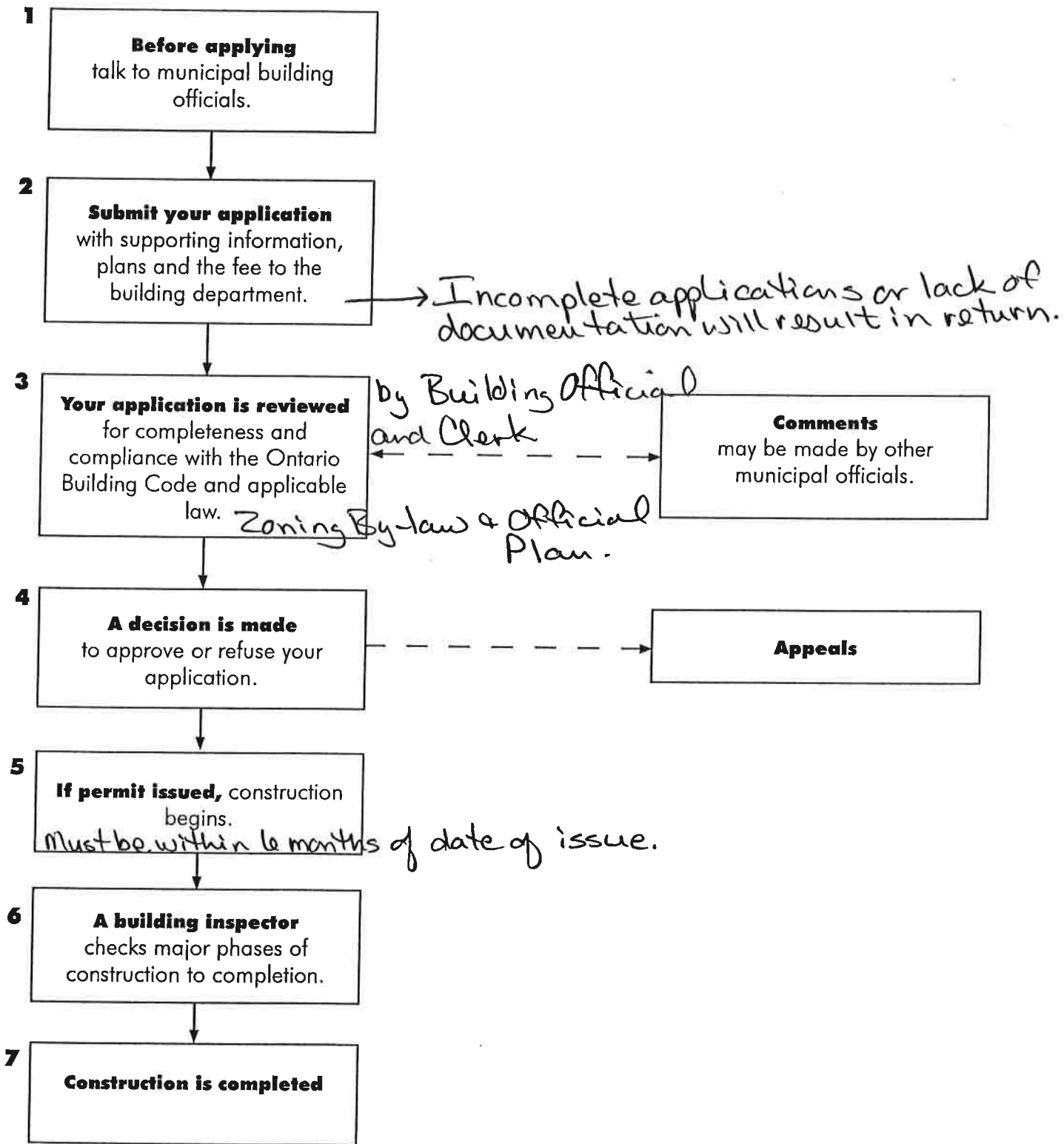
ELEVATION sample



Roof and Wall assembly

PROJECT TITLE & ADDRESS NEW IMPLEMENT STORAGE SHED		SHEET 1
Designer BCIN 41021 Firm BCIN 43092	TITLE BUILDING SECTION	DATE 2013-06-13
P&C 3C4		

The Building Permit Process



This flowchart focuses on the basic process – some steps are not shown