



## 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 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 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.
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 not 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	<a href="mailto:clerkadmin@stjosephtownship.com">clerkadmin@stjosephtownship.com</a>
Chief Building Official	(705) 971-5116	<a href="mailto:girwincbo@gmail.com">girwincbo@gmail.com</a>
Planning Board	(705) 542-4606	<a href="mailto:sjiplanningboard@gmail.com">sjiplanningboard@gmail.com</a>

## SAMPLE DRAWINGS REQUIRED FOR BUILDING PERMITS

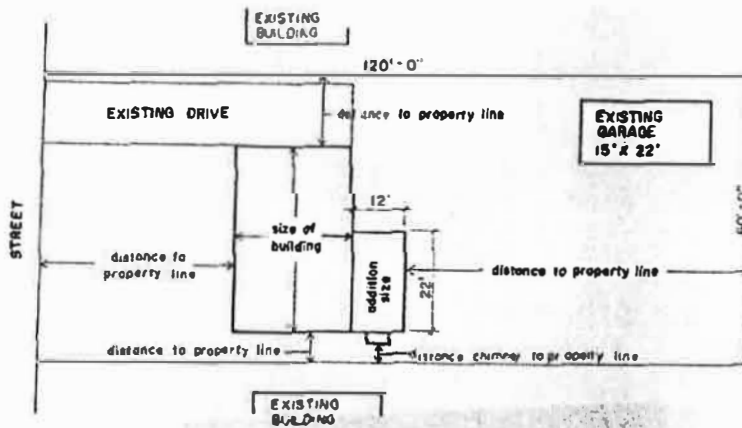
PROJECT — addition to an existing dwelling

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

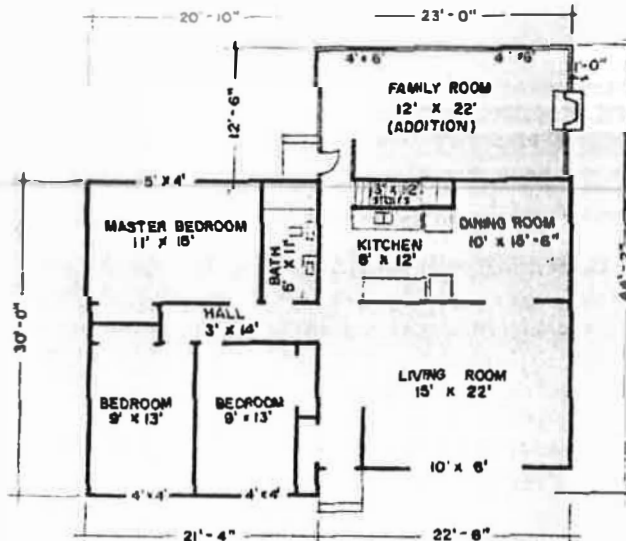
### EXAMPLE (site plan)



### 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

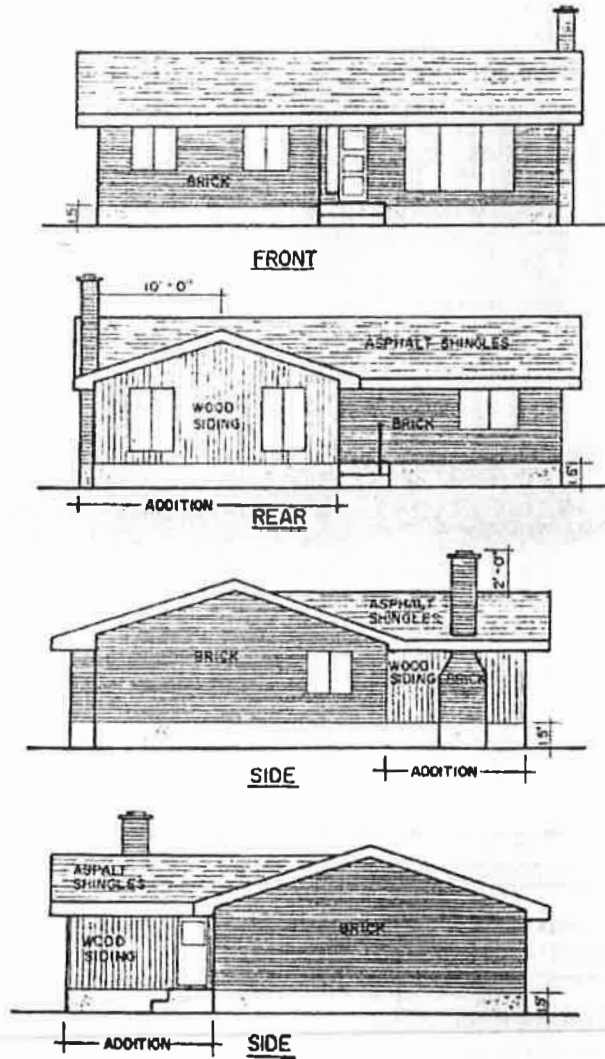
### EXAMPLE



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

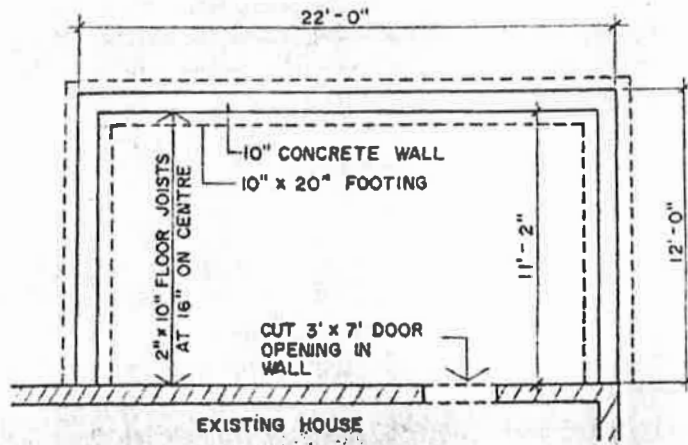
EXAMPLE (elevations)



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

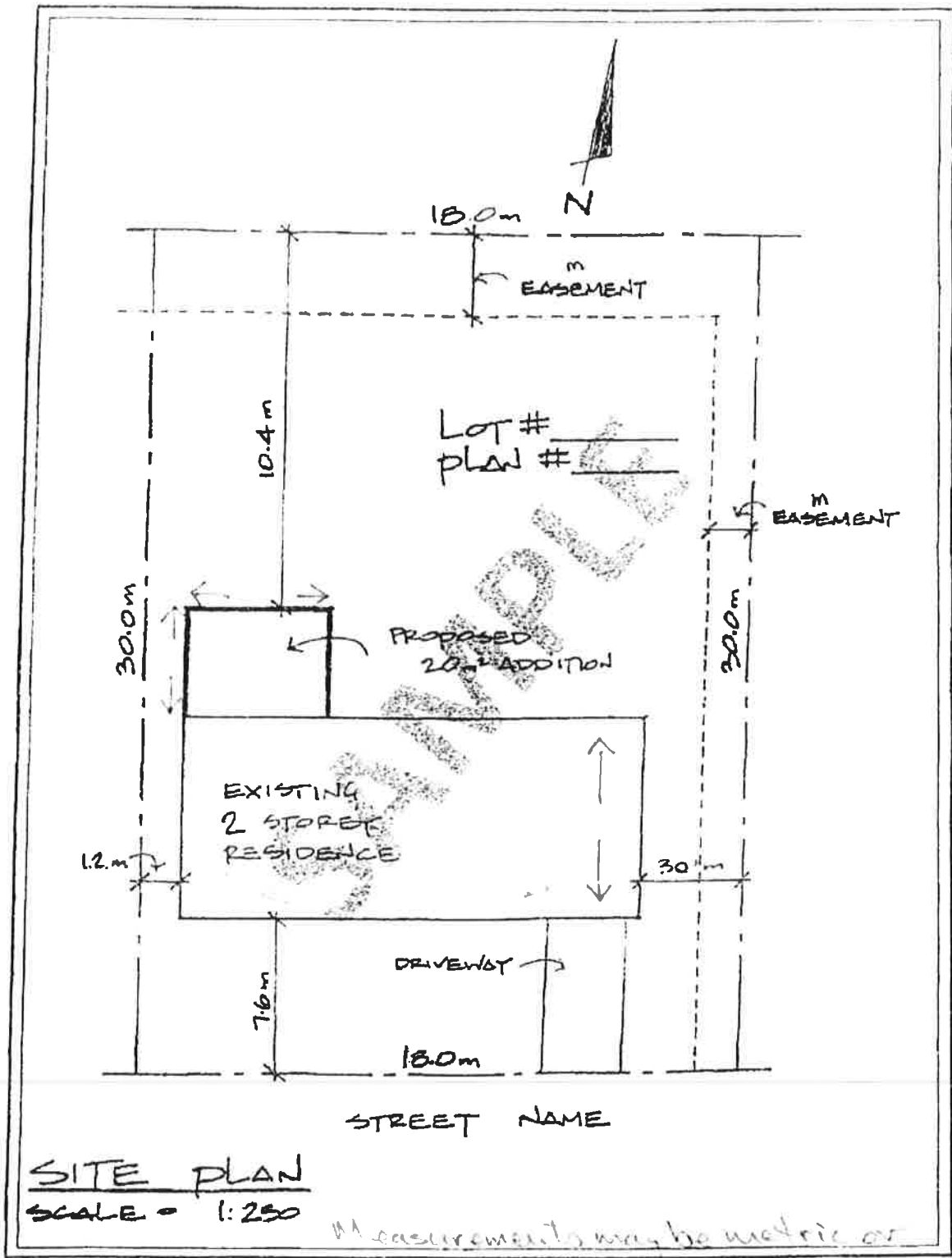
**EXAMPLE**



CROSS

# Site Plan

#1

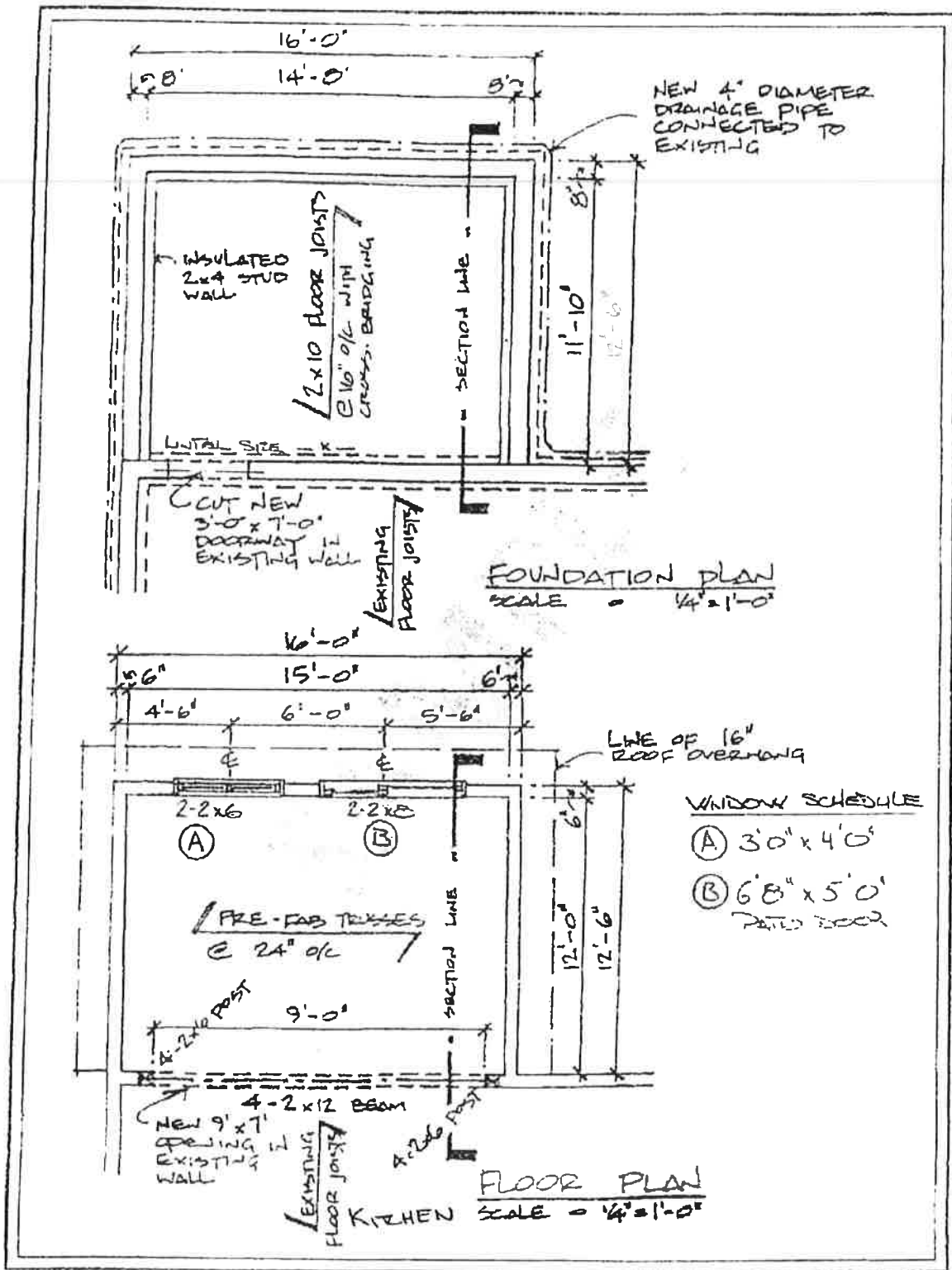


SITE PLAN  
SCALE = 1:250

All measurements may be metric or Imperial.

# Floor Plan

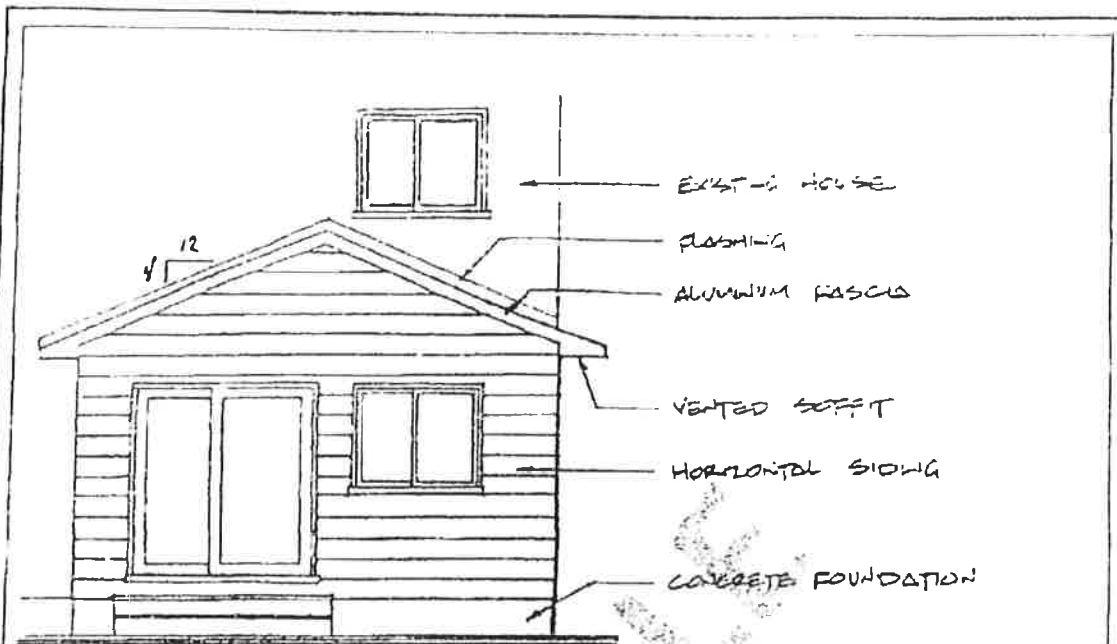
#2



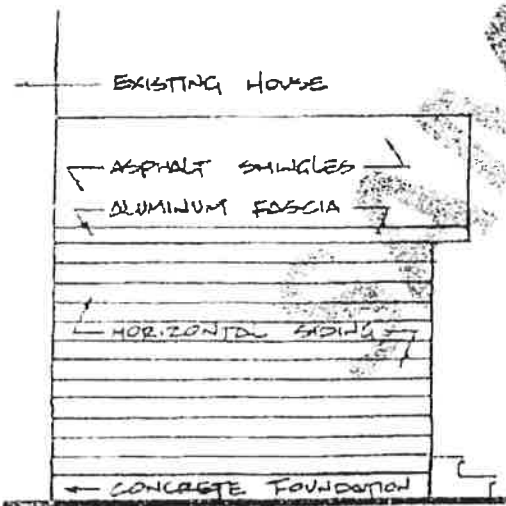


# Side Elevation Plan

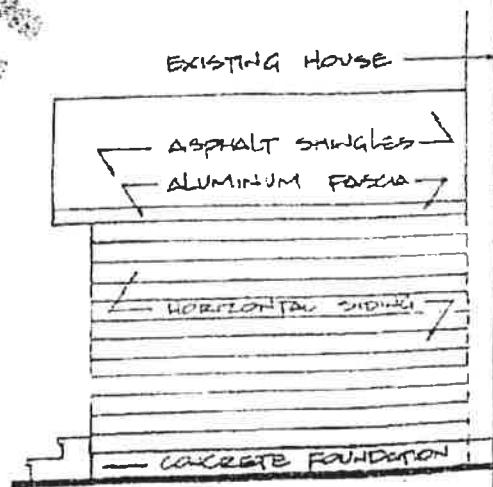
#3



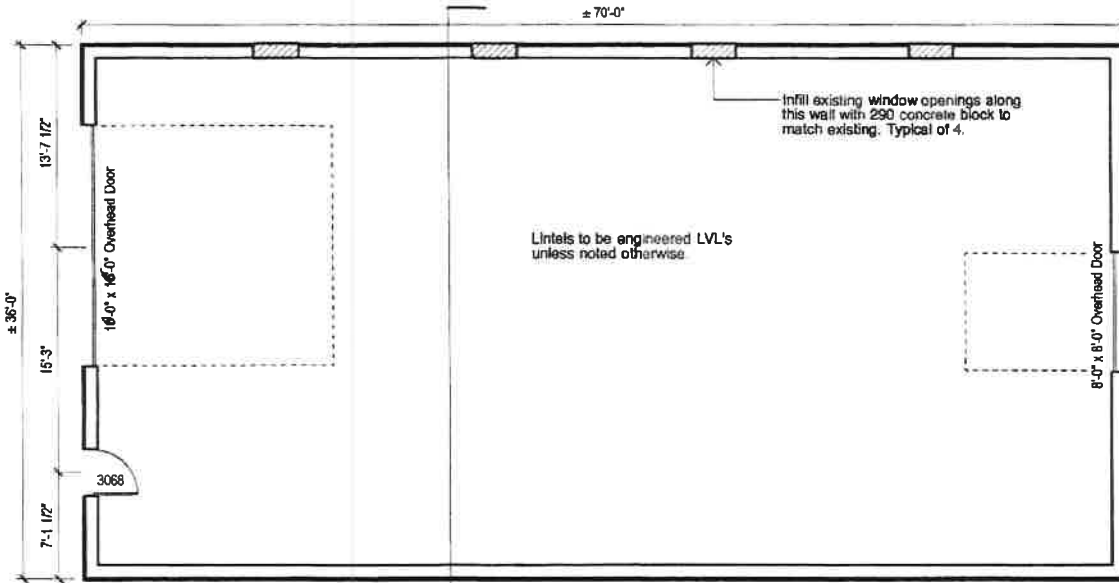
REAR ELEVATION  
SCALE = 1/4" = 1'-0"



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



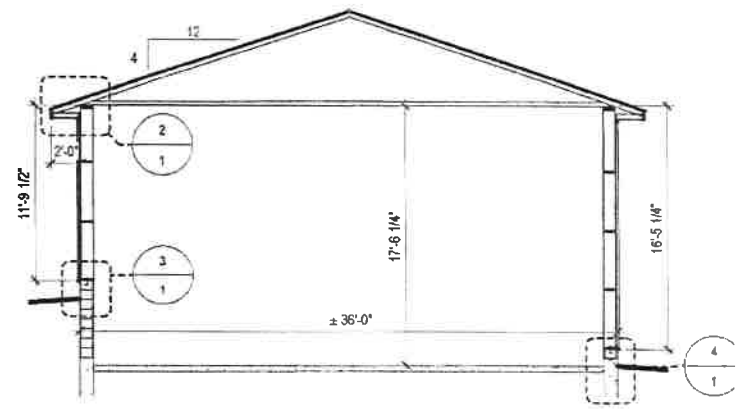
SIDE ELEVATION  
SCALE = 1/4" = 1'-0"



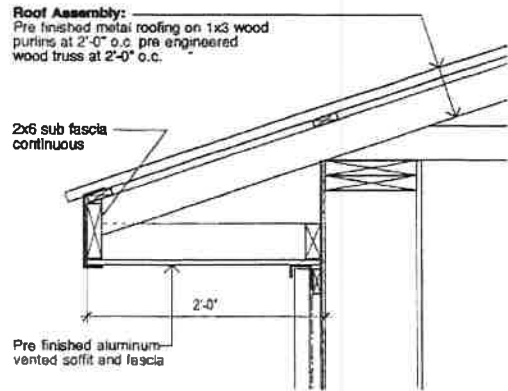
○ Floor Plan  
Scale: 1/8" = 1'-0"



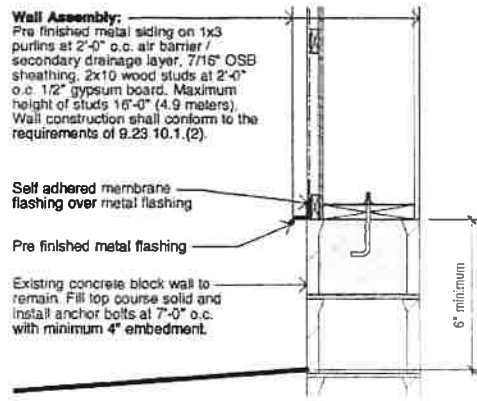
ELEVATION sample



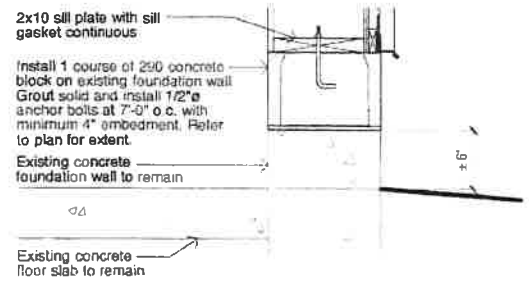
○ Building Section  
○ 1 Scale: 1/8" = 1'-0"



○ Typical Eave Detail  
○ 1 Scale: 1" = 1'-0"



○ Wall Base Detail  
○ 1 Scale: 1" = 1'-0"

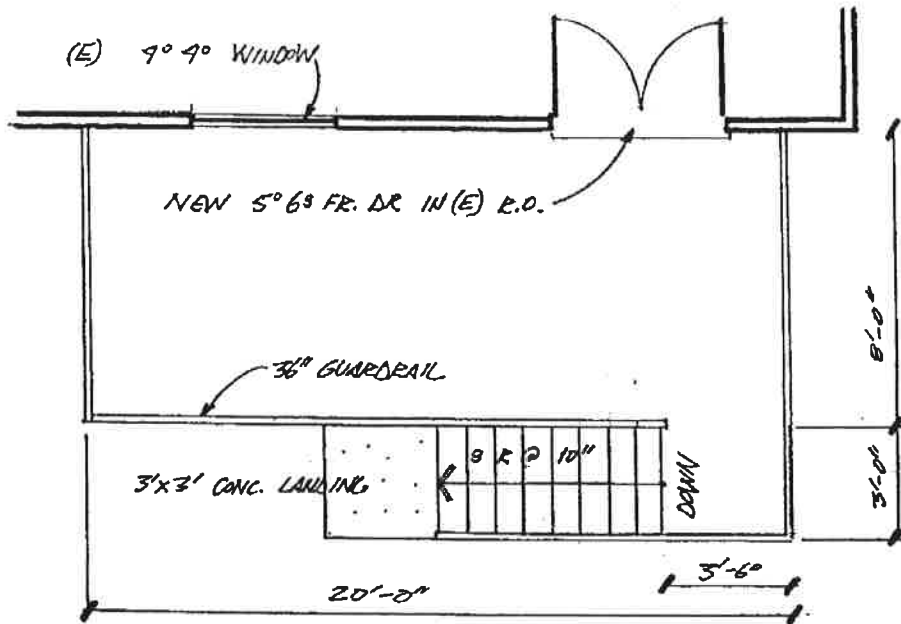


○ Wall Base Detail  
○ 1 Scale: 1" = 1'-0"

Roof and Wall assembly

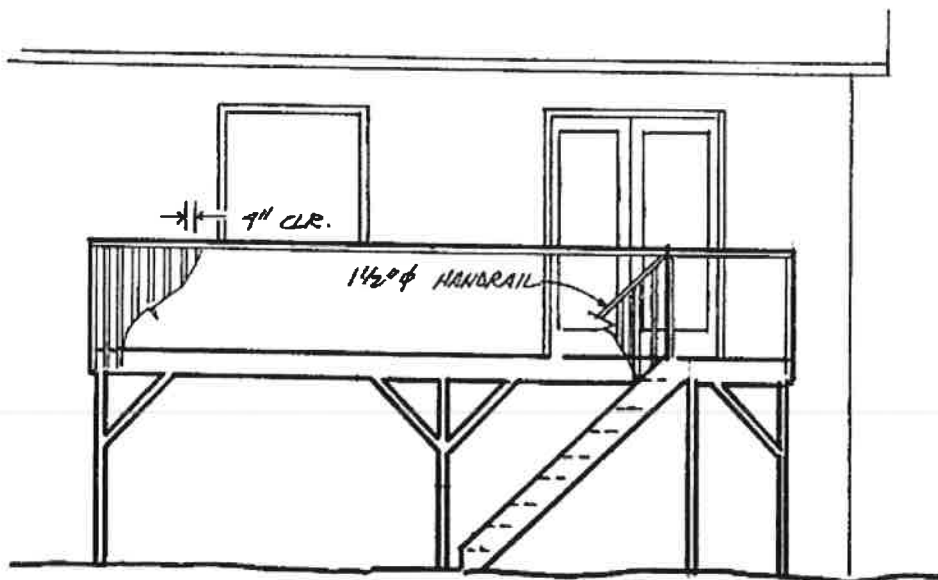
# DECKS

**Floor Plan (Example):** Should be included with all applications



FLOOR PLAN

**Elevation (Example):** Should be included with all applications

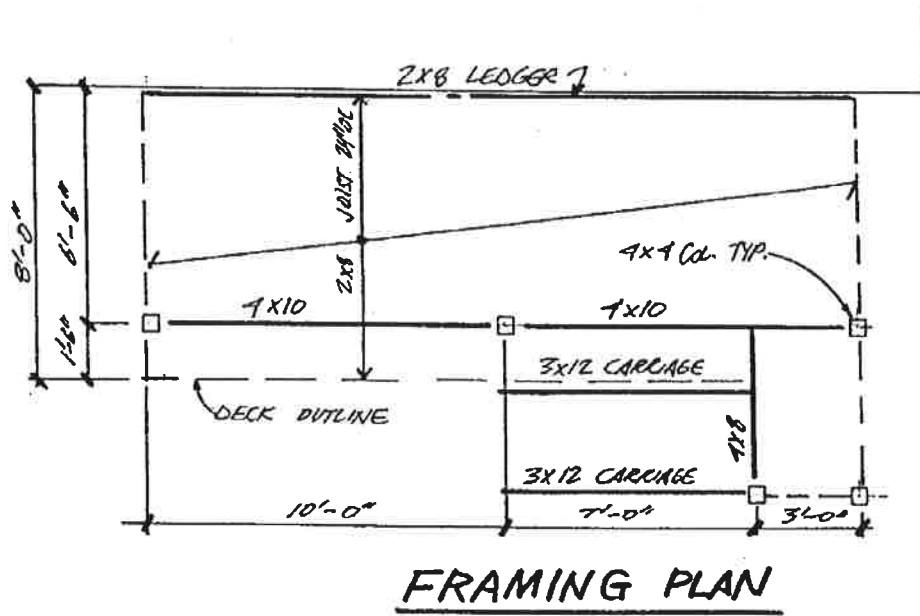


ELEVATION

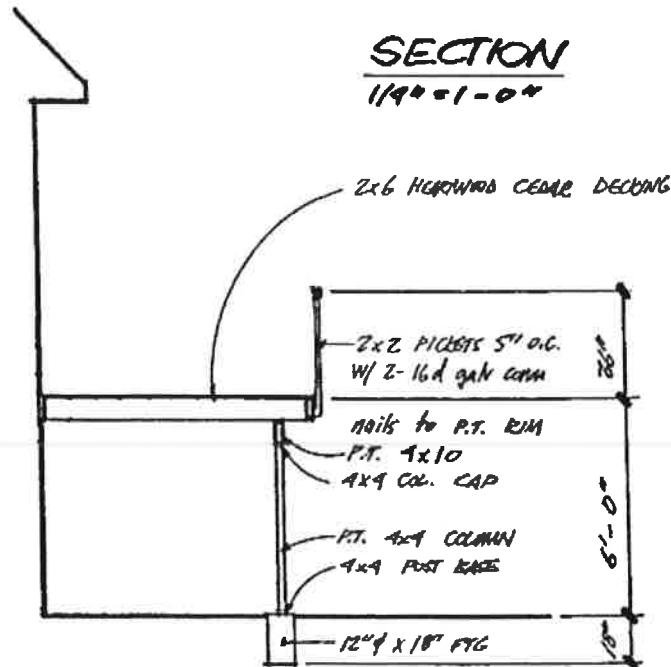
1/4" = 1'-0"

# DECKS

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

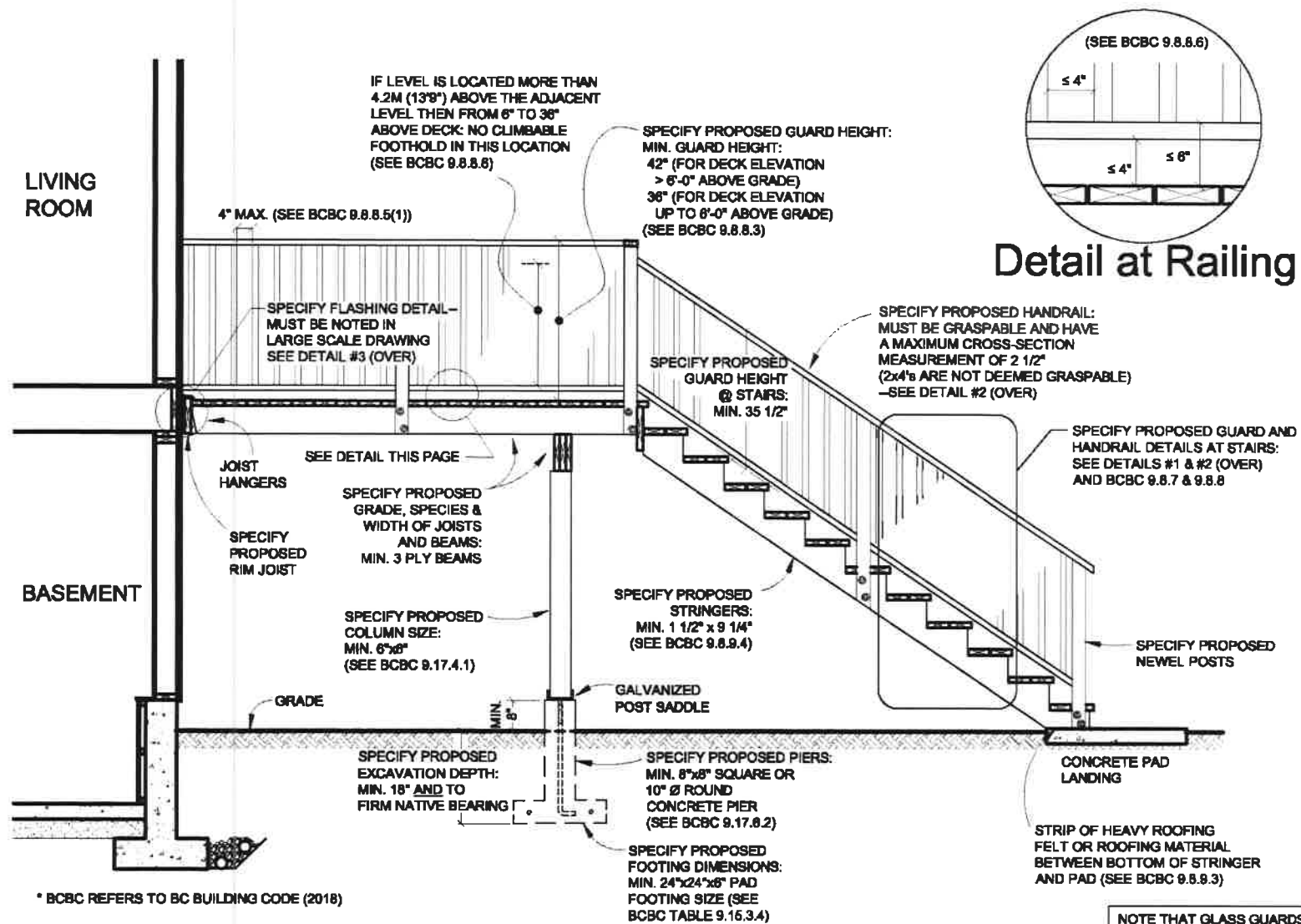


**Cross Section (Example):** Should be included in submittals for plan review



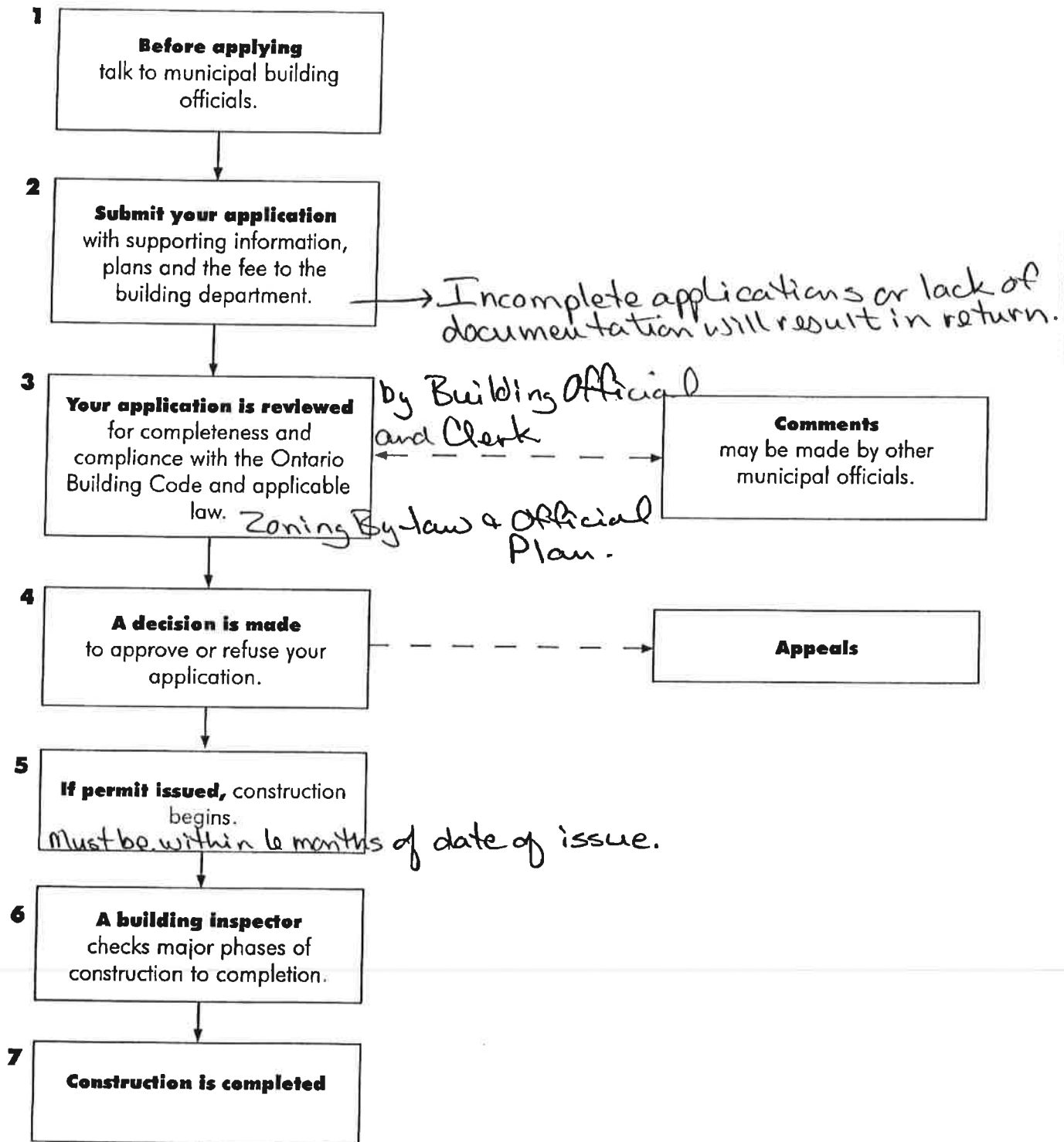
# Sample Residential Deck Design and Plan Requirements (Serving an Existing Single Dwelling Unit)

B.C.B.C. 2018



NOTE THAT GLASS GUARDS WITHOUT A TOP RAIL ARE TO BE DESIGNED BY A P. ENG AND BE ACCOMPANIED BY A SCHEDULE B

**The Building Permit Process**



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