



**Building Department
82 Erie Street, 3rd Floor
Stratford ON N5A 2M4**

**(519) 271-0250 Ext. 345
building@stratford.ca
www.stratford.ca**

ICI Permit Application Requirements

This document summarizes the minimum information required by the Ontario Building Code and The City of Stratford's Building By-Law to be submitted for a building permit application.

Please note the information provided in this document outlines minimum requirements. Additional documents and/or approvals may be requested upon further review of the permit application, dependent on the project.

Requirements for All Applications

Drawings

- Drawings are to be drawn to scale on minimum paper size of 11x17, maximum paper size of 24x36.
- All drawings are to provide sufficient information regarding the proposed construction/demolition.

Fees

- All permit fees are required to be paid, in full, at the time of permit application.
- Permit fees are determined as per Building By-Law 112-2005
- Development Charges are determined as per By-Law 41-2022. When applicable, fees are to be paid prior to permit issuance.
- Lot grading deposits are required to be paid at time of application, when applicable

Application Forms

- Completed Permit Application as set out by the Province for a Permit to Construct or Demolish
- Schedule 1 is required to be completed by a BCIN qualified designer.
- Owner Authorization Form – If the applicant of the permit is not the owner of the property, the applicant will need to provide an owner authorization form completed by the property owner.
- Commitment to General Review Form – To be completed by all consultants on the project.

Forms listed above are required to be submitted with all types of residential applications, any specific forms are noted under the applicable category below. All forms can be found on the Building Services Website Page.

Applicable Law

Please note dependent on the application submitted applicable law requirements may be required to be met prior to a building permit being issued. Proposed construction that impacts legislation such as, but not limited to; Planning Act, Heritage Act, Conservation Authority etc. may require additional information to be provided.

New Construction & Additions to ICI & Large Residential Buildings

These requirements will pertain to new construction & additions to existing buildings.

Drawings Required

- **Site Plan (Property Survey)** – Drawings completed by an Ontario Land Surveyor showing all required Zoning Information, setbacks to property lines & other structures, lot coverage, exterior paths of travel, fire routes etc.
- **Proposed Grading Plan** - Drawings to be completed by a Professional Engineer denoting the proposed grading of the property.
- **Site Servicing Plan** – Drawings to show all proposed storm, sanitary and water services. Drawings to be completed by a Professional Engineer.
- **Building Code Matrix** – To be provided with architectural drawings showing building classification and Building Code Review.
- **Architectural Construction Drawings** – Drawing set to show foundation/floor plans, elevations, wall/building sections, details, and schedules. Dependent on the proposed construction project an Architect or Professional Engineer are to complete these designs.
- **Structural Construction Drawings** – Drawings to be completed by a Professional Engineer denoting all structural design criteria, foundation reinforcement, and structural design of the building.
- **Mechanical Drawings**- Drawings to be completed by a Professional Engineer for the proposed HVAC and plumbing systems.
- **Electrical Drawings** - Drawings to be completed by a Professional Engineer for the proposed electrical system, and any fire alarm systems where required.
- **Sprinkler & Standpipe Drawings** – If sprinkler and standpipe systems are required to be provided with the proposed construction, designs of these systems are to be completed by a qualified person, in accordance with NFPA 13.

Renovations to ICI & Large Residential Projects

These requirements would relate to projects such as, but not limited to, interior alterations, unit finishes, interior fit-up permits etc.

- **Site Plan (Property Survey)** – Dependent on the project and proposed renovations, a site plan completed by an Ontario Land Surveyor may be required to demonstrate the new proposed uses and conformance with Zoning By-Law requirements, and any proposed changes to the exterior of the site.
- **Proposed Grading Plan** – If any changes to the grading of the property are proposed with construction a grading plan completed by a Professional Engineer is required with the application.

- **Site Servicing Plan** – Dependent on the project and proposed renovations, site service drawings may be required to show proposed changes to the storm, sanitary and water services. Drawings to be completed by a Professional Engineer.
- **Building Code Matrix**– To be provided with architectural drawings show building classification and Building Code Review.
- **Architectural Construction Drawings** - Provide the following floor plans:
 - Existing Floor Plans, Demolition Floor Plans, Proposed Floor Plans
 In addition to floor plans, drawing set to show elevations, wall/building sections, details, schedules, and legends. Dependent on the proposed construction project an Architect or Professional Engineer are to complete these designs.
- **Structural Construction Drawings** – Provide design criteria, construction details and specifications for all structural modification. Designs to be completed by a Professional Engineer.
- **Mechanical Drawings** – Drawings to be provided for the HVAC and Plumbing systems. Designs are to be completed by a Professional Engineer and outline which system components are existing and what elements are newly proposed.
- **Electrical Drawings** – Drawings to be completed by a Professional Engineer and outline which system components are existing and what elements are newly proposed.
- **Sprinkler & Standpipe Drawings** – Any changes to an existing sprinkler or standpipe system, or if new uses require these systems to be installed designs are to be submitted and completed by a qualified person.