

BUILDING SERVICES

Residential 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 maybe 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.
- 2 Copies of all permit drawings are to be submitted, when a paper application is submitted.

Fees

- All permit fees are required to be paid, in full, at time of permit application
- Permit fees are determined as per Building By-Law 112-2005
- Development Charges are determined as per By-Law 45-2017. 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](#) to be completed by the 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.

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 maybe 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 Residential Construction & Additions to Residential Properties

These requirements apply to projects like; New Single Family Dwellings, New Semi-Detached Dwellings, New Row/Townhouses, and Additions to Existing Residential Properties

Application Forms Specific to Project

- [Energy Efficiency Design Summary](#) – Completed by Designer
- [Schedule 2](#) –When septic system are proposed this form will be required to be submitted

Drawings to Be Submitted (2 Copies)

- **Site Plan (Property Survey) & Proposed Grading**– Required to be completed by an Ontario Land Surveyor. Drawing to show Zoning Information, setbacks to property lines and structures, lot coverage etc. Proposed Grading is required to be designed by a Professional Engineer.

- **Construction Drawings** – Including foundation/floor plans; elevations; wall & building sections; detailing the proposed construction.
- **Roof Truss Drawings** – If proposed construction includes roof trusses, layouts and sealed & signed truss designs are required to be submitted.
- **Engineered Floor Drawings** - If proposed construction includes engineered floor designs, layouts and sealed & signed LVL and Joist designs are required to be submitted.
- **HVAC Designs** – Heat Gain & Loss Calculations and Duct Designs are to be provided by a qualified designer
- **Septic System Designs** – If the proposed project requires a septic system to be installed, designs for the system will be required to be submitted.

Renovations to Existing Residential Properties

These requirements would apply to projects like; Interior Renovations, Finishing Basements or Attic spaces, Creating Secondary Units or Converting Existing Building to Multiple Units

Drawings to Be Submitted

- **Site Plan** – Dependent on the project a site plan may be required to show existing setbacks to all buildings located on the property, lot size and coverage, parking provided and sizes of spaces etc.
- **Construction Drawings** – Including existing layout floor plans & any proposed demolition work; floor plans denoting new layouts, structural changes; elevations; wall & building sections
- **HVAC Designs** – Heat Gain & Loss Calculations and Duct Designs to be provided by a qualified designer where changes to an existing HVAC system are proposed.

Decks and Porches

Drawings to Be Submitted

- **Site Plan** – A site plan showing the layout of the property, proposed deck location in relation to existing buildings, and property lines
- **Construction Drawings** – Including floor plans, foundation plans and section view of the proposed construction. Drawings will need to include proposed beam and joist sizes and spacing, footing sizes and locations.
- **Guardrail & Handrails** – If guardrails and handrails are required to be provided the drawings will need to outline the type of guard you are proposing and connection details. If manufactured guardrails and handrails are being proposed engineering from the manufacturer will be required to be submitted with the application.

Detached Garages & Sheds

Drawings to Be Submitted

- **Site Plan** – A site plan showing the layout of the property, proposed detached structure location in relation to existing buildings, and property lines
- **Construction Drawings** – Including foundation/floor plans; elevations; wall & building sections; detailing the proposed construction.
- **Roof Truss Drawings** – If proposed construction includes roof trusses, layouts and stamped truss designs are required to be submitted.