



A GUIDE TO BUILDING PLANS

To apply for a Building Permit, two (2) sets of building plans are to be submitted with a completed Building Permit Application and applicable fee. These plans shall show all details necessary to complete the project including, but are not limited to, the following:

Site Plan

- Suggested Scale 1/4" = 1'-0"
- North Arrow
- Lot Area and Elevations at Lot Corners and Building Locations
- Legal description and civic address
- Location and dimensions of existing and proposed parcel boundaries
- Location and dimensions of existing statutory rights of way, covenants, easements
- Location and centerline of public roads and any adjoining roads
- Setbacks to physical features (i.e. embankments, creeks, streams, lake)
- Location of domestic water source
- Location of site services; sewer, power, natural gas, etc.
- Location of existing and proposed structures (dimensions, setbacks)
- Location of all retaining walls
- Location, size and number of parking spaces

Foundation Plan

- Suggested Scale 1/4" = 1'-0" & Building Area
- Showing exterior & interior footings & footing pads including landings & decks
- Location and dimensions of structural elements, point loads and soil bearing information (where applicable)

Basement & Floor Plans

- Suggested Scale 1/4" = 1'-0" & Building Area
- Show dimension and use of all rooms

- Location, size and swing of doors
- Location and size of all windows
- Location of plumbing fixtures
- Location of smoke and CO alarms
- Location of attic and/or crawlspace access
- Location of stairs & Width of Hallways
- Location of solid fuel burning appliance(s)
- Location of Cross Section Detail Callouts

Cross Sections

- Suggested Scale 1/4" = 1'-0"
- Sectional details including cross sections of the building taken at sufficient locations to adequately illustrate all structural details
- Details with dimensions showing foundations, crawlspaces, walls, floors, joists, beams, columns, rafters or trusses
- Stair Details with rise and run
- Show proposed finished grade and roof slope
- List of construction materials (below grade and above grade for walls, floors & roof) with relevant design RSI Values
- Dimension of frost protection cover

Elevations

- Suggested Scale 1/4" = 1'-0"
- Show Front, Rear and Side Views of Building
- Exterior finishes legend (roof and wall)
- Location of windows
- Provide Building Heights
- Show finished grades with road elevations
- Show deck and guard (railing) heights

NOTE: If, in the opinion of the Building Inspector, specialized technical knowledge is required to ensure that the proposed works will be structurally sound or based upon good engineering practice, then it may be necessary that an architect or professional engineer prepare and seal the drawings, specifications, and carry out supervision of the project. ADDITIONAL INFORMATION MAY ALSO BE REQUIRED FOR COMPLEX OR COMMERCIAL BUILDINGS.