
TOWNSHIP OF MONTAGUE

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Residential Addition Guide

This information package is intended to help you, the homeowner/contractor to better understand the procedures in obtaining a building permit and other approvals which may be required. Also provided in this package is a list of required inspections.

We strongly urge you to read all of this information carefully and keep it handy for future reference. If you should have any questions, please contact the Building/Planning department.

Please note that this package is intended to outline the procedures for obtaining a building permit for the construction of a single family residence within the scope of Part 9 of the Ontario Building Code.

Part A

Application for a Building Permit

To apply for a building permit the following must be submitted.

1. PLANS AND SPECIFICATIONS

One complete set of drawings and specifications are to be submitted to the Building Department and will remain on file. After examination for conformance to the Ontario Building Code, a set of plans must be kept on site at all times. Inspections will not be conducted without them. Construction must be in accordance with the plans. If any changes are required, revised drawings must be submitted to the Building Department for review,

Part B

Required Drawings and Specifications

1. **Site Plan**

- dimensions of the lot
- location of all existing buildings, decks and other structures
- location and dimension of proposed building
- distance of all setbacks (front, rear and sides for the building)
- location of all easements
- grading and drainage
- walkways, driveways
- legal description of lot
- street name
- location of septic field and tank (if applicable)

2. **Foundation Plans**

If the building is constructed with a full foundation (4'6" below grade), showing the following:

- size and location of both strip and column footings
- size and location of foundation wall
- thickness and strength of concrete for poured foundation
- thickness of concrete block (if used for foundation)
- location of floor drain
- location and size of any checks in foundation

3. **Floor Plans**

- uses of spaces
- size and location of doors and windows
- size and location of lintels, beams and posts/columns
- location of plumbing fixtures (if any)
- size, spacing and direction of roof framing members
- location and size of attic access

Part B - Required Plans and Specifications

4. **Cross Section**

- showing the construction of the following assemblies:
 - roof
 - exterior wall (brick or siding insulation if any)
 - interior wall
 - foundation wall (including insulation if any)
 - thickness and comprehensive strength of the floor slab
 - thickness of crushed stone provided
- size of footing
- size of sill plate and anchor bolt size and spacing
- soffit and fascia treatment
- finish grade location
- floor to ceiling heights
- roof pitch

- rooms and spaces identification

5. **Elevation Drawings**

Showing all sides of the building indicating the following:

- location and size of all doors and windows
- exterior finishes
- grade levels
- finished floor to finished ceiling height
- flashing
- foundation indicated below grade (if applicable)
- location and type of roof vents

6. **Detail Drawings**

Provide detail drawings of any elements which may not be clearly shown or obvious on the above noted drawings.

7. **Structural Elements**

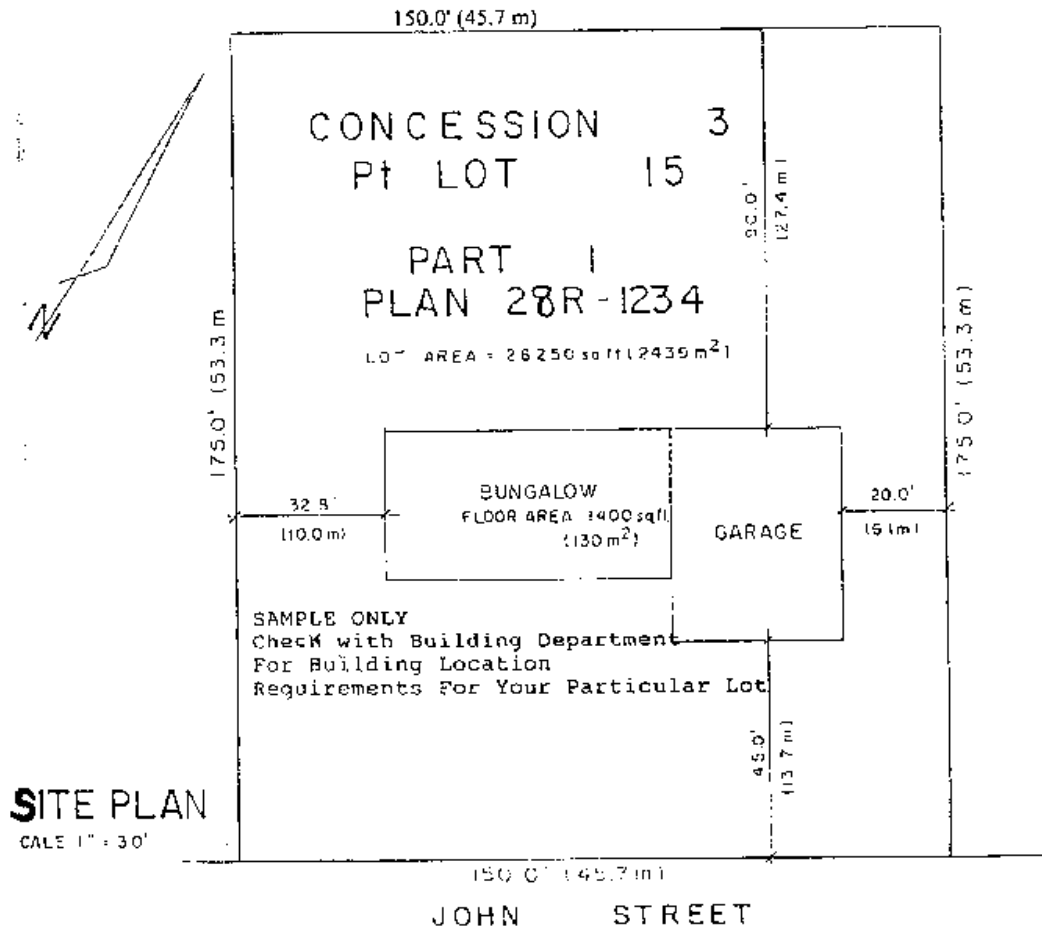
Structural elements not described in Part 9 of the Ontario Building Code may be required to be designed by a competent person or Professional Engineer.

HOW DO I PLAN?

1. The Site Plan (plot plan or survey)

- required for any new buildings, additions or, accessory buildings.
- should be drawn to scale
- should contain the information shown in the example

SAMPLE SITE PLAN:



Part C

Owner's Responsibilities (inspections)

1. Posting of Permit

The Building Permit card must be posted so it can be seen from a public right-of-way.

2. Listing of inspections

The owner of the property is responsible to notify the Building Division at least 24 hours in advance of the stages of construction for the necessary inspections. Please contact the Building Department for your inspections at 283-7478.

The following must be completed before any inspection and a copy of the reviewed plans must be on site otherwise the inspection will not be carried out.

a) Backfill Inspection

(For full foundation, prior to backfilling)

- column footings, anchor bolts
- required foundation wall bracing
- a Geological Soil Report may be required depending on the soil

b) Framing Inspection

(Ready for insulation)

- wall framing
- construction of roof including shingles
- installation of all exterior doors and windows
- electrical roughing

c) Insulation and Vapour Barrier Inspection

(If applicable ready for drywall)

- placement of insulation in all required locations
- installation of vapour barrier
- sealing of all wires, receptacles in walls and ceilings

d) Final Interior Inspection

- interior finishes
- functional lighting systems
- attic access hatch

e) Final Exterior Inspection

- exterior finishes
- flashing and caulking

f) Final Grading

- all site work is completed