

The Corporation of the Township of St. Joseph

**BUILDING PERMITS  
A GUIDE FOR THE HOMEOWNER**

**BUILDING PERMITS ARE REQUIRED TO:**

- Construct a new home or cottage
  - Add a carport, garage or rooms to an existing building
  - Install new rooms or finish existing rooms in the basement or attic
  - Any structural work including interior partitions
  - Add dormers
  - Enclose a porch or construct roof over sundeck
  - Repairs or renovations
  - Raise a building to provide a new or altered foundation
  - Excavate the basement to provide a full basement
  - Add structural features such as decks, canopies, etc.
  - Construct accessory buildings such as garages, tool sheds, etc.
  - Install soffit or fascia
  - Install siding
  - Replace windows
  - Repairs to masonry
  - Construct fireplace or chimney
  - Construct or repair a dock
- Scaled drawings and/or application forms are required for all building permits.
- **IT IS THE RESPONSIBILITY OF THE OWNER TO OBTAIN A BUILDING PERMIT.**
- Ensure that the building permit is posted and the approved plans are kept on the job site.
- **IT IS ILLEGAL TO START WORK WITHOUT A PERMIT.**

**BUILDING PERMITS ARE NOT REQUIRED FOR NON-STRUCTURAL WORK SUCH AS PAINTING AND LANDSCAPING OR FOR SEPARATE BUILDINGS OR STRUCTURES OCCUPYING AN AREA OF 10 SQUARE METRES OR LESS.**

**OTHER APPROVALS YOU MAY NEED:**

- |   |  |
|---|--|
| TOWNSHIP OF ST. JOSEPH COUNCIL                  | - zoning by-law amendment                                      |
| ST. JOSEPH ISLAND PLANNING BOARD                | - land severance   |
| ALGOMA HEALTH UNIT                              | - septic systems and well permits                              |
| ELECTRICAL SAFETY AUTHORITY<br>(1-800-636-7107) | - electrical permits   |
| BELL CANADA                                     | - telephone connections  |
| MINISTRY OF TRANSPORTATION                      | - building & entrance permits in<br>highway frontage locations |
| MINISTRY OF NATURAL RESOURCES                   | - work permit for some docks                                   |

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**BUILDING PERMIT APPLICATIONS SHOULD BE SUBMITTED AT LEAST 10 DAYS PRIOR TO PLANNED COMMENCEMENT OF CONSTRUCTION.**

**SAMPLES OF THE TYPES OF DRAWINGS REQUIRED ARE ATTACHED.**

**INCOMPLETE APPLICATIONS OR LACK OF SCALED DRAWINGS MAY RESULT IN DELAYS OR REFUSAL OF APPLICATION.**

# SAMPLE DRAWINGS REQUIRED FOR BUILDING PERMITS

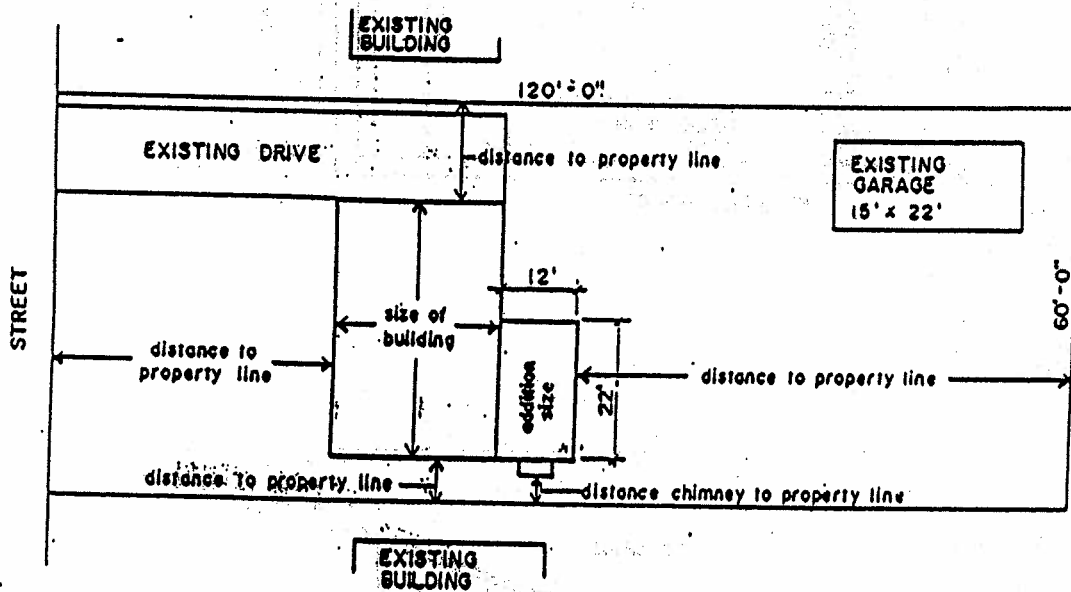
PROJECT — addition to an existing dwelling

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

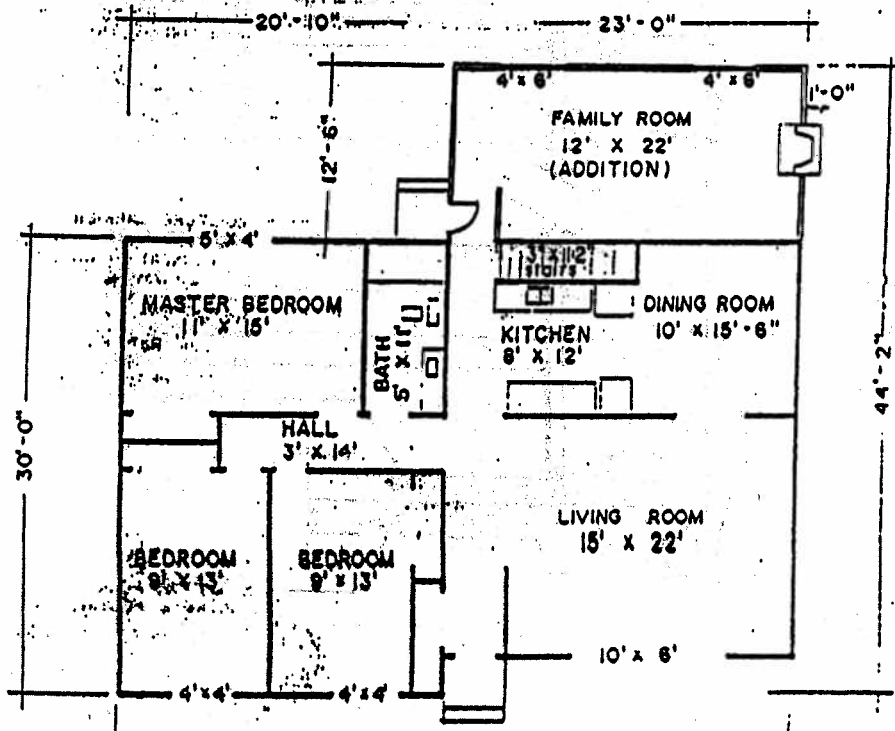
## EXAMPLE (site plan)



## 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 and lintels (headers)
- size of hallways and stairs
- all plumbing fixtures
- all outside dimensions
- single line drawing not acceptable

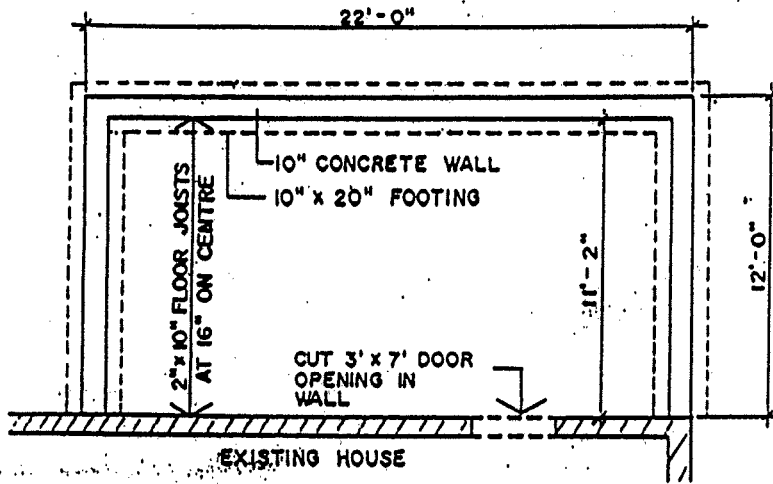
## EXAMPLE



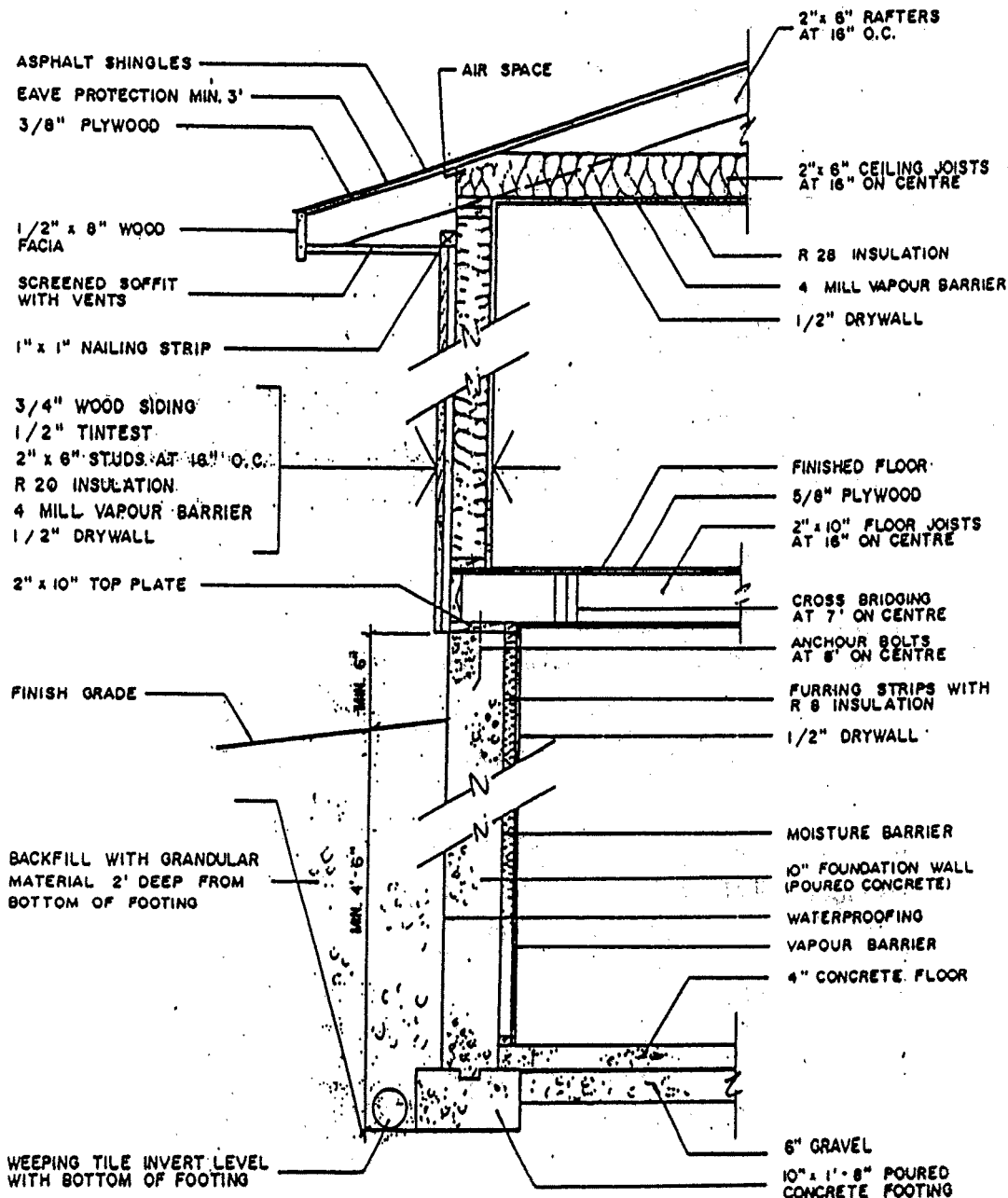
FOUNDATION PLAN

- 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



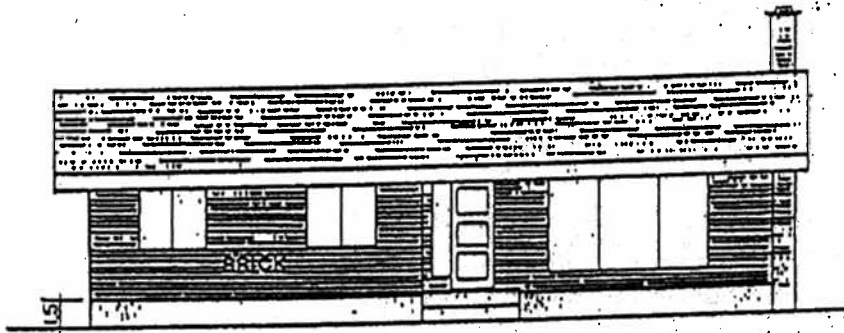
CROSS SECTION



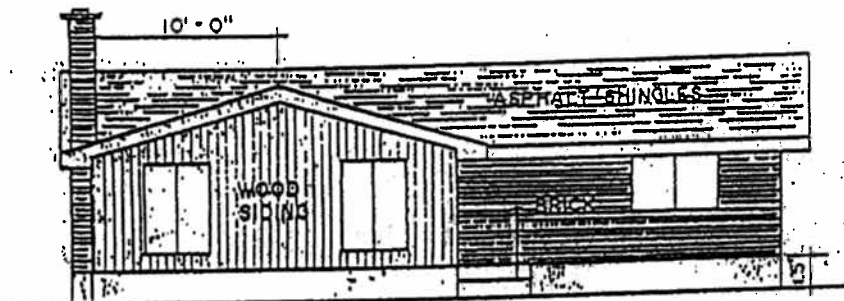
ELEVATIONS

- 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

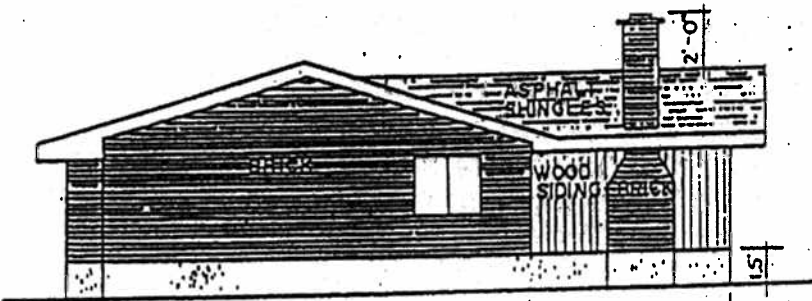
EXAMPLE (elevations)



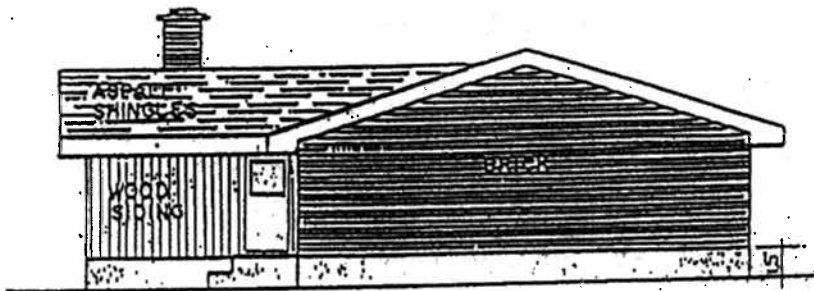
FRONT



REAR



SIDE



SIDE