



# Building Permits A Homeowner's Guide

**Town of Cobourg  
Building and Planning Department**

**January 2013**

# BUILDING PERMITS

## A HOMEOWNER'S GUIDE

As a homeowner, you may find that you have outgrown your present home. Renovation is today's answer to moving, and may include anything from adding a room, fixing up the basement or building a garage, to remodeling the interior of a house.

If you are planning home improvements, this guide generally outlines what you need to know about applying for a building permit from the Town of Cobourg.

*Building permits are issued by the Building Department.*



### Why are building permits needed?

Building permits are necessary to ensure that zoning requirements, fire and structural safety standards and other building standards are met, primarily for safety reasons.

*It is the owner's responsibility to ensure that a building permit is obtained when required.*

You may authorize your contractor or designer to apply for the permit, but the owner must ensure that they have the permit prior to any work starting.



### Projects That Require A Building Permit

Under the Ontario Building Code Act, a building permit is required for the construction of an addition or alteration of any structure which results in a building area of over 10m<sup>2</sup> (108 sq ft).

The following is a list of typical projects that **require** a permit:

- decks
- new fireplace
- completion of rough-in fireplaces
- installation of wood burning stoves
- porches
- sunrooms
- solariums
- carports
- attached or detached garages, sheds
- dormers or finishing of attic spaces
- one or two storey additions
- finishing a basement
- new or structural alterations to windows or doors
- interior structural alterations
- adding or removing most walls, ie creating different room sizes and/or uses
- basement or main floor walkout alterations
- replacement of brick veneer
- replacement of masonry chimney below roofline
- insulating of exterior walls when exterior or interior cladding is removed
- septic system

### Projects That Require A Plumbing Permit

- plumbing and/or drains (except replacing fixtures)
- installation, repair of storm, sanitary and water service
- installation of cleanouts
- conversion from septic to sanitary sewer

### Projects That Do Not Require A Building Permit

A building permit is not required for a detached accessory structure (gazebo, tool shed, etc.) which measures less than 10m<sup>2</sup> (108 sq ft) in area.

The following is a list of projects that **do not require** a permit:

- air conditioning units or heat pumps added to existing forced-air furnace (no duct work alterations)
- pool heaters
- painting and decorating
- landscaping
- fences other than swimming pools
- asphalt roof shingling
- eaves troughs
- minor repairs to masonry
- kitchen or bathroom cupboards without plumbing

***SPECIAL NOTE: Although a building permit may not be required, you must still comply with the requirements of the Zoning By-law, Building Code, Heritage District and Ganaraska Region Conservation Authority requirements.***

## **OTHER APPROVALS**

In addition to, or instead of, a building permit you may require other approvals. Our Building Department staff will let you know which approvals are necessary. Some examples are indicated below.

### **Swimming Pool Fence Permits**

A swimming pool fence permit must be obtained from the Building Department for any swimming pool or hot tub more than 24" in depth, whether or not there is an existing fence. A guide for swimming pool owners may be obtained by calling 905-372-1005. If the pool has an attached deck a building permit may be required for it. There are requirements for the location of pools and equipment in the Zoning By-law.

### **Plumbing and Drain Permits**

If you are installing plumbing fixtures, including plumbing and drains you will require a plumbing permit from the Building Department.

### **Lakefront Utilities Services Inc. (LUSI)**

A water permit may be required if you are installing or repairing the water service from a road allowance on private property.

### **Demolition Permits**

When demolishing a building or part of a building that exceeds 10m<sup>2</sup> (108 sq ft) a demolition permit is required. Buildings designated under the Ontario Heritage Act also require approval from the Cobourg Heritage Committee.

### **Committee of Adjustment**

If your proposal does not comply with the Zoning Bylaw, you may seek permission from the Committee of Adjustment for a minor variance. This is usually a 6 – 10 week process which can be appealed. (Contact: the Secretary-Treasurer, Committee of Adjustment at 905-372-1005 for their brochure and fee schedule).

### **Electrical Safety Authority**

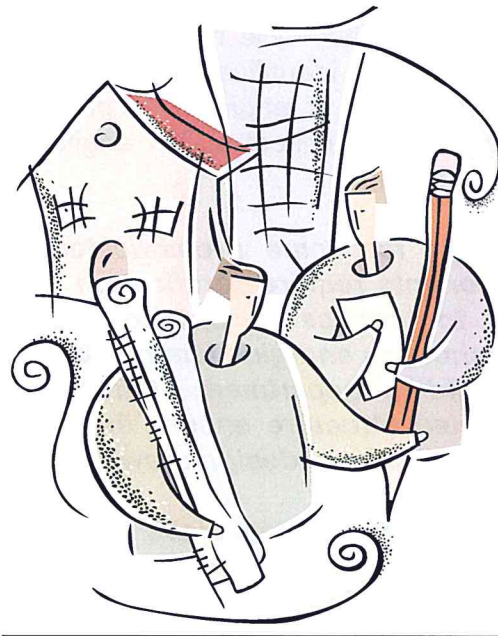
If any electrical work is proposed (lighting, wiring, switches and outlets for example) contact Electrical Safety Authority for information regarding permits and permit fees.

## Conservation Authorities

Approval may be required from the Ganaraska Regional Conservation Authority (GRCA) if your property is located in a flood plain or in a designated flood control area.

## Heritage District

Approval (permits) may be required from the Cobourg Heritage Committee. Approvals may be necessary even if a building permit is not required (e.g. exterior painting). Contact the Planning Department at 905-372-1005 for details.



## PLANNING YOUR PROJECT

If you have a good working knowledge of house construction you may consider designing your own project. Many publications are available in book shops, libraries and lumber dealers that may assist you.

Develop your ideas on paper with rough floor plans and list the materials and types of finishes you plan on using.

Discuss the project with material suppliers to establish rough costs, sizes of fixtures etc. You are now ready to prepare final plans. Examples of drawings are given in this guide to illustrate the quality of submission necessary for a permit application.

Delays in permit issuance can be avoided if all drawings and specifications incorporate sufficient information to verify that the work will conform to Ontario Building Code and the Zoning By-law. We recommend that you hire a qualified designer, (B.C.I.N.) Building Code Identification Number, qualified through the Ministry of Housing or an architect or engineer to prepare you final plans and specifications. In some cases an architect and/or engineer are required. Please check with the Building Department.

***Note: The drawings for some prefabricated structures and construction components require certification by a professional engineer licensed to practice in Ontario. Examples include prefabricated greenhouses and glue laminated beams and joists. Check with the Building Department staff, however whenever buying a prefabricated structure ensure that you are provided with a copy of the professional design drawings.***

***\*Note: Drawings for concrete slabs on grade greater than 55m<sup>2</sup> (592 sq ft) for garages or accessory buildings require design by a professional engineer.***



## **BUILDING PERMIT PROCESS**

Before a building permit is issued your plans are reviewed by several departments to ensure compliance with applicable law.

### **Plot Plan Examination** *(Planning Department)*

Drawings are reviewed to ensure your project will conform to the Town of Cobourg Zoning By-law. Zoning requirements specify the uses permitted within a particular area and contain regulations governing such things as building setbacks, height and lot coverage. You should contact the Planning Department (905-372-1005) to determine the specific requirements for your addition or alteration. The planner requires your street address, lot number and registered plan number to establish the zoning requirements. This information can be found on your tax bill. A survey or plot plan will be required.

### **Site Services/Grading** *(Engineering Department)*

Depending on the scope of your project, plot plans are reviewed to ensure proposed grading will meet requirements outlined in the subdivision agreement.

### **Architectural/Structural Plans Examinations** *(Building Department)*

Drawings are reviewed to ensure compliance with structural, fire and life safety requirements of the Ontario Building Code.

### **Content Requirements for Drawings**

We currently accept architectural and structural drawings in either imperial or metric. In addition to the building drawings, you will be required to supply heating and ventilation design information. All drawings must be drawn to scale (***sketches are not acceptable***). Contact the Building Department for more information (905-372-1005).

We will not accept drawings in ***pencil***, however photocopies of penciled drawings are acceptable. Drawings submitted larger than 11" x 17" must be accompanied by a **digital copy in .pdf** form or other acceptable format.

The following drawings will be required when applying for a building permit:

**Plot Plan**  
*(For all Additions or Accessory Buildings)*

A plot plan identifies buildings and other features in relation to property boundaries. The plot plan should identify your existing house, other existing structures (i.e. garages, sheds, decks) and proposed additions or new structures.

Most or all of the information required for a plot plan can be found on your property survey. You may have received a survey when you purchased your home.

The following information must be shown on a plot plan:

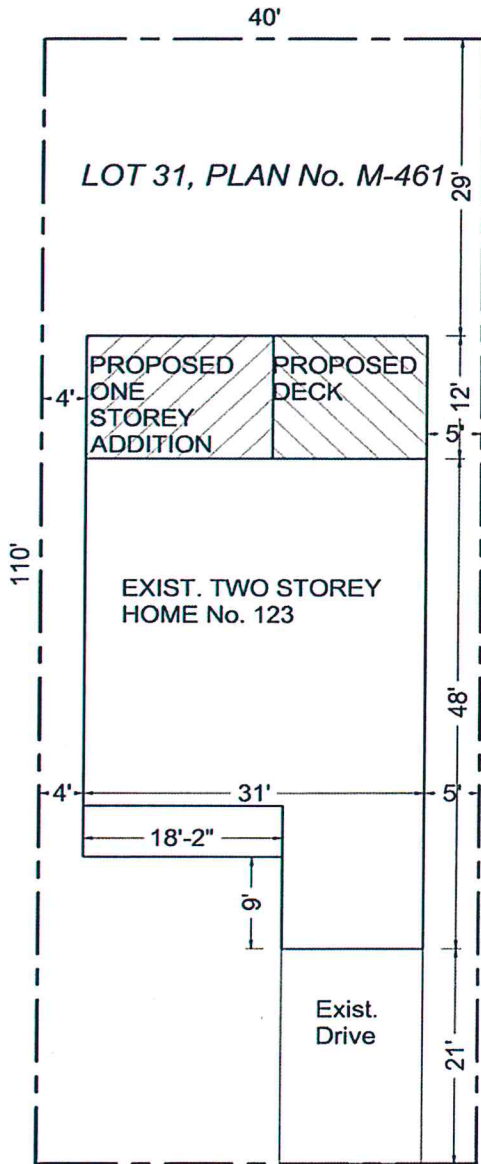
- title and scale
- legal description
- street name
- north arrow
- property lines with dimensions
- setbacks (distance) to all property lines from all existing and proposed structures
- proposed construction (shaded)
- overall building dimensions, lot coverage, new and existing building areas of all buildings
- right of way and easements
- lot grading

For interior renovations, instead of a site plan, a complete property survey is usually sufficient. Please check with staff.





ALL CONSTRUCTION TO COMPLY WITH PART 9 OF THE ONTARIO BUILDING CODE



**SITE STATISTICS**  
 Zoning: R-3 (residential)  
 Site Area: 4400 sf  
 Drive Area: 270 sf

**Building Area:**  
 Exist. House: 1324 sf  
 Exist. Porch: inc. above  
 Exist. Garage: inc. above  
 Addition: 204 sf  
 Deck: 168 sf  
 Total Area: 1698 s.f

Coverage: 38% (zoning max. 40%)  
 L. O. S.: 55% (zoning min.= 30%)

Info. used to construct this drawing taken from:  
 'Plan of Survey of Lot 31, Plan No. M-461'  
 Prepared by: XYZ Surveyors  
 Dated: Dec. 31, 2000

JAMES STREET

Sample project drawings only.

The level of detail and scope required for a set of permit drawings will depend on the nature of the project and the current Code requirements.

Printed 13/02/2012

**ABC DESIGNS INC.**

tel: 905-372 1005

BCIN 1243

designer information

client The Home Owner

project Rear Addition  
 123 James Street, Cobourg

dwg. title SITE PLAN

Feb. 13, 2012, for Permit  
 Feb. 10, 2012, Client Review  
 issued:

date February 2012

scale 1" = 15'

1  
 1  
 dwg. no

## Floor Plans

Floor plans are required for each floor level to be constructed or that is affected by your project. Floor plans for all or part of an existing building may be required for additions to existing buildings. Consult with staff before preparing your final drawings.

The following information must be shown on a floor plan:

- title and scale
- all room names or uses
- dimensions of the rooms, halls and stairs on each floor
- size, direction and spacing of structural members (joists, columns, beams and lintels)
- interior and exterior dimensions, including door and window sizes
- materials to be used
- cross-section symbols
- location of plumbing fixtures
- smoke alarm locations
- furnace and ductwork alterations

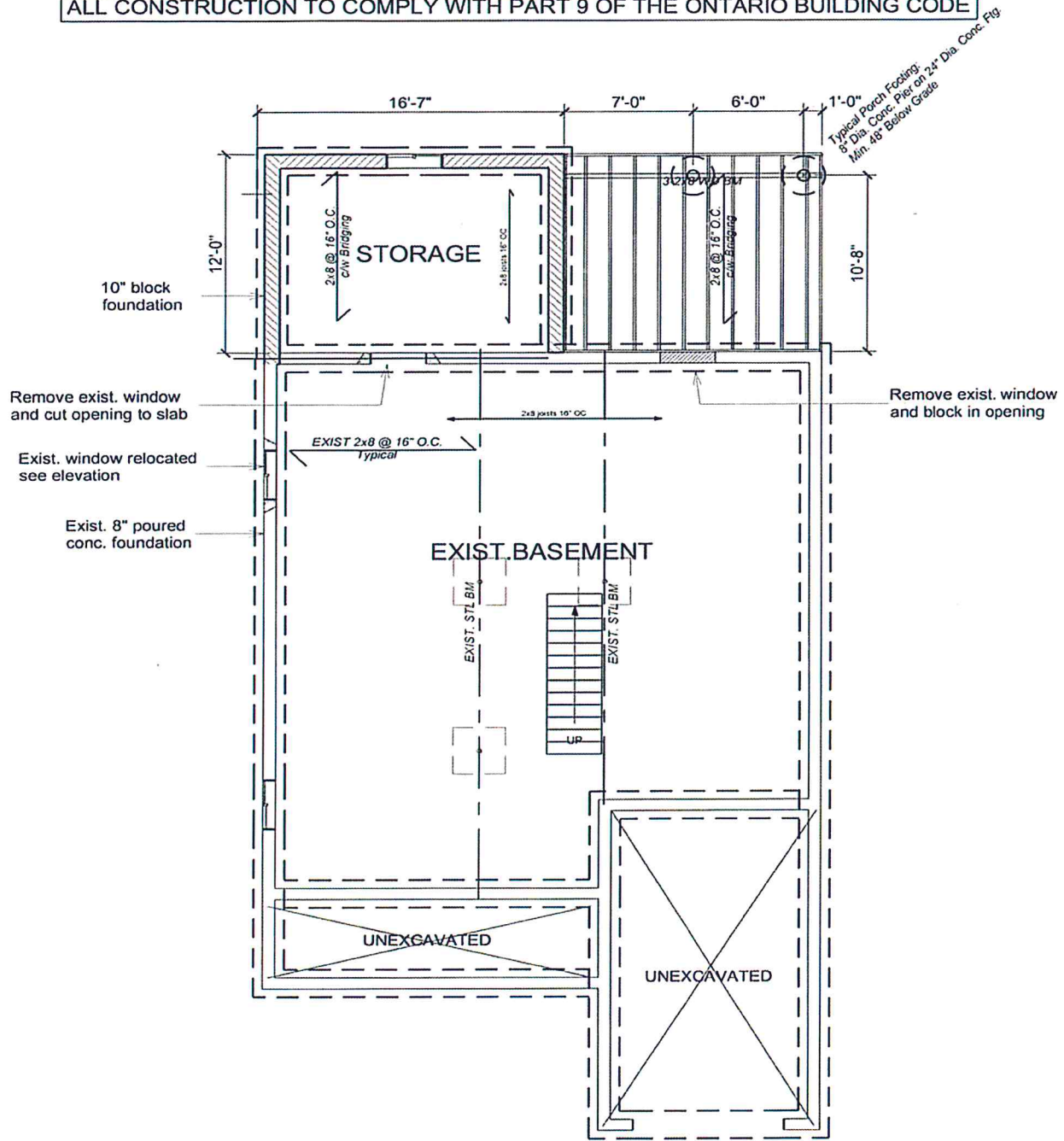
## Roof Framing

Existing loading conditions can affect structural design for proposed changes to the building. Existing roof and ceiling loading must be indicated on the plans. Prefabricated roof truss systems can span the length of the building to exterior walls. These spans must be indicated, noting any hip or girder trusses, and designs submitted.

***Note: Partial roof framing plans may be required to indicate loading conditions affecting the existing structure and new addition. If prefabricated roof trusses are used, provide truss drawings, and lay-out. See sample floor plans.***



ALL CONSTRUCTION TO COMPLY WITH PART 9 OF THE ONTARIO BUILDING CODE



Sample project drawings only.

The level of detail and scope required for a set of permit drawings will depend on the nature of the project and the current Code requirements.

Printed 13/02/2012

ABC DESIGNS INC.  
tel: 905-372 1005  
BCIN 1243

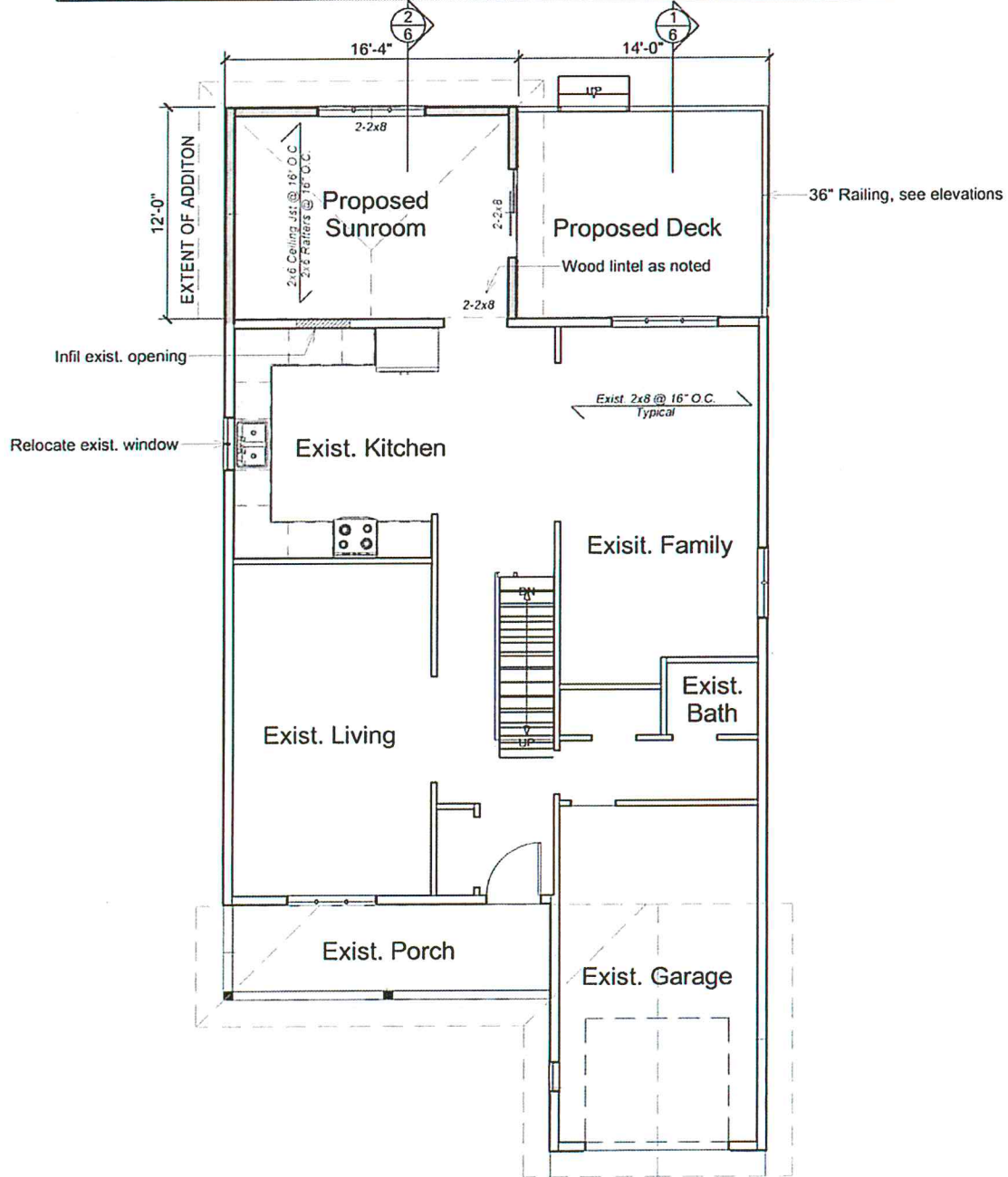
designer information

client	The Home Owner
project	Rear Addition 123 James Street, Cobourg
dwg. title	FOUNDATION PLAN

date	February 2012
scale	1/8" = 1' - 0"

issued:	Feb. 13, 2012, for Permit Feb. 10, 2012, Client Review
dwg. no	2

ALL CONSTRUCTION TO COMPLY WITH PART 9 OF THE ONTARIO BUILDING CODE



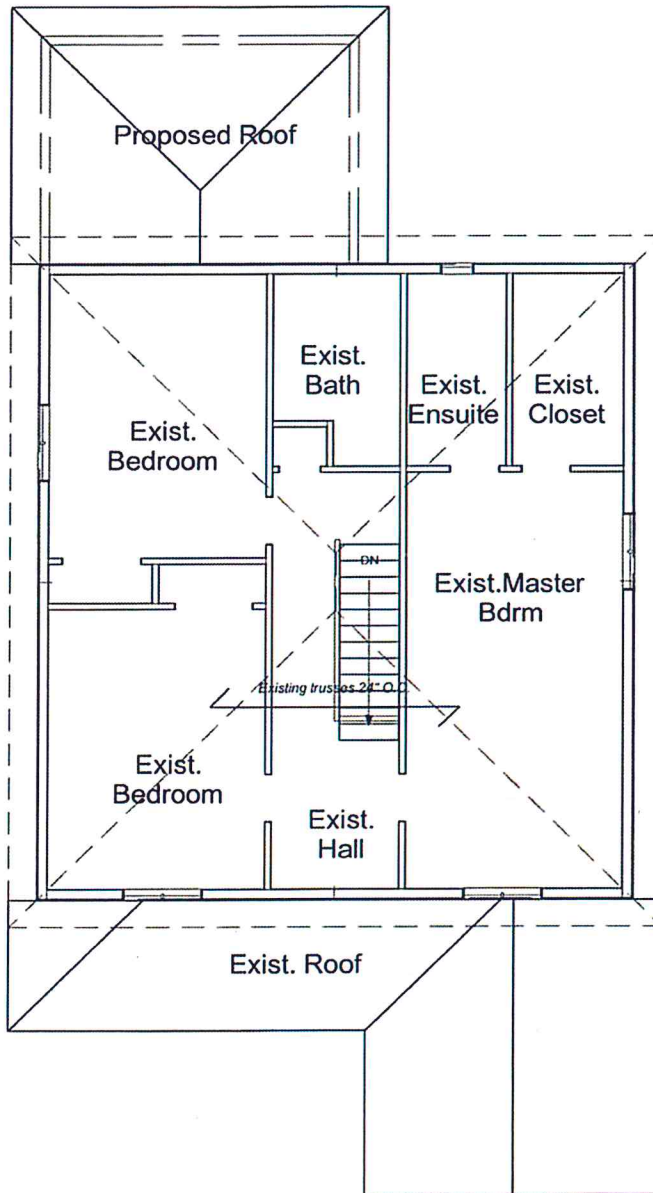
Sample project drawings only.

The level of detail and scope required for a set of permit drawings will depend on the nature of the project and the current Code requirements.

Printed 13/02/2012

<b>ABC DESIGNS INC.</b> tel: 905-372 1005 BCIN 1243 designer information	client The Home Owner	Feb. 13, 2012, for Permit Feb. 10, 2012, Client Review issued:	
	project Rear Addition 123 James Street, Cobourg	date February 2012	<b>3</b>
dwg. title GROUND FLOOR PLAN	scale 1/8" = 1' - 0"	dwg. no	

ALL CONSTRUCTION TO COMPLY WITH PART 9 OF THE ONTARIO BUILDING CODE



Sample project drawings only.

The level of detail and scope required for a set of permit drawings will depend on the nature of the project and the current Code requirements.

Printed 13/02/2012

<b>ABC DESIGNS INC.</b> tel: 905-372 1005 BCIN 1243  designer information	client	The Home Owner		
	project	Rear Addition 123 James Street, Cobourg		
	dwg. title	EXIST.	date	February 2012
		SECOND FLOOR PLAN	scale	1/8" = 1' - 0"
	issued:	Feb. 13, 2012, for Permit Feb. 10, 2012, Client Review	4	
			dwg. no	

## Cross-Sections

A cross-section presents a view of a house along an imaginary cut, showing the structural elements of the building and exposing what is hidden behind the walls.

Cross-sections through the proposed and existing structure(s) may be required to show building materials and how they relate to one another. The location of the cross-section is shown by the cross-section symbol on the floor plans.

**The following information must be shown on a cross-section:**

- title and scale
- room names
- heights and dimensions of doors and windows
- size and types of materials and finishes
- finished floor level and grades
- extent of existing house and proposed additions

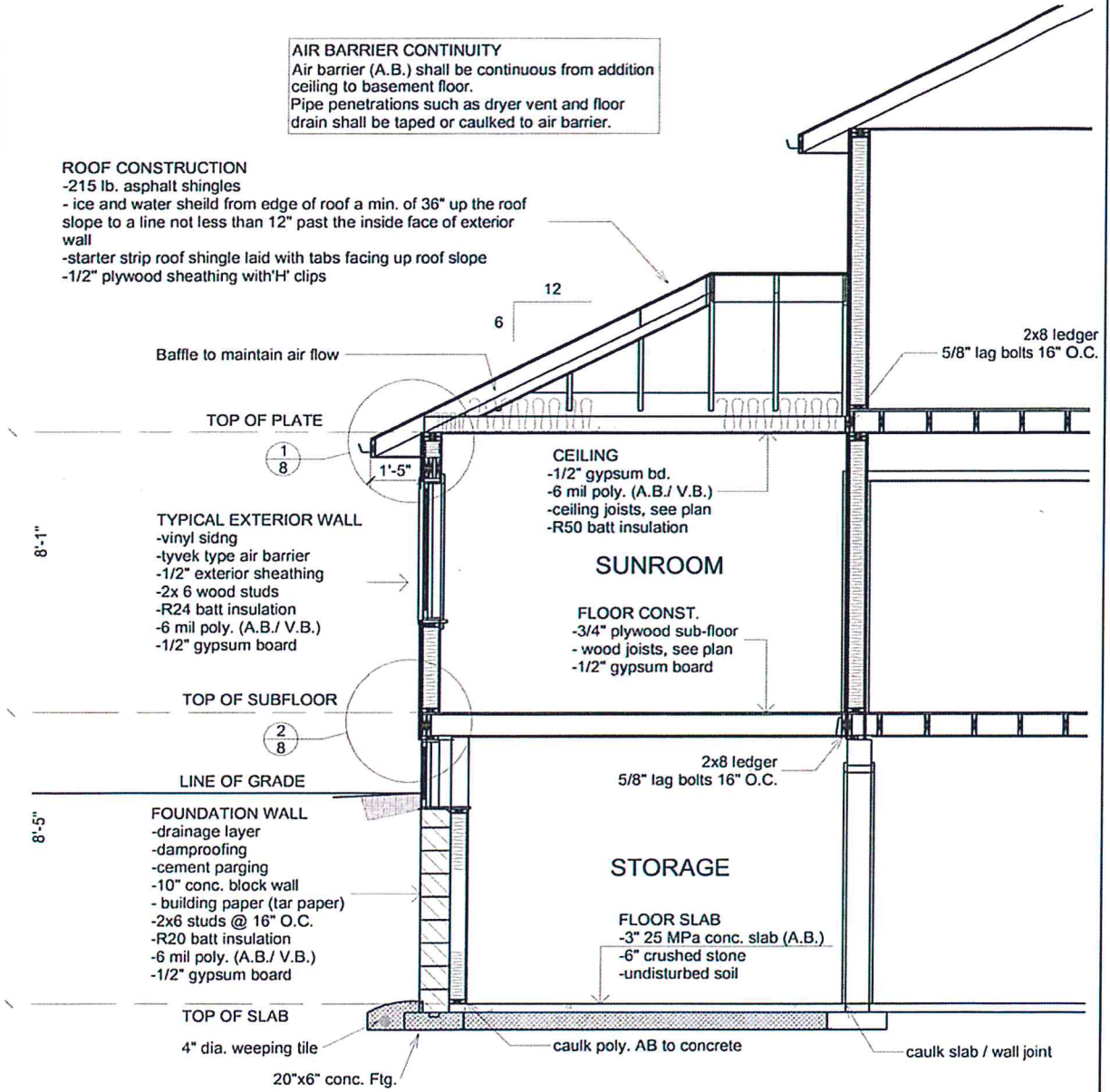
*More detailed drawings may be necessary to fully explain a particular aspect of your project if non-conventional construction practices are proposed.*



**ALL CONSTRUCTION TO COMPLY WITH PART 9 OF THE ONTARIO BUILDING CODE**

**AIR BARRIER CONTINUITY**  
 Air barrier (A.B.) shall be continuous from addition ceiling to basement floor.  
 Pipe penetrations such as dryer vent and floor drain shall be taped or caulked to air barrier.

**ROOF CONSTRUCTION**  
 -215 lb. asphalt shingles  
 - ice and water sheild from edge of roof a min. of 36" up the roof slope to a line not less than 12" past the inside face of exterior wall  
 -starter strip roof shingle laid with tabs facing up roof slope  
 -1/2" plywood sheathing with'H' clips

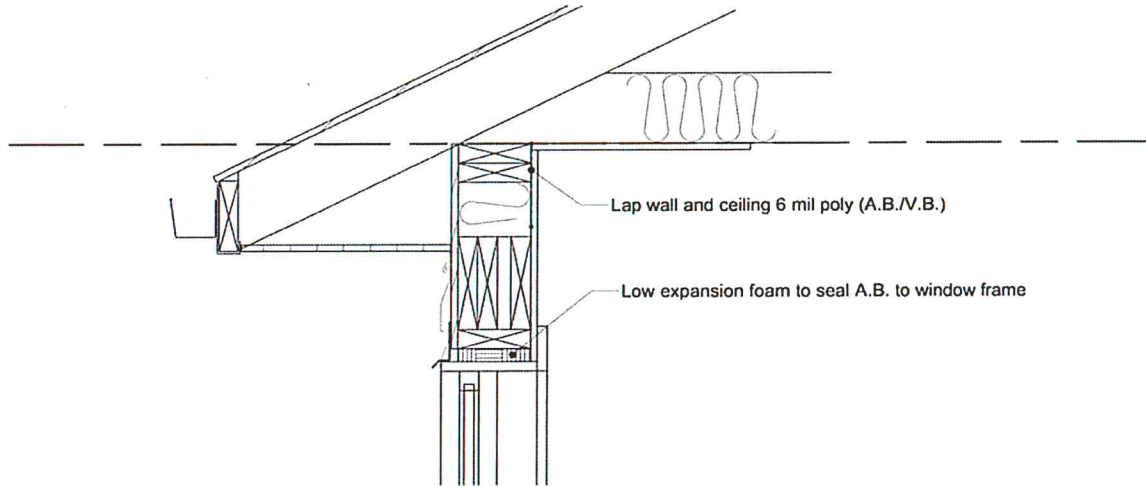


Sample project drawings only.  
 The level of detail and scope required for a set of permit drawings will depend on the nature of the project and the current Code requirements.

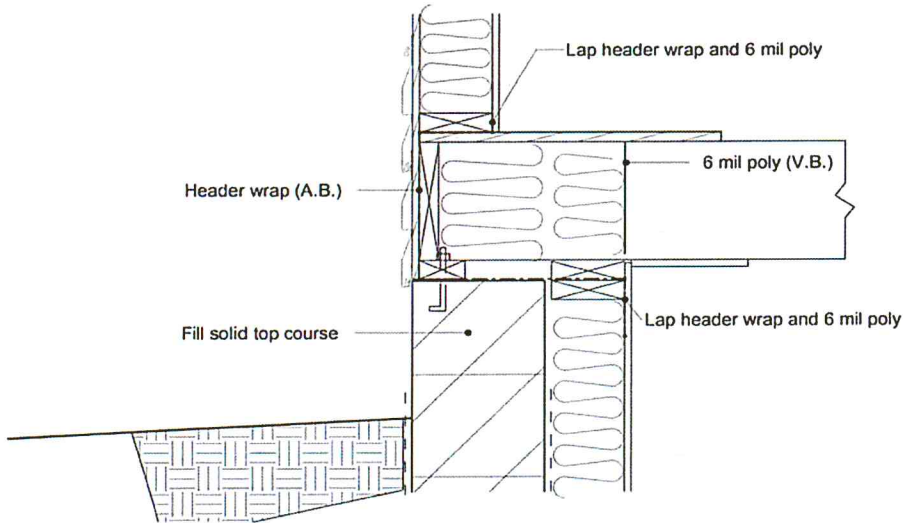
Printed 13/02/2012

ABC DESIGNS INC. tel: 905-372 1005 BCIN 1243  designer information	client	The Home Owner	Feb. 13, 2012, for Permit	
	project	Rear Addition	Feb. 10, 2012, Client Review	
		123 Main Street, Cobourg	issued:	
	dwg. title	BUILDING SECTION	date	February 2012
		scale	1/4" = 1' - 0"	dwa. no.

ALL CONSTRUCTION TO COMPLY WITH PART 9 OF THE ONTARIO BUILDING CODE



1  
8 EAVE DETAIL



2  
8 HEADER DETAIL

Sample project drawings only.  
The level of detail and scope required for a set of permit drawings will depend on the nature of the project and the current Code requirements.

Printed 13/02/2012

ABC DESIGNS INC.  
tel: 905-372 1005  
BCIN 1243

designer information

client	The Home Owner
project	Rear Addition 123 James Street, Cobourg
dwg. title	DETAILS

issued:	Feb. 13, 2012, for Permit Feb. 10, 2012, Client Review
date	February 2012
scale	1" = 1' - 0"

8  
dwa.ng



## Elevations

Elevations show all views of a building. Elevation drawings may be required for any project which would alter the exterior of your house.

**The following information must be shown on an elevation:**

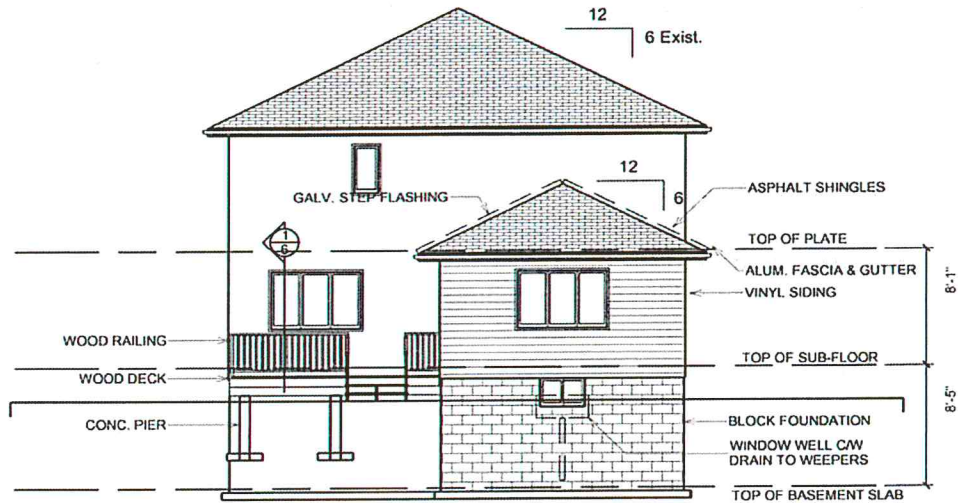
- title and scale
- heights and dimensions of existing and new window and door openings
- exterior finishes and materials
- finished floor levels and grade
- extent of proposed addition and existing house
- overall height of building
- slope/pitch of new roofs

***Note: A north elevation drawing is not required for our example because the project does not involve any change to the exterior view of the north side of the house.***

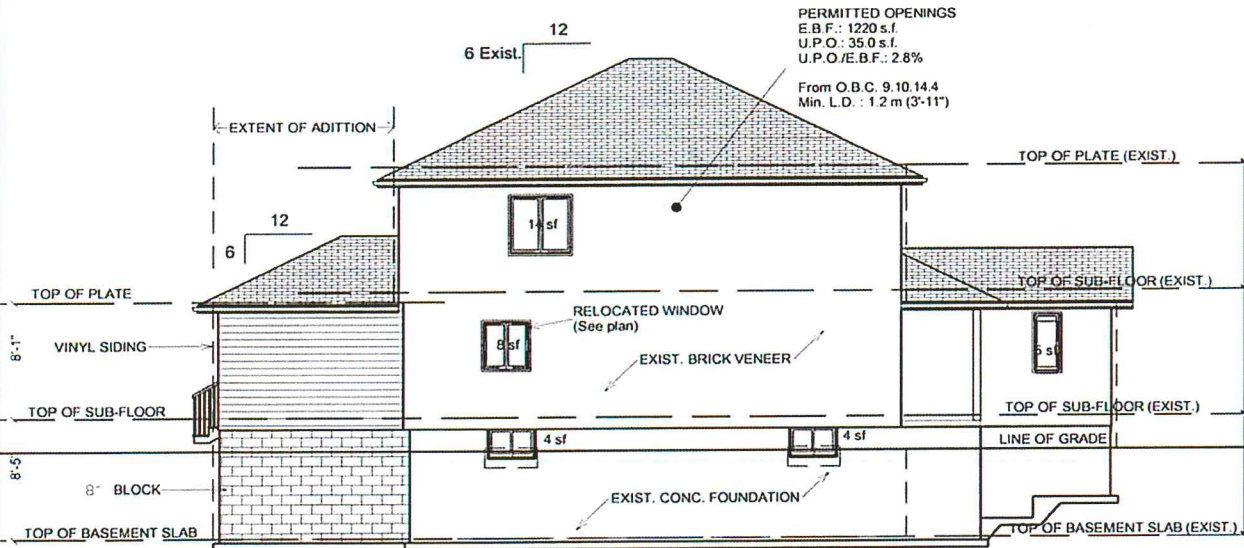
Upon completion of the final drawings if you have any further questions, please feel free to contact the Building Department at 905-372-1005.



ALL CONSTRUCTION TO COMPLY WITH PART 9 OF THE ONTARIO BUILDING CODE



1  
5 REAR ELEVATION



2  
5 LEFT ELEVATION

Sample project drawings only.

The level of detail and scope required for a set of permit drawings will depend on the nature of the project and the current Code requirements.

Printed 13/02/2012

ABC DESIGNS INC.  
tel: 905-372 1005  
BCIN 1243

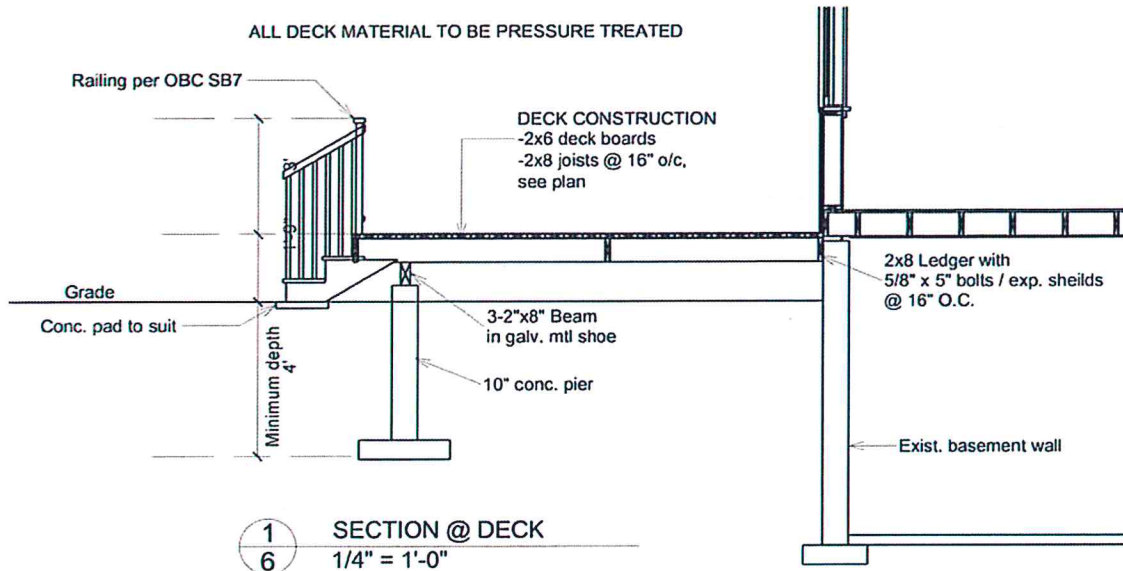
designer information

client	The Home Owner
project	Rear Addition 123 James Street, Cobourg
dwg. title	ELEVATIONS

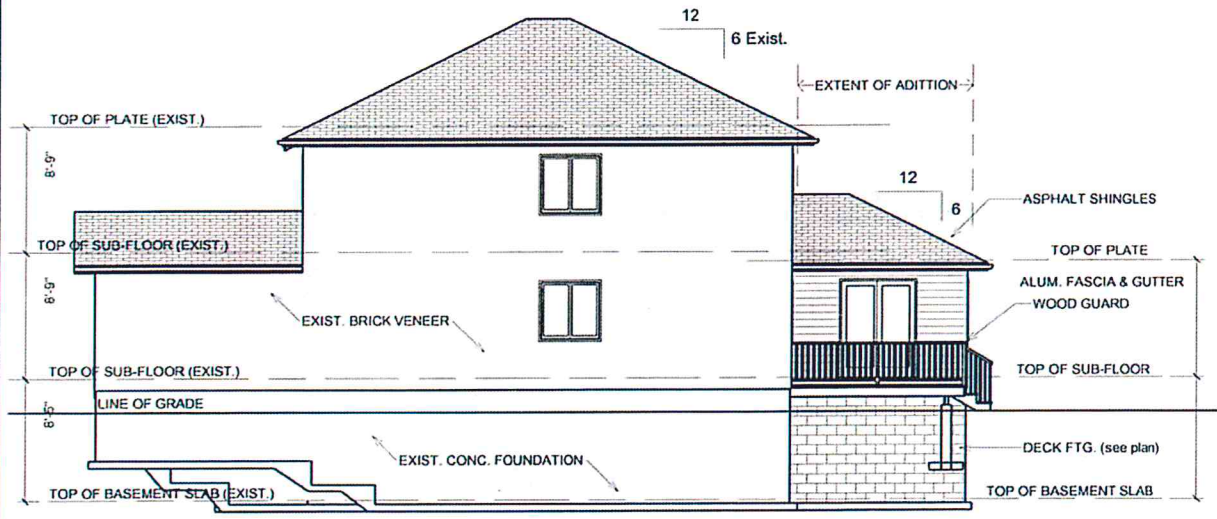
Feb. 13, 2012, for Permit Feb. 10, 2012, Client Review issued:	
date	February 2012
scale	1/8" = 1' - 0"

5  
dwg. no

ALL CONSTRUCTION TO COMPLY WITH PART 9 OF THE ONTARIO BUILDING CODE



1 SECTION @ DECK  
6 1/4" = 1'-0"



2 RIGHT ELEVATION  
6 1/8" = 1' - 0"

Sample project drawings only.  
The level of detail and scope required for a set of permit drawings will depend on the nature of the project and the current Code requirements.

Printed 13/02/2012

<b>ABC DESIGNS INC.</b> tel: 905-372 1005 BCIN 1243  designer information	client	The Home Owner	Feb. 13, 2012, for Permit Feb. 10, 2012, Client Review issued:		
	project	Rear Addition 123 Main Street, Cobourg			
	dwg. title	AS NOTED	date	February 2012	6 dwa. nc
			scale	As Noted	

## Heating Design (HVAC)

A heat loss calculation and heating system layout must be provided for any project that affects the heated area of the building. The Heating Design is important to ensure the heating system is neither oversized or undersized to ensure occupant comfort and energy efficiency.

Special Consideration for the Heating Design includes:

- The current heating system's capacity and efficiency
- The type of heating system (ie. Natural Gas, Oil, Electric, etc.)
- The increase or decrease in the heat loss of the building
- Additional ductwork that may be required
- Additional exhaust fans or HRV that may be required

**Note: The Ontario Building Code requires additional design consideration if the building is heated with more than 10% Electric Space Heating.**



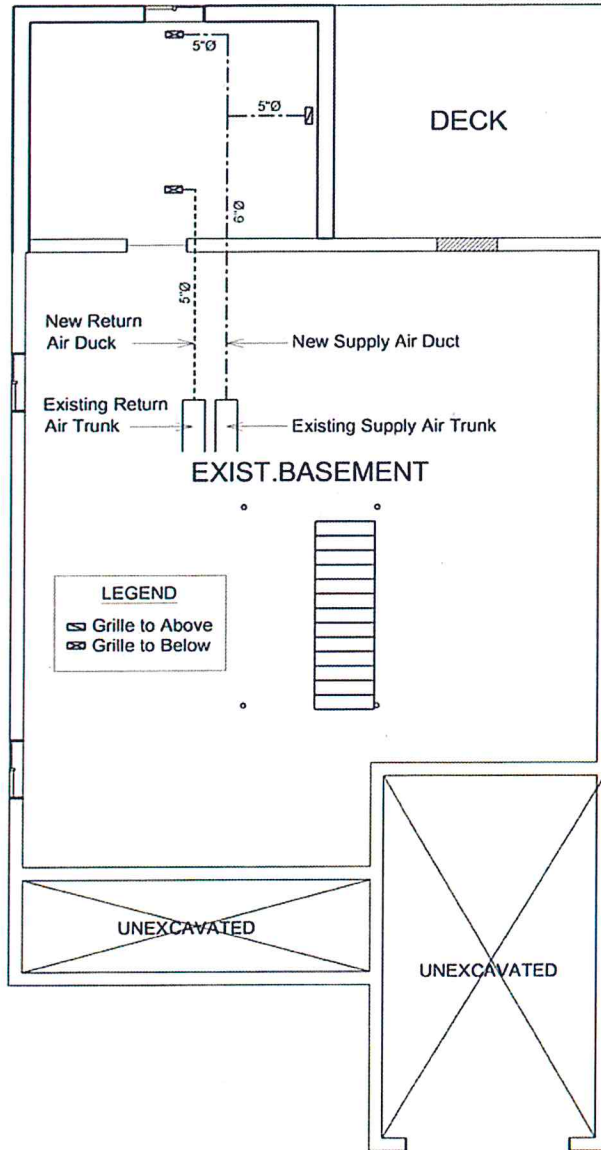
ALL CONSTRUCTION TO COMPLY WITH PART 9 OF THE ONTARIO BUILDING CODE

**HEAT LOSS CALCULATIONS**

Existing Heat Loss: 48'000 BTUH  
 Addition Heat Loss: 6'000 BTUH  
 Total Heat Loss: 54'000 BTUH

Existing Furnace: 60'000 BTUH

Note: Existing Furnace to Remain



Sample project drawings only.

The level of detail and scope required for a set of permit drawings will depend on the nature of the project and the current Code requirements.

Printed 13/02/2012

ABC DESIGNS INC. tel: 905-372 1005 BCIN 1243  designer information	client The Home Owner	Feb. 13, 2012, for Permit Feb. 10, 2012, Client Review issued:	
	project Rear Addition 123 James Street, Cobourg	date February 2012	M dwg. no
	dwg. title HVAC PLAN	scale 1/8" = 1' - 0"	

## SUBMITTING YOUR APPLICATION

A sample of a completed Building Permit application form has been included to assist you. Application forms are available from the Building Department, Victoria Hall, 55 King Street West, Cobourg. Please call 905-372-1005 if you would like an application mailed to you. The forms are also available on the web site at [www.cobourg.ca](http://www.cobourg.ca).

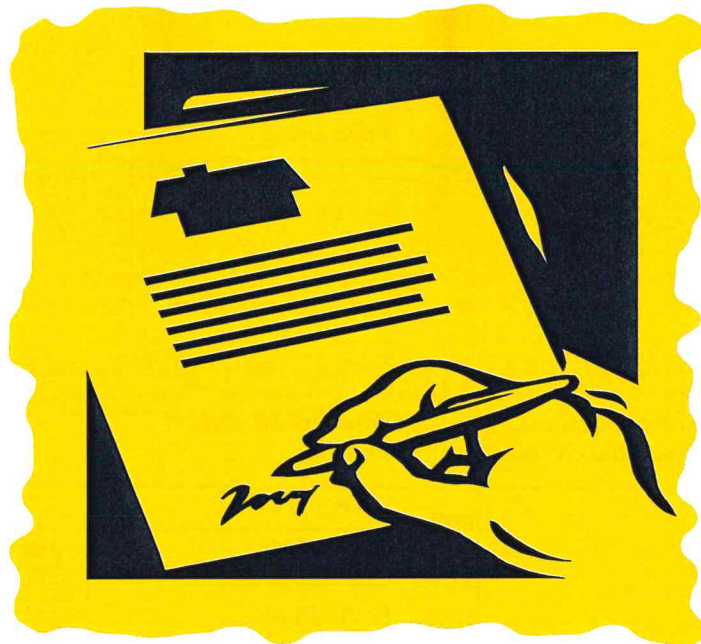
Your application form should be brought to the Building Department counter accompanied by the following:

- Two sets of building plans (floor plans, elevations and cross-sections, roof trusses and heating, as appropriate).
- Two copies of your plot plan
- A building permit fee in cash or cheque, payable to the Town of Cobourg (cheques need not be certified). The fee is determined by staff at the Building Department and is based on the current Building Permit Fee Schedule (next page)

We will not accept drawings in **pencil**, however photocopies of penciled drawings are acceptable. Drawings submitted larger than 11" x 17" must be accompanied by a **digital copy in .pdf** form or other acceptable format.

Upon submission of your application at the Building Department, a Plans Examiner will review your application to ensure that everything is in order.

**Note: You will be notified when your permit is ready to be issued.**





# BUILDING PERMIT FEE SCHEDULE – 2018

Effective February 1, 2018

RESIDENTIAL GROUP 'C'		NON-RESIDENTIAL GROUP 'A' 'B' 'D' 'E' 'F'	
<b>NEW CONSTRUCTION (FINISHED AREA)</b>		<b>NEW CONSTRUCTION (FINISHED AREA)</b>	
< 1200 sq ft	> 1200 sq ft	< 1200 sq ft	> 1200 sq ft
\$1,965.00	\$1.63/sq ft	\$2065.00	\$1.72/sq ft
<b>ADDITION (FINISHED AREA)</b>		<b>ADDITION (FINISHED AREA)</b>	
< 400 sq ft	> 400 sq ft	< 750 sq ft	> 750 sq ft
\$675.00	\$1.63/sq ft	\$1,325.00	\$1.72/sq ft
<b>NEW CONSTRUCTION/ADDITION (UNFINISHED AREA) *ACCESSORY STRUCTURE</b>		<b>NEW CONSTRUCTION/ADDITION (UNFINISHED AREA) *ACCESSORY STRUCTURE</b>	
< 305 sq ft	> 300 sq ft	< 500 sq ft	> 500 sq ft
\$305.00	\$1.02/sq ft	\$520.00	\$0.97/sq ft
<b>BASIC RENOVATION - ALL GROUPS (INTERIOR LAYOUT CHANGES ONLY)</b>		<b>COMPLEX RENOVATIONS - ALL GROUPS (LIFE SAFETY SYSTEMS/HVAC/FIRE SEPERATION)</b>	
< 500 sq ft	> 500 sq ft	< 500 sq ft	> 500 sq ft
\$205.00	\$0.42 / sq ft	\$520.00	\$0.97 / sq ft
<b>DECKS – ALL GROUPS &lt;24" ABOVE GRADE</b>		<b>DECKS – ALL GROUPS &gt; 24" Above Grade</b>	
< 300 sq ft	> 300 sq ft	<300 sq ft	> 300 sq ft
\$155.00	\$1.02 / sq ft	\$260.00	\$1.02 / sq ft
<b>DEMOLITION PART 9 (NO CONSTRUCTION)</b>		<b>DEMOLITION, PART 3 (NO CONSTRUCTION)</b>	
< 500 sq ft	> 500 sq ft	< 750 sq ft	> 750 sq ft
\$205.00	\$0.46/sq ft	\$360.00	\$0.49/sq ft
<b>CHANGE OF USE TO GROUP 'C' 'D' 'E' 'F'</b>		<b>CHANGE OF USE TO GROUP 'A' 'B'</b>	
< 500 sq ft	> 500 sq ft	< 750 sq ft	> 750 sq ft
\$210.00	\$0.46/sq ft	\$360.00	\$0.49/sq ft
<b>ALTERNATIVE SOLUTIONS (REVIEW SUBMISSIONS AS PER O.B.C 2.1.1.1. DIV. C. PART 2) FLAT FEE \$510.00</b>		<b>ADMINISTRATIVE FEE (IE: TRANSFER OF PERMIT, RE-INSPECTION AFTER HOURS)  FLAT FEE \$102.00</b>	

Note: Construction without permit is subject to double the permit fee.

\* The fee for roof mounted solar projects shall be calculated per panel in lieu of per sq ft.

**Note:** This information guide is for general reference purposes only. For accurate reference, the actual text of the Development Charges By-law No. 076-2011 and By-law to Establish Building Permit Fees, By-law No. 103-2015 should be consulted. Enquiries regarding applicable Development Charges payable and/or specific interpretations of any of the terms related to the By-law must be made in writing to the Manager of Finance of the Corporation of the Town of Cobourg. Where there is a conflict between the information contained within this guide and the By-laws mentioned above, the By-law shall take precedence. The above guide refers only to Development Charges - other municipal and/or agency fees and charges may also apply (see the Building & Planning Department for details).



# TOWN OF COBOURG DEVELOPMENT CHARGES

Effective June 21, 2018

## EXISTING URBAN SERVICE AREA

### RESIDENTIAL

DESCRIPTION	TOWN	LUSI	TOTAL
Single-Detached & Semi-Detached Dwellings	\$16,454	\$640	\$17,094
Multiples & Apartments (2 Bedrooms +)	\$12,891	\$501	\$13,392
Multiples & Apartments (1 Bedroom & Bachelor)	\$7,321	\$285	\$7,606
Special Care	\$6,479	\$252	\$6,731

### COMMERCIAL & INSTITUTIONAL

(per square foot of gross floor area)

TOWN	LUSI	TOTAL	Developments of equal to or less than 4,000 square feet of gross floor area are exempt.
\$6.50	\$0.46	\$6.96	

Note: Development charges shall not be imposed with respect to Industrial developments within the Existing Urban Service Area.

## COBOURG EAST COMMUNITY SERVICE AREA (Area 'C')

### RESIDENTIAL

DESCRIPTION	TOWN	LUSI	COUNTY	TOTAL
Single-Detached & Semi-Detached Dwellings	\$22,928	\$2,948	\$1,849	\$27,725
Multiples & Apartments (2 Bedrooms +)	\$17,964	\$2,309	\$1,293	\$21,566
Multiples & Apartments (1 Bedroom & Bachelor)	\$10,202	\$1,311	\$950	\$12,463
Special Care	\$9,028	\$1,160	\$855	\$11,043

### COMMERCIAL & INSTITUTIONAL

(per square foot of gross floor area)

TOWN	LUSI	COUNTY	TOTAL	Developments of equal to or less than 4,000 square feet of gross floor area are exempt.
\$9.21	\$1.30	\$0.85	\$11.36	

### INDUSTRIAL

(per square foot of gross floor area)

TOWN	LUSI	COUNTY	TOTAL	<ol style="list-style-type: none"> <li>Enlargements of less than 50% of the gross floor area of an existing industrial building are exempt from payment of development charges.</li> <li>Enlargements of more than 50% of the gross floor area of an existing building must pay development charges on that portion of the enlargement that exceeds 50% of the gross floor area of the existing industrial building.</li> </ol>
\$9.21	\$1.30	\$0.85	\$11.36	

### PLUMBING PERMIT FEES

BASE FEE	ADDITIONAL PER FIXTURE	UNDERGROUND SERVICES (/m)
**\$100-\$200	**\$15.00	**\$1.00

\*\*Plumbing permit fees are set by the County of Northumberland and subject to change without notice.

Refer to relevant County fee by-law for current plumbing fees.

\*\*\*Septic permit fees are paid directly to the County of Northumberland based on the relevant fee schedule.



## Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: TOWN OF COBOURG  
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information			
Building number, street name <i>123 MAIN ST.</i>		Unit number	Lot/con.
Municipality <i>COBOURG</i>	Postal code <i>K9A 1A1</i>	Plan number/other description	
Project value est. \$ <i>50 000.<sup>00</sup></i>		Area of work (m <sup>2</sup> ) <i>200 SQ. FT.</i>	
B. Purpose of application			
<input type="checkbox"/> New construction <input checked="" type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building <i>SAME</i>		Current use of building <i>SINGLE FAMILY DWELLING</i>	
Description of proposed work <i>ONE STOREY ADDITION</i>			
C. Applicant			
Applicant is: <input checked="" type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name <i>SMITH</i>	First name <i>JOHN</i>	Corporation or partnership	
Street address <i>123 MAIN ST.</i>		Unit number	Lot/con.
Municipality <i>COBOURG</i>	Postal code <i>K9A 1A1</i>	Province <i>ON</i>	E-mail
Telephone number <i>(123) 456-7890</i>	Fax ( )	Cell number ( )	
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

<b>E. Builder (optional)</b>				
Last name	First name	Corporation or partnership (if applicable)		
		ABC CONTRACTING		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (123) 456-7890	Fax ( )	Cell number ( )		

**F. Tarion Warranty Corporation (Ontario New Home Warranty Program)**

i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G.  Yes  No

ii. Is registration required under the *Ontario New Home Warranties Plan Act*?  Yes  No

iii. If yes to (ii) provide registration number(s): \_\_\_\_\_

**G. Required Schedules**

i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.

ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.

**H. Completeness and compliance with applicable law**

i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

**I Declaration of applicant**

I, JOHN SMITH declare that:  
(print name)

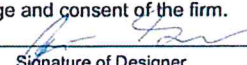
- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

01 JAN 2012 Date [Signature] Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>H. Project Information</b>			
Building number, street name <i>123 MAIN ST.</i>		Unit no.	Lot/con.
Municipality <i>COBOURG</i>	Postal code <i>K9A 1A1</i>	Plan number/ other description	
<b>I. Individual who reviews and takes responsibility for design activities</b>			
Name <i>JOHN SMITH</i>		Firm	
Street address <i>123 MAIN ST.</i>		Unit no.	Lot/con.
Municipality <i>COBOURG</i>	Postal code <i>K9A 1A1</i>	Province <i>ON</i>	E-mail
Telephone number <i>(123) 456-7890</i>	Fax number <i>( )</i>	Cell number <i>( )</i>	
<b>J. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<input checked="" type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
<b>K. Declaration of Designer</b>			
I <u><i>JOHN SMITH</i></u> declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input checked="" type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: <u><i>HOME OWNER</i></u>			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
<u><i>01 JAN 2012</i></u>			
Date		Signature of Designer	

**NOTE:**

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

## Energy Efficiency Design Summary (Part 9 Residential)

This form to be completed & signed by the person who reviews and takes responsibility for the energy efficiency design of the project  
Information on completing this form is contained on the reverse

For use by Principal Authority	
Application No:	Model/Certification Number

### A. Project Information

Building number, street name <i>123 MAIN ST</i>		Unit number	Lot/Con
Municipality <i>COBOURG</i>	Postal code <i>K9A 4A1</i>	Reg. Plan number / other description	

### B. Compliance Option

<input checked="" type="checkbox"/> SB-12 Prescriptive [SB-12 - 2.1.1.]	Table: <i>2.1.1.10</i> Package: <i>ZONE 1</i>
<input type="checkbox"/> SB-12 Performance* [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> Energy Star®* [SB-12 - 2.1.3.]	* Attach BOP form. House must be labeled on completion by Energy Star
<input type="checkbox"/> EnerGuide 80®*	* House must be evaluated by NRCan advisor and meet a rating of 80

### C. Project Design Conditions

Climatic Zone (SB-1):		Heating Equipment Efficiency		Space Heating Fuel Source	
<input checked="" type="checkbox"/> Zone 1 (< 5000 degree days)	<input checked="" type="checkbox"/> ≥ 90% AFUE	<input checked="" type="checkbox"/> Gas	<input type="checkbox"/> Propane	<input type="checkbox"/> Solid Fuel	
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Earth Energy	
Windows+Skylights+Glass Doors			Other Building Conditions		
Gross Wall Area = <i>1050 FT<sup>2</sup></i>	% Windows+ <i>10 %</i>	<input type="checkbox"/> ICF Basement	<input type="checkbox"/> Walkout Basement	<input type="checkbox"/> Log/Post&Beam	
Gross Window+ Area = <i>2050 FT<sup>2</sup></i>		<input type="checkbox"/> ICF Above Grade	<input type="checkbox"/> Slab-on-ground		

### D. Building Specifications

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors <sup>1</sup>	
Ceiling with Attic Space	<i>R50</i>	Windows/Sliding Glass Doors	<i>1.8 / ER 21</i>
Ceiling without Attic Space	<i>R31</i>	Skylights	<i>2.8 / N/A</i>
Exposed Floor	<i>R31</i>	Mechanicals	
Walls Above Grade	<i>R24</i>	Space Heating Equip. <sup>2</sup>	<i>EX.</i>
Basement Walls	<i>R20</i>	HRV Efficiency (%)	<i>N/A</i>
Slab (all >600mm below grade)	<i>/</i>	DHW Heater (EF)	<i>EX.</i>
Slab (edge only ≤600mm below grade)	<i>R10</i>	NOTES	
Slab (all ≤600mm below grade, or heated)	<i>R10</i>	1. Provide U-Value in W/m <sup>2</sup> .K, or ER rating	
		2. Provide AFUE or indicate if condensing type combined system used	

### E. Performance Design Verification (complete applicable sections if SB-12 Performance, Energy Star or EnerGuide80 options used)


**SB-12 Performance:**  
 The annual energy consumption using Subsection 2.1.1. SB-12 Package \_\_\_\_\_ is \_\_\_\_\_ GJ (1 GJ = 1000MJ)  
 The annual energy consumption of this house as designed is \_\_\_\_\_ GJ  
 The software used to simulate the annual energy use of the building is: \_\_\_\_\_  
 The building is being designed using an air leakage of \_\_\_\_\_ air changes per hour @50Pa.

**Energy Star:** BOP form attached. The house will be labeled on completion by:

**Energy Star and EnerGuide80:**  
 Evaluator/Advisor/Rater Name: \_\_\_\_\_ Evaluator/Advisor/Rater Licence #: \_\_\_\_\_

### F. Declaration (by the person who reviews and takes responsibility for the energy efficiency design)

I certify that I have reviewed the design documents submitted with the permit application, that the information contained on this form is consistent with the design documents, and that information used in any annual energy use calculations, if applicable, is a true representation of the design documents.

Name <i>JOHN SMITH</i>	Signature 	Date: <i>01 JAN 2012</i>
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## Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form is completed by the person responsible for the energy efficiency design of the project, and must be submitted with the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit will be refused. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website at [www.mah.gov.on.ca](http://www.mah.gov.on.ca), or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the *SB-12 Prescriptive* design tables,
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *Energy Star* standards, or
4. Evaluate the design according to *EnerGuide* technical procedures and achieve a rating of 80 or more.

### COMPLETING THE FORM

#### B. Compliance Options

Indicate the compliance option being used.

- *SB-12 Prescriptive* requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- *SB-12 Performance* refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- *Energy Star* houses must be designed to *Energy Star* requirements and be labelled on completion by Enerquality or other agency. The *Energy Star* BOP form must be submitted with the permit documents.
- *EnerGuide80* houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with *EnerGuide* administrative and technical procedures.

#### C. Project Design Conditions

*Climatic Zone:* The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

*Windows, Skylights and Glass Doors:* If the ratio of the total gross area of windows, sidelights, skylights and glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the *SB-12 Prescriptive* option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

*Fuel Source and Heating Equipment Efficiency:* The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which *SB-12 Prescriptive* compliance package table applies.

*Other Building Conditions:* These construction conditions affect *SB-12 Prescriptive* compliance requirements.

#### D. Building Specifications

*Thermal Insulation:* Indicate the RSI or R-value being proposed where they apply to the house design. Under the *SB-12 Prescriptive* option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

#### E. Performance Design Summary

This section is not required to be completed if the *SB-12 Prescriptive* option is being used.

#### AIRTIGHTNESS REQUIREMENTS FOR NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. A blower door test to verify the air tightness of the house must be conducted during construction if the *NRCan EnerGuide80* option is used, or if the *SB-12 Performance* or *Energy Star* options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

#### ENERGY EFFICIENCY LABELING FOR NEW HOUSES

*Energy Star* and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.

## **APPLICABLE LAW (O.B.C. 1-1.4.1.3)**

- **Planning Act** - Sec.46, Sec.33 and 47; Sec. 34 or 38; Sec.41, Sec.42, Sec. 42(6), Ontario Reg. 608/06 and Ontario Reg. 246/01
- **Ontario Planning and Development Act 1994** - Sec. 14 and Subsection 17. (1)
- **Conservation Authorities Act** - 28(1) (c)
- **Ontario Heritage Act** - Sec. 30(2), 33, 34, 42, 40.1, 34.5, 34.7(2), 29(3), 34.6, 27(3)
- **Development Charges Act, 1997** - Sec. 28 and 53
- **Education Act** - Sec. 194, Sec. 257.83 and 257.93
- **Nursing Homes Act** - Sec. 4 of Reg. 832/1990; Subsections 4. (3) and (5) of Reg. 832/1990
- **Day Nurseries Act** - Sec. 5 of Reg. 262/1990
- **Municipal Act, 2001** - Subsection 133.4
- **Environmental Protection Act** - Sec. 46; Sec. 168.3.(1), 168.6.(1) and 47.3
- **Environmental Assessment Act** - Sec. 5 and Subsection 5.(4)
- **Homes For The Aged And Rest Homes Act** - Sec. 14
- **Elderly Persons Centres Act** - Sec. 6 of Reg. 314/1990
- **Public Lands Act** - Sec. 2 of Ontario Reg. 453/96
- **Public Transportation and Highway Improvement Act** - Sec. 34 or 38
- **Charitable Institutions Act** - Sec. 5
- **Funeral Directors and Establishments Act** - Sec. 9 of Reg. 469/1990
- **Milk Act** - Sec. 14
- **Nutrient Management Act 2002** - Sec. 11.1 of Reg. 267/03

FOR THE PURPOSES OF CLAUSE 10(2)(a), OF THE ACT, APPLICABLE LAW MEANS ANY GENERAL OR SPECIAL ACT, AND ALL REGULATIONS AND BY-LAWS ENACTED UNDER THEM THAT PROHIBIT THE PROPOSED USE OF THE **BUILDING** UNLESS THE ACT, REGULATION OR BY-LAW IS COMPLIED WITH.

*Revised December 2011*



THE CORPORATION OF  
**THE TOWN OF COBOURG**  
 55 KING STREET WEST  
 COBOURG ON K9A 2M2  
 Phone: (905) 372-1005  
 Fax: (905) 372-1533

**ORDER NOT TO COVER OR ENCLOSE**  
*Pursuant to Subsection 13(1) of the Building Code Act, 1992*

THIS ORDER APPLIES TO THE APPLICANT/OWNER/BUILDER AND  
 ADDRESS AS NOTED ON THE REVERSE SIDE OF THIS FORM

You are hereby prohibited from covering or enclosing the parts of the building described below, pending an inspection. Please arrange for an inspection when the part of the building identified below is ready for inspection.

ITEM & DESCRIPTION OF AREA NOT TO COVER OR ENCLOSE	
<b>REQUIRED BUILDING PERMIT INSPECTIONS</b>	
	FOOTINGS - just prior to placement of concrete
	FOUNDATION - dampproofing prior to installing drainage layer
	FOUNDATION - drainage layer, weeping tile, stone - prior to backfilling
	STRUCTURAL FRAMING - upon completion, prior to insulating
	H.V.A.C. SYSTEMS - upon completion prior to covering
	INSULATION & VAPOUR BARRIER - upon completion prior to covering
	AIR BARRIER - upon completion prior to covering
	FIRE SEPARATIONS, CLOSURES, FIRE STOPPING - upon completion prior to covering
	<i>REQUIRED ARCHITECTS / ENGINEERS INSPECTION REPORTS shall be submitted to the Building Department</i>
	OCCUPANCY – Prior to occupying building
<b>DO NOT UNDERMINE EXISTING FOOTINGS (REFER TO DIV. C, 1.2.1.1.(5) OF THE OBC)</b>	
<b>NOTE: PLUMBING AND SEWAGE SYSTEMS REQUIRE SEPERATE PERMITS</b>	

Order issued by:

Frank Lukes  
 Frank Lukes, Chief Building Official

BCIN: #10701  
 Telephone No: 905-372-1005

**REQUIRED ACTION**

1. CALL BUILDING DEPARTMENT AT 905-372-1005 TO ARRANGE REQUIRED INSPECTIONS NOTED ABOVE. 48 HRS NOTICE IS REQUIRED.
2. ALL PERTINENT WORK MUST BE IN PLACE PRIOR AT TIME OF INSPECTION OR RE-INSPECTION FEES MAY APPLY.
3. CALL OFFICE TO CANCEL OR RESCHEDULE APPOINTMENTS IF WORK CANNOT BE COMPLETED IN TIME.
4. FAILURE TO HAVE INSPECTIONS PERFORMED MAY RESULT IN HAVING TO UNCOVER AND EXPOSE WORK FOR INSPECTION AT OWNERS EXPENSE.

**Note:**

- It is illegal to obstruct the visibility of a posted Order. It is also illegal to remove a posted Order unless authorized by an inspector or Registered Code Agency. [*Building Code Act, 1992 s.20*]
- An Order may be appealed to the Superior Court of Justice. [*Building Code Act, 1992 s.25*]. It may also be appealed to the Building Code Commission concerning the sufficiency of compliance with the technical requirements of the Building Code. [*Building Code Act, 1992 s.24*]
- Failure to comply with this Order could result in an Order to Uncover and/or a Stop Work Order. [*Building Code Act, 1992 s.14*]
- Failure to comply with an Order is an offence which could result in a fine. [*Building Code Act, 1992 s.36*]
- For plumbing inspection requirements refer to information on plumbing permit.

### 5.13 PERMITTED ENCROACHMENTS IN YARDS

5.13.1 Every part of any yard required by this By-law shall be open and unobstructed by any structure from the ground to the sky, provided however that those structures listed in the following table shall be permitted to project into the yards indicated for the distances specified:

Structure	Yard in which Projection is Permitted	Max. Projection from Main Wall is Permitted
Sills, belt courses, eaves cornices, gutters, chimneys or pilasters, parapets or other ornamental features	Any yard	.75 meters (2.5 feet)
Fire escapes and exterior staircases	Interior side or rear yard only	1.5m (5 ft) provided that the staircase does not extend closer than 0.6m (2 ft) to any lot line
Window bays	Front, rear and/or exterior side yards only	1.0m (3 ft)
Unenclosed and uncovered porches and sundecks, steps and patios <u>not exceeding</u> 0.6m (2 ft) above finished grade	Any yard	2.4m (8 ft) including eaves and providing that no porch or sun-deck extends closer than 0.6m (2 ft) to any lot line, no steps extend closer than 0.6m (2 ft) to any lot line and remains free and clear of any sight triangles
Unenclosed and uncovered porches and sundecks and steps <u>between</u> 0.6m (2 ft) and 1.8m (6 ft) above finished grade	Interior side, rear and/or exterior yards only	2.4m (8 ft) including eaves and providing that no porch or sundeck extends closer than 0.6m (2 ft) to any lot line, no steps extend closer than 0.6m (2 ft) to any lot line and remains free and clear of any sight triangles
Unenclosed and uncovered porches and sundecks and steps <u>over</u> 1.8m (6 ft) above finished grade	Interior side and/or rear yards only	2.4m (8 Ft) including eaves and providing that no porch or sundeck extends closer than 1.6m (5.3 ft) to any lot line, no steps extend closer than 0.6m (2 ft) to any lot line and remains free and clear of any sight triangles
Balconies that exceed 0.6m ( 2 ft) above finished grade	Front, rear and exterior side yards for residential purposes	2.4m (8 ft) providing that no balcony extends closer than 1m (3.3 ft) to any lot line

### 6.1.6.2 RESIDENTIAL DEVELOPMENT

- i) Driveways in any Residential, Institutional, Open Space, or Development Zone (R1, R2, R3, R4, R5, I, EC, OS, D) shall meet the following requirements with regard to width along the entire length of the driveway from the street line:



Type	Minimum Width	Maximum Width
<b>Separate Ingress or egress for one way traffic:</b> One single detached residence on one lot; one townhouse unit on one lot; one unit of a semi-detached residence on one lot	3.5m (11.5 ft)	7.5m (25 ft)
<b>Combined ingress and egress for two way traffic:</b> Shared driveway for a residential building containing five or more units on one lot	4.6m (15 ft)	7.5m (25 ft)
<b>Combined ingress and egress for two way traffic:</b> Shared driveway for a residential building containing five or more units on one lot	6m (20 ft)	7.5m (25 ft)
<b>Joint driveway shared with abutting property:</b> Total driveway with over both properties	6m (20 ft)	9m (30 ft)
<b>Joint driveway shared with abutting property in the NR1, NR2, and NMU Zones</b>	3.0m (10 ft) with min 3.75m (12 ft) between building faces	6m (20 ft)

- ii) Driveways in any Rural or Rural Residential Zone (RU) shall meet the following requirements with regard to width along the entire length of the driveway from the street line:

Type	Minimum Width	Maximum Width
<b>Separate Ingress or egress for one way traffic:</b> One single detached residence on one lot; one townhouse unit on one lot; one unit of a semi-detached residence on one lot	4.5m (15 ft)	9m (30 ft)
<b>Joint driveway shared with abutting property:</b> Total driveway width over both properties	6m (20 ft)	9m (30 ft)

- iii) The minimum distance between a driveway and the intersection of any two street lines, measured along the street line, shall be 9m (30 ft).

#### 6.1.6.3 GENERAL

- i) The minimum angle of intersection between a driveway and a street line shall be 60 degrees.
- ii) The minimum distance between two separate driveways on one lot, measured along the street line, shall be 9m (30 ft).
- iii) No driveway shall be closer than 1.0m (3.3 ft) to a side lot line, provided that this shall not apply to prevent the establishment of joint driveways along a common line.

#### 6.1.7. UNDERGROUND PARKING

Underground parking structures shall be permitted in all yards, provided that no part of any underground structure shall be located within the limits of a street allowance.

## **THE APPROVAL PROCESS**

Depending on the complexity of your project, your application may be reviewed in three stages:

- 1) Planning Department staff will check for compliance with the regulations and provisions of the zoning by-law such as proposed use, minimum setback requirements, lot coverage and building height, etc.
- 2) Building Department staff will review the proposed construction to ensure compliance with the Ontario Building Code.
- 3) Engineering Department staff will review the project for compliance with lot grading and servicing requirements.

If during the review an examiner identifies deficiencies on the drawings or requires additional information, the designer and/or applicant will be notified.

Please ensure that the necessary information is submitted promptly, as subject to the type of deficiency no further processing may occur until the information is received.

When the review of your application is completed and all requirements have been met, your building permit will be available. Applicant will be notified.

***\* It is unlawful to start construction without the necessary permits. If you start construction without the necessary permits, you may be ordered to stop work, ordered to remove work already done, or prosecuted. THE PERMIT FEE WILL BE DOUBLED.***

***\*\* Once you receive your permit, ensure that the permit and approved drawings are available on the construction site.***

### **Inspections**

Construction may commence upon issuance of the Building Permit. Several inspections are required to ensure that all work is done according to the approved plans including changes noted by the plans examiner. You will be issued a list of the required inspections for your specific project.

Examples of construction stages when inspections are required are on the attached copy of an 'Order Not to Cover'.

Inspections do not happen automatically. It is **your responsibility** to ensure that either you or your contractor contacts the Town to request an inspection at least 24

hours before work proceeds from one inspection stage to the next. This will ensure that your project proceeds as approved.

Failure to have inspections performed may result in having to uncover and expose work for inspections. For inspections call 905-372-1005.

### Other Inspections

- Electrical
- Plumbing
- Gas

*\* Remember to call for the location of utilities before you dig*

<b>CONTACTS</b>	
<b>Building &amp; Planning Department</b> 55 King Street West Victoria Hall Cobourg ON K9A 2M2 905-372-1005	<b>Engineering Department</b> 55 King Street West Victoria Hall Cobourg ON K9A 2M2 905-372-4555
<b>Lakefront Utilities (LUSI/LUI)</b> 207 Division Street P.O. Box 577 Cobourg ON K9A 4L3 905-372-2193	<b>Ganaraska Region Conservation Authority (GRCA)</b> P.O. Box 328 Port Hope, ON L1A 3W4 905-885-8173
<b>District Health Unit</b> 200 Rose Glenn Road P.O. Box 90 Port Hope ON L1A 3V6 905-885-9100	<b>Plumbing Inspection</b> Northumberland County 555 Courthouse Road Cobourg ON K9A 5J6 905-372-1929
<b>Electrical Safety Authority</b> Electrical Inspection Peterborough ON 1-877-372-7233	<b>Fire Department</b> 111 Elgin Street East Cobourg ON K9A 1A1 905-372-9789
<b>Ontario One Call (Underground Locates)</b> 1-800-400-2255	<b>Union Gas</b> 1-888-774-3111

**The Building Code Act and the Ontario Building Code can be found online at:**

[www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca)

**Search for "Building Code"**

