



Office of the City Engineer  
Building Department  
944 James Street  
Woodstock, ON  
519-539-1291

# **BUILDING PERMIT APPLICATION REQUIREMENTS**

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## **Required Drawings**

When submitting drawings for residential permit applications the following must be submitted to be accepted and reviewed for a building permit:

### **New Residential Homes**

- Site/grading plan,
- All floor plans,
- Foundation/ Basement plans,
- Wall Sections,
- Elevations,
- HVAC design plans,
- Deck Plans (if required),
- Roof Framing Plans.

\* Two copies of all drawings and documents are required

### **Additions**

Additions may include such things as sunrooms, porches, added living space, and attached garages.

- Site/grading plan,
- All floor plans,
- Foundation/Basement plans,
- Wall sections,
- Elevations,
- HVAC design plans (if required),

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- Roof framing.

\* Two copies of all drawings and documents are required

### **Accessory Buildings**

Accessory buildings may include such things as sheds and detached garages:

- Site/grading plan,
- Foundation plans,
- Wall sections,
- Elevations,
- Roof framing.

Sheds under 10m<sup>2</sup> (108ft<sup>2</sup>) do not require any floor plan or section drawings, only site and grading plans are required for a permit application

\* Two copies of all drawings and documents are required

The required drawings above must be drawn to at least a 3/16" =1'-0" and submitted with an Application to Construct or Demolish found online at the Ministry of Municipal Affairs and Housing or at the Engineering office at 944 James St. All applications can be dropped off at the City of Woodstocks Engineering Office

### **Required Information on a Lot Survey Plan**

This survey plan must be completed by an Ontario Land Surveyor (OLS).

- Title and Scale,
- Lot Number & Municipal Address,
- North Arrow,
- Property Lines with Dimensions,
- Setbacks (measured to all property lines),
- Zoning,
- Building Area,
- Lot Area,
- Lot Coverage,
- Right of ways & Easements,
- Direction and % slope of lot drainage,
- Existing & proposed grade elevations for the top of foundation wall.

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### **Required Information on a Foundation Plan**

- Title & Scale,
- Exterior dimensions of building,
  - Overall Building lengths & widths,
  - Changes in building face,
  - Dimensions of windows and doors,
- Interior dimensions of building,
  - Location of beams & walls,
  - Opening locations,
- Sizes & Spacing of all structural members,
  - Beam sizes,
  - Lintel sizes,
  - Column sizes,
  - Footing & Pad sizes,
  - Wall thickness,
  - Joists Size and Spacing.

### **Required Information on HVAC Designs**

- Coordinated floor plans,
- Heat loss/gain calculations,
- Equipment specifications,
- Ventilation design summary.

### **Required Information on Floor Plans**

- Title & Scales,
- Room Names,
- Exterior Dimensions,
  - Overall Building lengths & widths,
  - Changes in building face,
  - Dimensions of windows and doors.
- Interior dimensions of building,
  - Location of beams & walls,
  - Opening locations.

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- Sizes & Spacing of all Structural Members,
  - Joist sizes & spacing,
  - Beams,
  - Lintel Sizes,
  - Location of bearing walls.
- Location & Dimension of Stairs (Rise & Run),
- Sizes of both existing & new structures,
- Location of all plumbing fixtures and sump pump,
- Location of cross sections & details.

### **Required Information on Cross/Wall Section**

A cross section is a cut away view of the footings to the roof. In these sections you should list the materials you are using and how they relate to each other.

- Title & Scale,
- Room Names,
- Height Dimensions (from floor to ceiling),
- Materials being used,
- Slope of Roof,
- Methods of Roof Framing.

### **Required Information on Elevations**

- Title & Scale,
- Building Heights,
- Exterior Finishes & Materials,
- Slope of Roof.

### **Waiting for a Permit to be Issued**

We review the plans as quickly as possible, for residential construction it may take up to 10 business days for the review. If any drawings are missing from your application package it could result in a longer turn around time as your application will be put on hold until everything that is required is submitted. Make sure the contact information you submit on your application is the best way to get in touch with you in case we require any further information. Do not start any work until you have received your permit and approved drawings.

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### **What to do When the Permit has Been Issued**

Once you have received your permit with the approved drawings and documents, go through your permit package and review any comments and mark-ups that have been made to your drawings. During the plans review stage the building inspectors review your drawings and mark-up any items that they find incorrect. All construction shall be in accordance with these approved plans and documents.

If any changes are made to the approved plans during construction, these changes must be submitted to the Building Department for review and approval, additional fees may apply.

Various inspections are required throughout the building process. Please see the list of required inspections applicable to your project. We require 24hrs notice to book inspection requests. Failure to book these inspections could result in the following:

- Unable to occupy new home/addition,
- Unable to close permit until the required inspections are complete,
  - Could affect future sales of the home.
- Will be required to uncover any finished work for the proper inspection to be completed for example,
  - Footings may need to be dug up to determine correct depth,
  - Drywall may need to be removed to see insulation etc.

It is the responsibility of the applicant to ensure all inspections are booked and passed before construction can move on.

To book inspections call the City of Woodstock's Building Department at: **519-539-2382 ext 3198, we require 24hrs notice for inspection requests.**