



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

## WHEN IS A PERMIT REQUIRED?

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### The Building Code Act

The Building Code Act states that; No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefore by the Chief Building Official.

The term *construct* is defined as anything with regards to the erection, installation, extension, material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere.

The term *building* is defined as;

- a. A structure occupying an area greater than ten square meters consisting of a wall, roof and floor or any of them, or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto,
- b. A structure occupying an area of ten square meters or less that contains plumbing, including the plumbing appurtenant thereto,
- c. Plumbing not located in a structure, a sewage system; or,
- d. Structures designated in the building code,

### New Construction

On new construction projects, a building permit will be required for:

1. The construction of any building with a floor area greater than 10m<sup>2</sup> (108ft<sup>2</sup>).
2. Retaining walls exceeding 1.0m (3'-3") in exposed height adjacent to public property, adjacent to an access to a building, or on private property to which the public is admitted except for property on which single family and two family dwellings are located,
3. Pedestrian bridges appurtenant to a building,
4. Crane runaways,

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5. Exterior storage tanks and their supporting structures not regulated by Technical Standards and Safety Act (TTSA),
6. Signs regulated by Section 3.15 of the Ontario Building Code,
7. Solar panels mounted on a building having a face area equal to or greater than 5m<sup>2</sup> (53.8ft<sup>2</sup>),
8. Dish antenna that is mounted on a building and has a face area equal to or greater than 5m<sup>2</sup>,
9. Communication towers exceeding 16.6m (54'-6") above ground level and imposing a load on a building,
10. An outdoor public pool or public spa,
11. Farm buildings in accordance with a CCBFC National Farm Building Code of Canada as referenced by article 1.3.1.2 of the Ontario Building Code,
12. Air-Supported Structures,
13. Tents - 60m<sup>2</sup> or greater,
  - If greater than 225m<sup>2</sup> must provide structural drawings of the tent with an engineered stamp,
14. Portable buildings (exception of construction trailers).

### Existing Residential Buildings

(Single Family, Semi-detached and Row housing)

1. Residential Additions including Accessory Buildings (Section 5.1. – General Provisions in the Building By-Law).
  - a. Permits are required for, residential additions, as listed but not limited to:
    - Decks (more than 300mm (12") above grade – (refer to deck standard practice sheets for more info on decks),
    - Carports,
    - Garages (Attached and Detached),
    - Sun/Mud Rooms,
    - Breezeways,
    - Porches/Fruit Cellars (both above and below grade),
    - Dormers,
    - Sheds,
    - Additions to living space.

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\*\* All Additions and Accessory Building must conform to The City of Woodstock Zoning by-law

2. Residential Alterations.

a. Residential alterations, listed but not limited to, that involve one or more of the following will require a building permit:

- Any structural changes (alter to interior partitions, skylights, adding windows & doors),
- Installation of any fireplaces (masonry or factory built), and solid fuel burning stoves,
- Construction of new chimneys or reconstruction of chimneys when such reconstructions extends below the roof flashing,
- Repair of structural damage due to fire or water problems,
- Replacement of Brick Veneer,
- Plumbing installation and renovations except replacement of fixtures,
- Installation or replacement of storm and sanitary sewers and water services (ex. Rear yard catch basins, weeping tile, clean-outs change from septic tank to sewers),
- Insulating of exterior walls, (when removing exterior and interior cladding),
- Installation or replacement of furnaces and duct work,
- Installation of boilers and hot water heating systems,
- Installation of backflow preventers for lawn irrigation systems,
- Installation or repair of sewage systems,
- Installation of Egress Windows,
- Fire Separations (alters to existing or installations of new separations),
- Raising a house to provide a full basement,
- Finishing of basements & attics,
- Enclosing porches, decks or carports,
- Dampproofing and water proofing of foundation walls, including the installation of weeping tile,
- Installation of barrier free ramps or elevating devices,
- Repair of deck guards.

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### All Other Buildings

Building permits will be required for the following:

- a. Change of use (where construction is proposed or the change constitutes an increase in hazard),
- b. Interior renovations within a floor area affecting fire separations, exits or structural capacity,
- c. Interior finishing of “shell” buildings for tenants (ex. Occupancies in commercial or industrial malls and office buildings, etc.),
- d. Fire and water damage affecting any or the items noted in b) above,
- e. Additions to any building,
- f. Installations and major alterations of sprinkler, standpipe, fire alarm or mechanical (HVAC) systems,
- g. Plumbing installation and alterations except replacement of fixtures,
- h. Installation or replacement of storm and sanitary sewers, water service (ex. Catch basins, weeping tile, clean-outs, change from septic system to sewers),
- i. Installation and repairs to sewage systems (septic systems and holding tanks),
- j. Installation of back flow preventers.

### Demolition

The term of demolish is defined as to do anything in the removal of a building or any material part thereof and “demolition”.

#### Requirements for Permit

Clearances are required from Union Gas, Bell Canada, Rogers Communications, Woodstock Hydro, Water Department, where the building be demolished is served by these services.

Permit application must show:

- The method of demolition,
- The timeline/work plan of demolition,
- Structural aspects of the existing building.

Demolition permits will be required not only when the total building is demolished, but also when part of the building is demolished. The permit fee for a demolition permit is \$50.00 with a \$1000.00 demolition security deposit is required. The \$1000.00 is refunded when the demolition is completed and passed with no damage on City property.

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- No demolished shall occur on any part of the building before the building has been vacated by the occupants, except where the safety of the occupants is not affected.

### \* Div C 1.3.1.1(3) of the Ontario Building Code

A professional engineer is required when:

- The building exceed 3 storeys or 600m<sup>2</sup>,
- The building structure includes pre-tensioned or post-tensioned members,
- If the demolition extends below the level of the footings of the adjacent building, and occur within the angle of repose,
- When explosives or lasers are used as a method of demolition.

### \* Div C 1.2.2.3 of the Ontario Building Code

## Partial Occupancy

Authorization is required whenever any portion of an unfinished building is to be occupied prior to final inspection of the entire building.

In the case of multi occupant buildings of one storey (strip plazas, malls, office buildings) no partial occupancy permit is required but all systems common to the entire building should comply with section Div C.1.3.3. prior to occupancy. Buildings greater than one storey require a partial occupancy permit in addition to the permit for each occupancy.

## Special Permits

Permits are required for the following:

1. Signs listed below but not limited to:
  - Temporary Mobile Signs,
  - Ground Signs,
  - Wall Signs,
  - Canopy Signs.

Sandwich Board Signs do not require a building permit but must conform to the City of Woodstock's Sign By-law

\*All signs must conform to The City of Woodstock's Sign by-law.

2. Swimming Pool Fence Permits:
  - Fences enclosing private pools must conform to the Swimming Pool Fence by-law,

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- Even if the fence is existing, an a pad for the pool is being installed, a Pool Fence Enclosure Permit is required.
3. Transfer of ownership permit when owner of land changes during construction.
  4. Change of use permit where a change of use occurs to a building or part of a building which results in an increase in hazard even though no construction is proposed.
  5. Moving permits, which are required when you are moving the following within the City of Woodstock:
    - Large or oversized loads,
    - Buildings.
  6. A tent permit is required when:
    - The tent is greater than 60m<sup>2</sup>,
    - The tent is attached to a building,
    - The tent contains bleachers,
    - Constructed less than 3m (9'-10") from other structures.

\* If the tent is greater than 225m<sup>2</sup> a structural set of drawings must be provided with an engineered stamp