

Township Of Blandford-Blenheim Permit Guide

When do I require a building permit?

Building Permits are required before any construction can begin. The following is a typical list of project that **DO REQUIRE** a building permit:

- Building any detached structure larger than 15m² (161.4ft²)
- Building any addition to a structure
- Uncovered decks higher than 24" from grade
- Covered decks (any height)
- Carports or garages
- Structural alterations
- Bunker silo
- Manure storage facility
- Storage bins and supporting structure
- Demountable structures over 3m above grade
- Interior alterations involving removal or addition of walls or floors
- Moving or lifting a structure from its foundation
- Altering or adding any plumbing
- Demolishing a structure (except for farm buildings)
- Free standing or attached signs
- Installing a woodstove or fireplace
- Demountable stages greater than 60m² (646ft²) and over 3m above grade

The following projects typically **DO NOT REQUIRE** a building permit:

- Detached structures 15m² (161.4ft²) or less in area
- Uncovered decks 24" or less from grade
- Replacement of windows, doors, roofing or siding
- Repairs to chimneys, porches, decks or roofs
- Demountable structures less than 3m above grade
- Waterproofing repairs to basements
- Replacement of plumbing fixtures
- Replacement of furnace
- Painting and decorating
- Landscaping
- Demountable stages less than 60m² (646ft²) and less than 3m above grade

NOTE: IF IN DOUBT PLEASE CONTACT TOWNSHIP OFFICE

How do I get a building permit?

In order to get a building permit, you must complete the provided application along with any other forms that have been provided to you. You need to also provide the Township, in duplicate, a complete set of construction drawings including a site plan. Other approvals may be required from agencies such as Grand River Conservation Authority, Upper Thames River Conservation Authority, Oxford County Board of Health, etc.

Explanation of required drawings

Site plan

A site plan is a drawing showing the complete property and identifying all structures in relation to the property boundaries and each other. A property survey is a common template for developing a site plan. The site plan should include:

- Title and scale
- North Arrow
- Street locations and names
- Lot lines and dimensions to all buildings
- Existing and proposed buildings including their areas
- Proposed changes to existing grade if any
- Rights-of-ways and easements
- Access and parking
- Hydro Service to property, if applicable

Floor plans

A floor plan is a drawing of the building showing each floor including basement and crawlspaces from above. Floor plans should include:

- Title and scale
- Use of rooms and spaces (labels)
- Dimensions
- The extent of new proposed construction, including construction in existing structures
- Sizes of all door and window openings
- Cross-section locations and directions
- Material specifications and notes
- Locations of all smoke and carbon monoxide detectors
- All required fire separations
- All floor joist, roof rafter, lintels and beams sizes, dimensions and direction of span

Elevations

Elevations show the exterior of the building from all sides. Each elevation is to be labeled by the direction it is facing, and shall include:

- Title and scale
- Extent of new and proposed construction
- Exterior wall finishes, cladding and flashing
- Dimensioned finished floor levels
- Grade level
- Overall height of structure and roof slopes

Cross-section

A cross-section represents a view of a building along an imaginary line cut through the building in correspondence with the section line drawn on the floor plan. A cross-section illustrates all elements within the walls being cut through and should include:

- Title and scale
- Details of footings, foundation walls, exterior wall construction including air barrier, floor and roof framing details
- Size and type of materials and finishes
- Dimensioned finished floor levels
- Grade level
- Attic and crawlspace ventilation

Additional drawings and notes

Additional information may be required upon submission for a building permit. For new structures or additions, HVAC drawings and calculations will be necessary for buildings required to be heated. Buildings with engineered floor joist or roof trusses will need to submit engineered designs with an engineer seal on them. MDS 1 and/or 2 may be required, dimensions to be confirmed by OLS, if required by Chief Building Official. For drawing formats the Township accepts architectural and structural drawings to be drawn in either imperial or metric measurement. All drawings must conform to the Ontario Building Code, the Township of Blandford-Blenheim by-laws and any other applicable law.

Inspection Requests

The building permit applicant or property owner must call the Township of Blandford-Blenheim for inspections at the different stages of construction. Required inspections will be marked on your permit form and they typically include:

- Footings
- Foundation
- Framing
- Insulation and vapour barrier
- Air barrier
- HVAC
- Plumbing
- Final/occupancy

To book a building inspection you must notify the Township a minimum of 24 hours in advance.

Township of Blandford-Blenheim contact: 519-463-5347

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: 3245- | | |
| Application submitted to: <u>The Township of Blandford-Blenheim</u> (Name of municipality, upper-tier municipality, board of health or conservation authority) | | | | |
| A. Project information | | | | |
| Building number, street name | | | Unit number | Lot/con. |
| Municipality | Postal code | Plan number/other description | | |
| Project value est. \$ | | Area of work (m ²) | | |
| B. Purpose of application | | | | |
| <input type="checkbox"/> New construction <input 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 | | Current use of building | | |
| Description of proposed work | | | | |
| C. Applicant | | | | |
| Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner | | | | |
| Last name | | First name | Corporation or partnership | |
| Street address | | | Unit number | Lot/con. |
| Municipality | Postal code | Province | E-mail | |
| Telephone number () | 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 () | | |

| E. Builder (optional) | | | | |
|---|-----------------|------------|--|-----------------------------|
| Last name | | First name | Corporation or partnership (if applicable) | |
| Street address | | | Unit number | Lot/con. |
| Municipality | Postal code | Province | E-mail | |
| Telephone number () | Fax () | | Cell number () | |
| F. Tarion Warranty Corporation (Ontario New Home Warranty Program) | | | | |
| i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G. | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ? | | | <input type="checkbox"/> Yes | <input type="checkbox"/> 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 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 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 type="checkbox"/> Yes | <input type="checkbox"/> No |
| iv) The proposed building, construction or demolition will not contravene any applicable law. | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I. Declaration of applicant | | | | |
| <p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> 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. <p>_____</p> <p>Date Signature of applicant</p> | | | | |

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.



Township of Blandford-Blenheim
AUTHORIZATION FORM
Building Department

Please complete if the person applying for the building permit is **not the property owner**, or if there are **multiple owners of a property and one owner is applying for a permit**.

If your contractor or agent is filling out your permit application, this form must be completed.

Municipal Address: _____
Legal Description: _____
Permit Application No.: _____

This document shall serve to notify the Township of Blandford-Blenheim that I am/we are the legal owner(s) of the property described above and do authorize the person indicated below ("Authorized Agent") to act on my/our behalf on all matters pertaining to the Building Permit Application and authorize the Authorized Agent to sign all related documents on my/our behalf.

Name of Property Owner(s): _____
Mailing Address: _____

Email: _____
Telephone: _____
Signature of Property Owner(s): _____
Signature of Property Owner(s): _____

Name of Authorized Agent: _____
Company Name: _____
Mailing Address: _____

Email: _____
Telephone: _____
Signature of Authorized Agent: _____

All registered owners of the property shall sign this Authorization Form. Use additional sheets if necessary. A new Authorization Form must be submitted to the Township if ownership of the property changes prior to issuance of the building permit or before final approval is granted.

Personal information contained in this form 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 Act, and the OBC. Questions about the collection of personal information may be addressed to the Chief Building Official of the Township of Blandford-Blenheim.

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **1705-2011**

Being a By-law to require owners of privately owned outdoor swimming pools to erect and maintain fences and gates around such swimming pools and to provide for the issuance of a permit therefore.

WHEREAS, pursuant to paragraph 30 of Section 210 of the *Municipal Act*, R.S.O. 1990, c. M.45, as amended, a By-law may be passed to issue permits for swimming pool fences and to prescribe safety standards for privately owned outdoor swimming pools.

NOW THEREFORE the Council of the Corporation of the Township of Blandford-Blenheim enacts as follows:

1. That no person shall construct, erect, maintain or keep within the Township of Blandford-Blenheim any fence in contravention of the provisions of this by-law unless such fence was erected in compliance with the predecessor of this by-law and is not moved, altered, or enlarged in any way.
2. Definitions
 - a. Building Line shall mean the regulatory or established building line as defined by the applicable zoning by-law affecting this property.
 - b. Building Envelope means that area of a lot within which a principal building could be constructed in compliance with the site development specifications as outlined in the applicable zoning by-law.
 - c. Farm Fence shall mean a fence erected for the purpose of containing livestock, enclosing crops, water areas, woodlots, buildings, fields or laneways for the operation of agriculture.
 - d. Fence shall mean a structure of vertical, horizontal, or diagonal members or any combination thereof, erected as a barrier, enclosure or demarcation outside the building envelope. A hedge shall not be used as a fence for the purpose of this by-law.
 - e. Fence Height shall mean the measurement from the base of the fence at grade of the highest adjacent ground to the finished top of the fence.
 - f. Front Lot Line shall mean the lot line that divides the lot from the street.

- g. Inflatable Pool shall mean a pool, as defined in this By-law, consisting of an air supported structure that contains or is capable of containing water with a depth of 76.2 cm (2'-6") or more at any point.
- h. Privately-Owned Outdoor Swimming Pool shall mean a swimming pool having a water depth of 76.2 cm (2'-6") or more at any point and is located on private property under the control of the owner or occupant, which has been designed for swimming, wading, diving, or bathing, but shall not include an existing natural body of water or watercourse in the areas zoned agricultural, rural residential, residential existing development, recreational or open space in the applicable zoning by-law, but shall include an inflatable pool.
- i. Shadow Fence shall mean a fence consisting of alternating vertical boards on both sides of a top and bottom rail.
- j. Snow Fencing shall mean a fence commonly used for the control of snow.

3. Fencing of Privately-Owned Outdoor Swimming Pools

No person shall construct or maintain a privately-owned outdoor swimming pool unless the pool or the land on which such pool is located is properly fenced or enclosed in accordance with the following provisions and Schedule "A":

- a. Every such fence shall not be less than 1.52 m (5'-0") in height;
- b. Every such fence shall be so constructed that all horizontal or diagonal members shall be located on the pool side of the fence;
- c. Every such fence shall be composed of:
 - i. Chain link construction 50 mm x 50 mm (2" x 2") maximum mesh; or
 - ii. Vertical members where the spacing between such vertical members is greater than 25 mm (1") but no greater than 50 mm (2") and the horizontal rails are a minimum of 1.1 m (3'-6") apart;
 - iii. Vertical members where the spacing between such vertical members is no greater than 25 mm (1");
 - iv. Shadow fencing where the spacing between the vertical members does not exceed the width of the member being used and the horizontal rails are a minimum of 1.1 m (3'-6") apart;

- v. The use of wood lattice is permitted for the top portion of any of the fence types mentioned in Section 3 (c) (ii), (iii) and (iv) of this By-law, as follows:

- a. Where the fence is a maximum height of 1.52 m (5'-0"), wood lattice for the top portion shall not exceed 300 mm (1'-0");
- b. Where the fence is a maximum height of 1.8 m (5'-11"), wood lattice for the top portion shall not exceed 600 mm (2'-0").

vi. Above Ground Pools and In-ground Pools

- a. Above Ground Pools – A vertical iron bar / PVC / wood fence shall be permitted for protection on the upper portion of an above ground pool provided the sides of the pool are a minimum of 1.1 m (3'-6") above grade and the spacing of the bars do not exceed 100 mm (4"), centre to centre. Refer to Schedule "B".
- b. In-ground Pools – A vertical iron bar fence shall be permitted for protection of in-ground pools provided the spacing of the bars does not exceed 100 mm (4"), centre to centre, and all horizontal rails are a minimum 1.1 m (3'-6") apart. Refer to Schedule "B".
- d. Where the fence required for a privately-owned outdoor swimming pool will abut an existing embankment, retaining wall, fence or structure, or thing such that the protection provided by the separation is negated, the minimum separation of 1.52 m (5'-0") is required as shown in Schedule "B".
- e. Every such fence shall be constructed so that the only means of entry is by gates of not less than 1.52 m (5'-0") in height and such gate shall be equipped with a self-closing and self-latching device.
- f. Every self-latching device shall be located on the pool side of the fence at the top of the gate and shall work with the self-closing device to keep the gate securely closed.
- g. A dwelling, or accessory building, or part thereof, may be used to enclose a pool, providing the dwelling, or accessory building, or part thereof, is located 1.52 m (5'-0") away from the pool. Where a wall of a building forms part of an enclosure it may be considered to provide adequate protection for its length when substituted for any portion of a fence. All doors located in such wall shall be equipped with locks and self closing and latching devices, and the building is continuously occupied or all doors are locked when it is not occupied.

- h. In the case of an above ground privately-owned swimming pool; where the walls of the pool satisfy all of the requirements otherwise requires for fences which enclosed swimming pools, no other fence is required. The above ground privately-owned swimming pool shall be equipped with a self storing ladder and the pool pump shall be a minimum of 1.52 metres (5'-0") from the above ground privately-owned swimming pool.
 - i. Where two pools have been installed on adjacent lots, the fence separating such pools shall be a minimum of 1.52 m (5'-0") in height.
- 4. No person shall excavate for, erect or construct a privately-owned outdoor swimming pool without first submitting the following plans and obtaining a permit:
 - a. A plot plan showing the location of such pool and all other structures on the lot and within 1.52 m (5'-0") of any adjacent lot;
 - b. The types of materials to be used for fencing and gates as well as the height and construction design.
- 5. All pools, including pool accessories such as sheds, etc. shall comply with the appropriate zoning provision of the Township of Blandford-Blenheim Zoning By-law 1360-2002, as amended.
- 6. The use of any device for projecting an electric current through or in conjunction with a fence is prohibited except on farm fences in any agricultural zone as defined by the applicable zoning by-law.
- 7. That this By-law shall come into force and effect on the final passing thereof.
- 8. By-law Number 413-81 enacted the 13th day of July, 1981, is hereby repealed.

By-law **READ** a **FIRST** and **SECOND** time this 7th day of December, 2011.

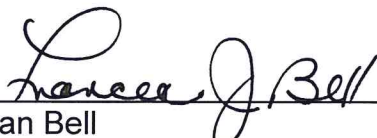
By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 7th day of December, 2011.





Marion Wearn

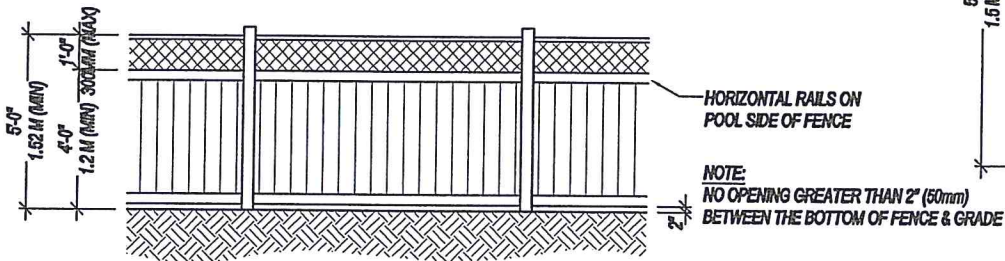
Mayor, Township of Blandford-Blenheim



Fran Bell

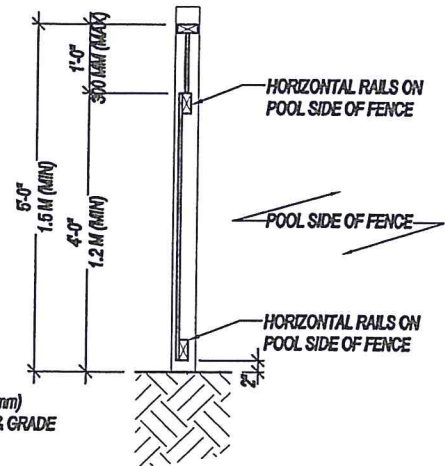
Chief Administrative Officer

SCHEDULE "A"



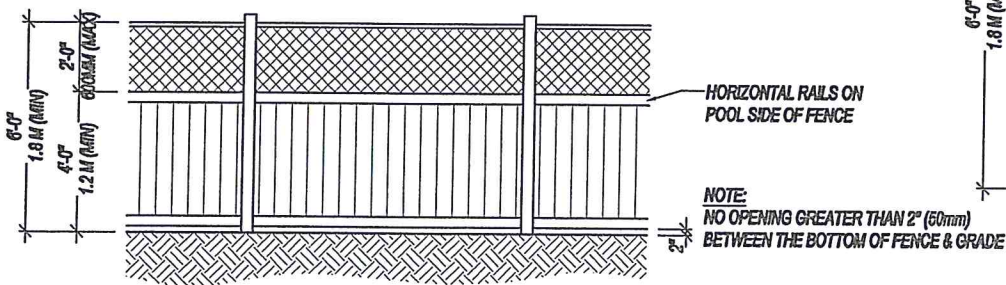
WOOD LATTICE FENCE TYPE (12" LATTICE)

SECTION 3 (c) (v) (a)
SCALE = 3/16" = 1'-0"



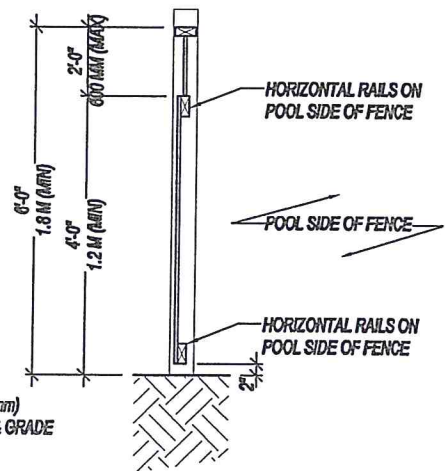
SECTION

SCALE = 3/8" = 1'-0"



WOOD LATTICE FENCE TYPE (24" LATTICE)

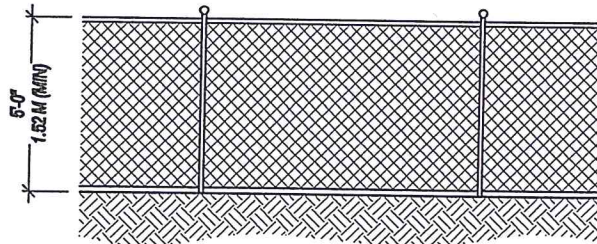
SECTION 3 (c) (v) (b)
SCALE = 3/16" = 1'-0"



SECTION

SCALE = 3/8" = 1'-0"

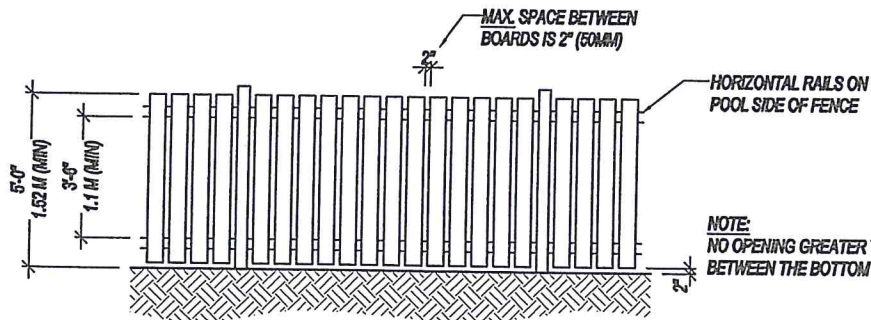
SCHEDULE "A"



NOTE:
NO OPENING GREATER THAN 2" (50mm)
BETWEEN THE BOTTOM OF FENCE & GRADE

CHAIN LINK FENCE

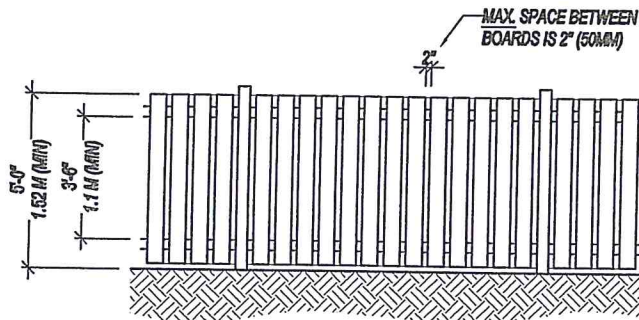
SECTION 3 (c) (i)
SCALE = 3/16" = 1'-0"



NOTE:
NO OPENING GREATER THAN 2" (50mm)
BETWEEN THE BOTTOM OF FENCE & GRADE

SOLID BOARD FENCE

SECTION 3 (c) (ii) (iii)
SCALE = 3/16" = 1'-0"



BOARD SPACING LESS THAN
1" (25MM) NO VERTICAL MEMBER
SPACING REQUIREMENT

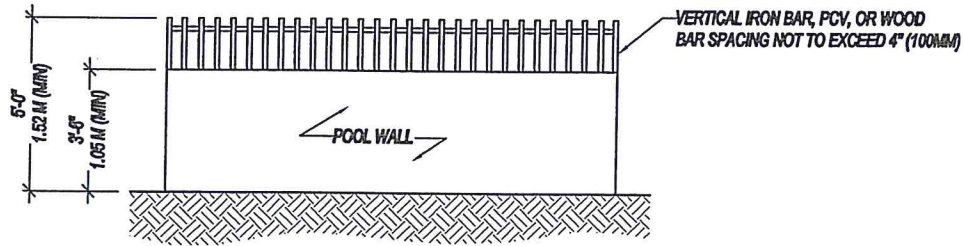
NOTE:
NO OPENING GREATER THAN 2" (50mm)
BETWEEN THE BOTTOM OF FENCE & GRADE

SHADOW FENCE

SECTION 3 (c) (iv)
SCALE = 3/16" = 1'-0"

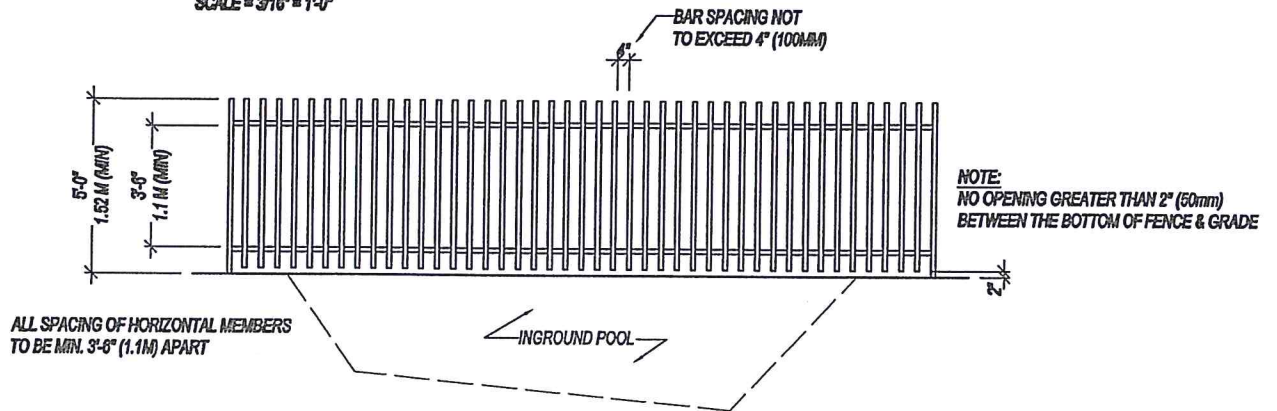
SHADOW FENCE IS THE SAME AS SOLID
BOARD FENCE ONLY WITH BOARDS
STAGGERED ON EACH SIDE OF FENCE.

SCHEDULE "B"



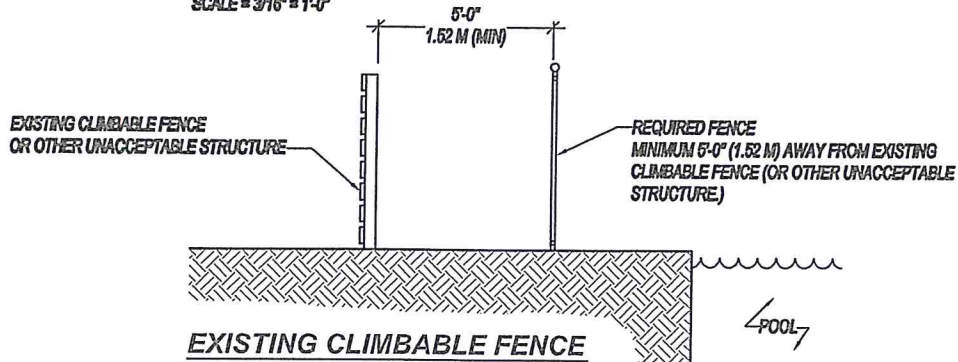
ABOVE GROUND POOLS

SECTION 3 (c) (i) (a)
SCALE = 3/16" = 1'-0"



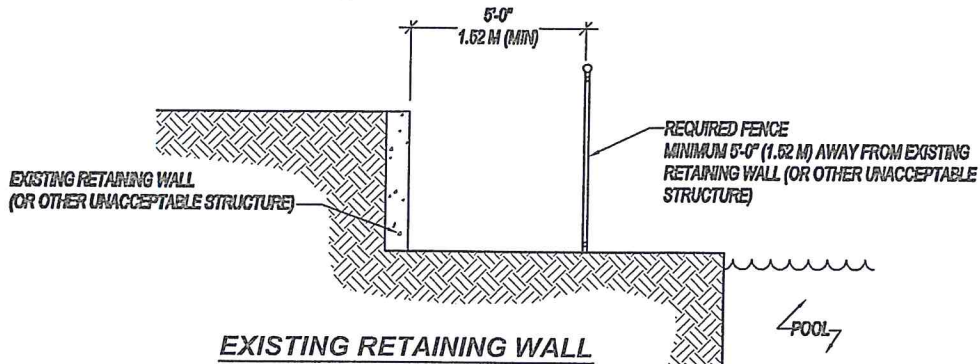
INGROUND POOLS

SECTION 3 (c) (i) (b)
SCALE = 3/16" = 1'-0"



EXISTING CLIMBABLE FENCE

SECTION 3 (d)
SCALE = 3/16" = 1'-0"



EXISTING RETAINING WALL

SECTION 3 (d)
SCALE = 3/16" = 1'-0"