

## 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 15m<sup>2</sup> (161.4ft<sup>2</sup>)
- 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 60m<sup>2</sup> (646ft<sup>2</sup>) and over 3m above grade

The following projects typically DO NOT REQUIRE a building permit:

- Detached structures 15m<sup>2</sup> (161.4ft<sup>2</sup>) 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 60m<sup>2</sup> (646ft<sup>2</sup>) 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.

<b>For use by Principal Authority</b>		
Application number:	Permit number (if different):	
Date received:	Roll number: 3245-	
Application submitted to: <b>The Township of Blandford-Blenheim</b> (Name of municipality, upper-tier municipality, board of health or conservation authority)		
<b>A. Project information</b>		
Building number, street name		Unit number
Municipality	Postal code	Plan number/other description
Project value est. \$		Area of work (m <sup>2</sup> )
<b>B. Purpose of application</b>		
<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		
<b>C. Applicant</b>		
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner		
Last name	First name	Corporation or partnership
Street address		
Municipality	Postal code	Province
Telephone number (      )	Fax (      )	
E-mail		
Cell number (      )		
<b>D. Owner (if different from applicant)</b>		
Last name	First name	Corporation or partnership
Street address		
Municipality	Postal code	Province
Telephone number (      )	Fax (      )	
E-mail		
Cell number (      )		

<b>E. Builder (optional)</b>			
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 (      )	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>			
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): _____			
<b>G. Required Schedules</b>			
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.			
<b>H. Completeness and compliance with applicable law</b>			
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
<b>I. Declaration of applicant</b>			
I _____ declare that: (print name)			
<ol style="list-style-type: none"> <li>1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol>			
Date	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.

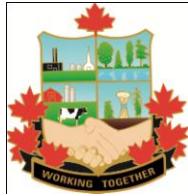
## Schedule 1: Designer Information

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

<b>A. Project Information</b>		
Building number, street name		Unit no.
Lot/con.		
Municipality	Postal code	Plan number/ other description
<b>B. Individual who reviews and takes responsibility for design activities</b>		
Name	Firm	
Street address		Unit no.
Lot/con.		
Municipality	Postal code	Province
Telephone number (      )	Fax number (      )	Cell number (      )
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>		
<input 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>D. Declaration of Designer</b>		
I _____ 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 type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.		
Basis for exemption from registration and qualification: _____		
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.		
Date	Signature of Designer	

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c).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.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practice, a limited license to practice, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



## Acknowledgement by Applicant of Incomplete Application

Pursuant to Division C, Part 1.3.1.3 (5) of the Building Code

<b>For use by Principal Authority</b>		
Application number:	Date received:	
Building number, street name:	Unit number:	Lot / Con:

A prescreening of the application described above reveals it is incomplete in that all applicable laws have not been met, and/or insufficient documents and drawings have been provided, at the time of application. The incomplete items include but are not necessarily limited to the items described below.

### **INCOMPLETE ITEMS AT THE TIME OF APPLICATION**

- Applicable law approvals have not all been obtained, as described below
- All of the required documents which must be filed with this application have not been provided, including the items described below or in the attached document submission checklist

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According to the building code and the Township's building by-law (1729-2012), since this application is incomplete it may be either:

- a) refused since it is not complete, or
- b) accepted and processing commenced, provided the applicant acknowledges in writing that the application is incomplete and waives the time period prescribed in the building code within which the permit must be issued or refused.

### **APPLICANT'S WAIVER**

The undersigned acknowledges that:

- a) the application described above does not meet the requirements of Division C, Part 1.3.1.3(5) of the
- b) Building Code and hereby waives any rights to the permit being issued or refused within the time periods prescribed in the building code; and
- c) the items described above must be completed before this application can be fully processed or a permit issued.

I have authority to act on behalf of the corporation or partnership with respect to this application(if applicable)

Date:	Signature of Applicant:
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**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.



**Township of Blandford-Blenheim**

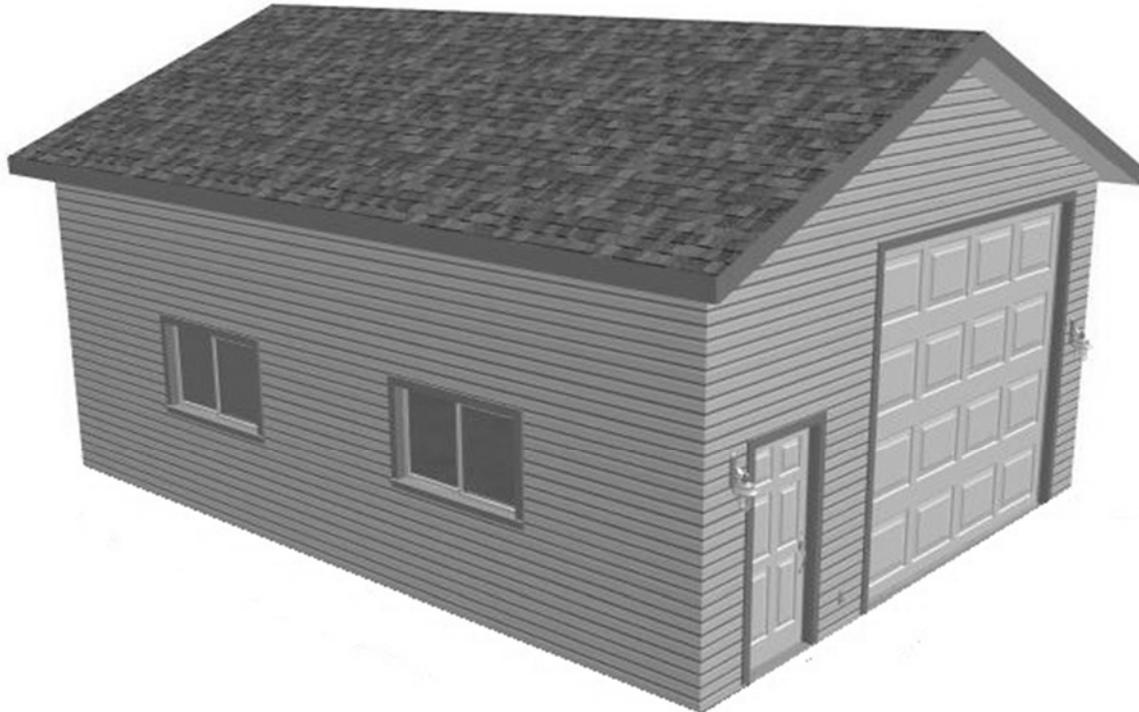
**Building Department**

47 Wilmot Street South, Drumbo, Ontario N0J 1G0

*Phone: 519-463-5347 Fax: 519-463-5881*

<http://www.blandfordblenheim.ca/>

# **Guide to Shed and Garage Construction**



# General Requirements

**A Building Permit is required for all accessory buildings except where:**

- Size of the structure is less than or equal to 10 m<sup>2</sup> (107 ft<sup>2</sup>) and
- Is not attached to another structure and
- Does not contain any plumbing (including structures less than 10m<sup>2</sup>)

**Note:** An accessory structure must comply with the Ontario Building Code and the Township of Blandford-Blenheim Zoning By-Law. For more information, contact The Township of Blandford-Blenheim Building Department at 519-463-5347

## **General Zoning Restrictions:**

Lot Coverage: For most lots, the limitations for accessory buildings on a residential lot are the most restrictive of the following calculations;

- Maximum ten percent (10%) of the **total lot** area *or*,
- 100 m<sup>2</sup> (1076.4 ft<sup>2</sup>) of ground floor area, whichever is the lesser

Setbacks: In most cases the minimum required setback is 1.2m (3.9ft) side yard and rear yard and 1m (3.3ft) from main building(s).

Height of building: In most cases the maximum height of the building is 4m (13.1ft). See Figure 1.0 for description on how to measure height on page 3.

**Note: For Agricultural or other Zones check with the Township for by-law requirements.**

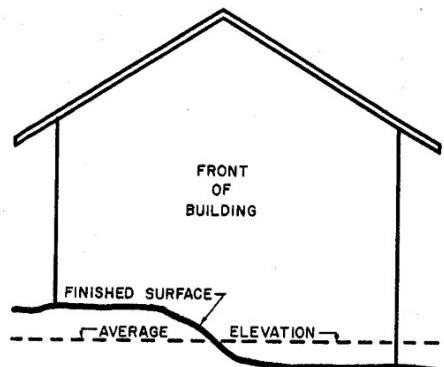
## **Application Requirements:**

- Completed building permit application forms
- Two copies of the most recent survey or site plan for the property showing dimensions of all existing buildings and structures, and their setbacks drawn to scale. The proposed garage or shed is to be plotted on the site plan and setback dimensions to all property lines are to be shown. (see attached sample site plan on page 5).
- Two copies of construction drawings including floor plans, elevations, sections and section details drawn to scale. The attached template drawings and details could be used, providing all dimensions and information are shown on the "Floor Plan" (page 6)

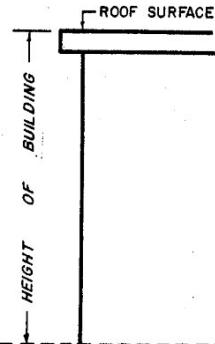
**Call before you dig:** It is the owner's/contractor's responsibility to call the utility companies to locate any underground utility lines within the construction zone to avoid damaging them during construction.

- Rogers Cable **1.800.738.7893**
- County Water/Sanitary **1.800.755.0394**
- Ontario One Call **1.800.400.2255**  
(Includes PUC, Bell, Enbridge and TransCanada Pipelines)

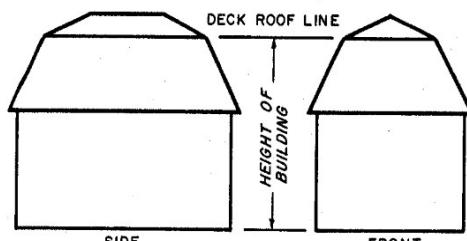
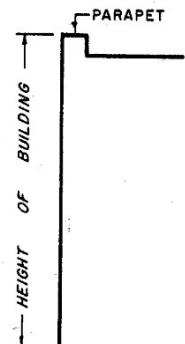
## ILLUSTRATION OF HEIGHTS OF BUILDINGS



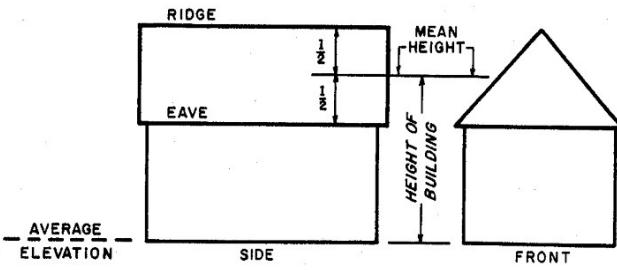
AVERAGE ELEVATION



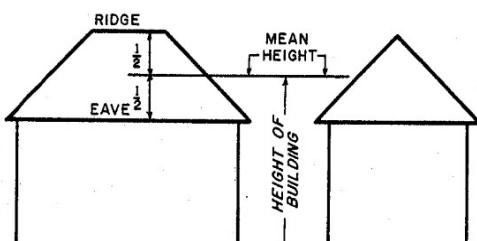
FLAT ROOF



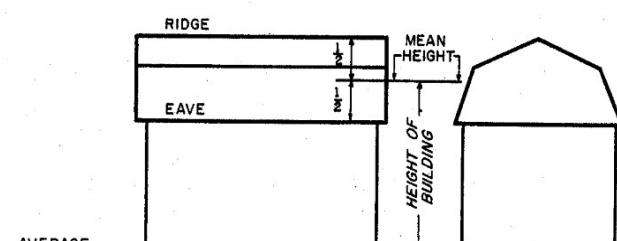
MANSARD



GABLE ROOF



HIP



GAMBREL ROOF

THE ABOVE ILLUSTRATIONS ARE FOR  
CLARIFICATION PURPOSES ONLY AND  
DO NOT FORM PART OF THIS BY-LAW.

# Step by Step Instructions

## 1. Site Plan

Refer to the sample ‘Site Plan’ on page 5 and create or modify a copy of your own survey or site plan. Include all the dimensions and information as shown on the sample.

## 2. Floor Plan

Refer to the sample ‘Floor Plan’ on page 6. Create your own or modify the sample to show all of your openings and structural information. Use the ‘Sample Features’ legend below the sample ‘Floor Plan’ as a guide on how to draw windows, doors, and structural components onto your floor plan. Use Table 2 labeled ‘Rafter Sizing’ to select the lumber to frame your roof and note the selection on your ‘Floor Plan’ as shown on the sample. If engineered roof trusses are to be used then label “Engineered roof trusses” on the ‘Floor Plan’

## 3. Elevations

Refer to the sample “Elevations” on Page 7. Create your own or modify the sample to show all of your openings. Use the ‘Sample Features’ legend below the sample ‘Elevations’ as a guide on how to draw windows, doors, and garage doors onto your elevations. Note the direction each elevation is facing in the title block under each elevation (e.g. North, South, East, or West). No openings are permitted in a wall within 4'-0" of a property line.

## 4. Building Section

Refer to the ‘Building Section’ on page 8. Create your own or modify the sample to show framing details and building height. If a truss system is used **please note:** “Trusses as per attached” on the ‘Building Section’ and attach the engineered stamped truss drawings to your application.

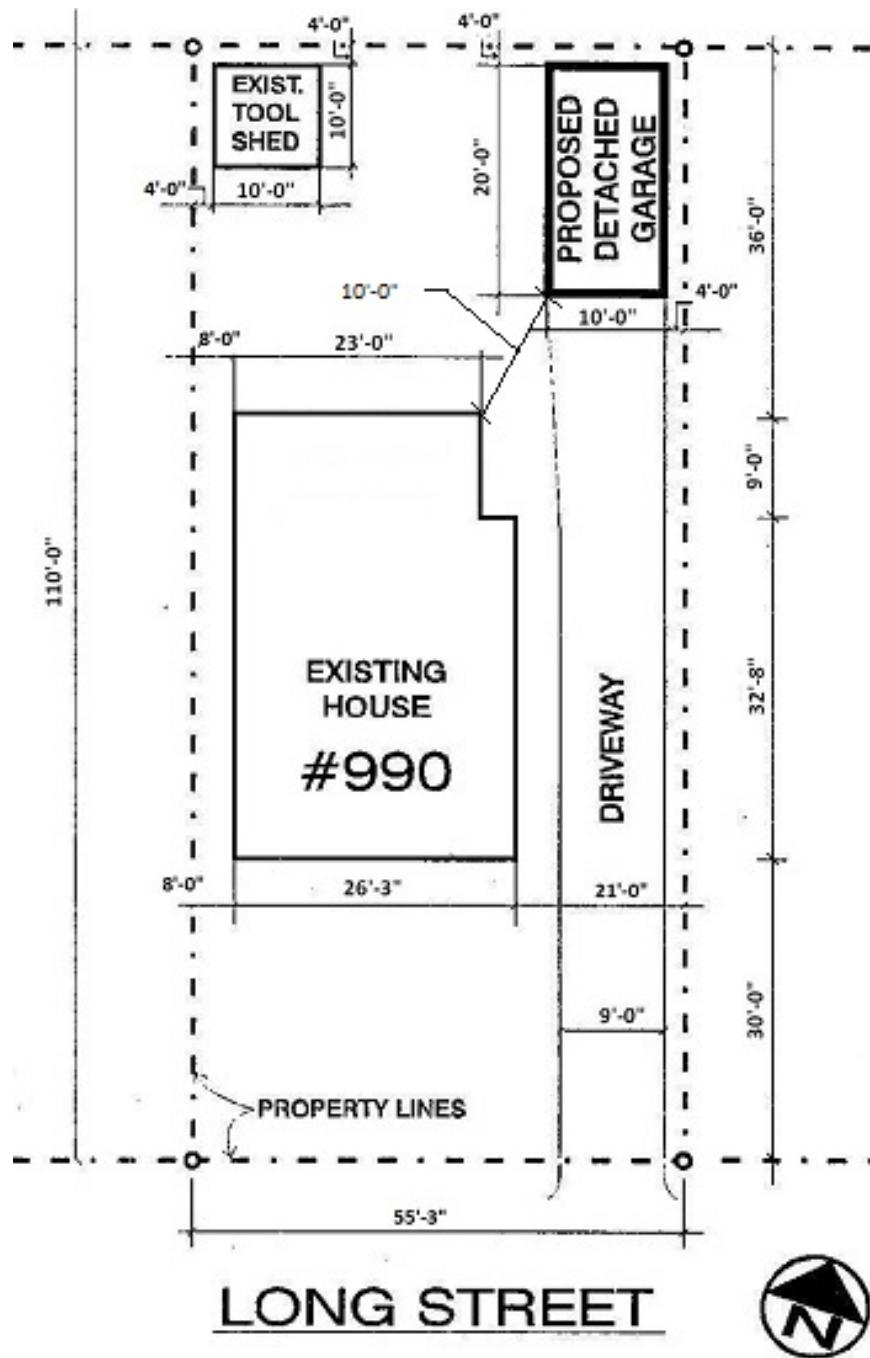
## 5. Foundation design

Refer to the sample Foundations on pages 9 and 10. There are 4 foundation options to choose from based on site conditions, cost, and use of the building. Simply select one of the options and discard or strike out the other options. ‘Pier Type’ foundations with wood floors and ‘Mud Sill’ foundations are to be used for sheds only to maximum size of 592 sq.ft. and are not designed to support the weight of motorized vehicles.

**Note:** Please provide your own shed or garage plans if your shed or garage is different from what is shown in this package (Use the same concept and provide the same information). You will also need to provide your own details if the proposed construction methods differ from those provided. **Please note,** that any proposed prefabricated garage system or truss roof system must have a set of stamped drawings provided by a licensed Engineer with the Province of Ontario (a manufacturer or building supply store would supply you these details at your request).

# 1. Site Layout

– Dimension your own Site Plan similar to below and include the ‘Site Information’ chart as shown below;

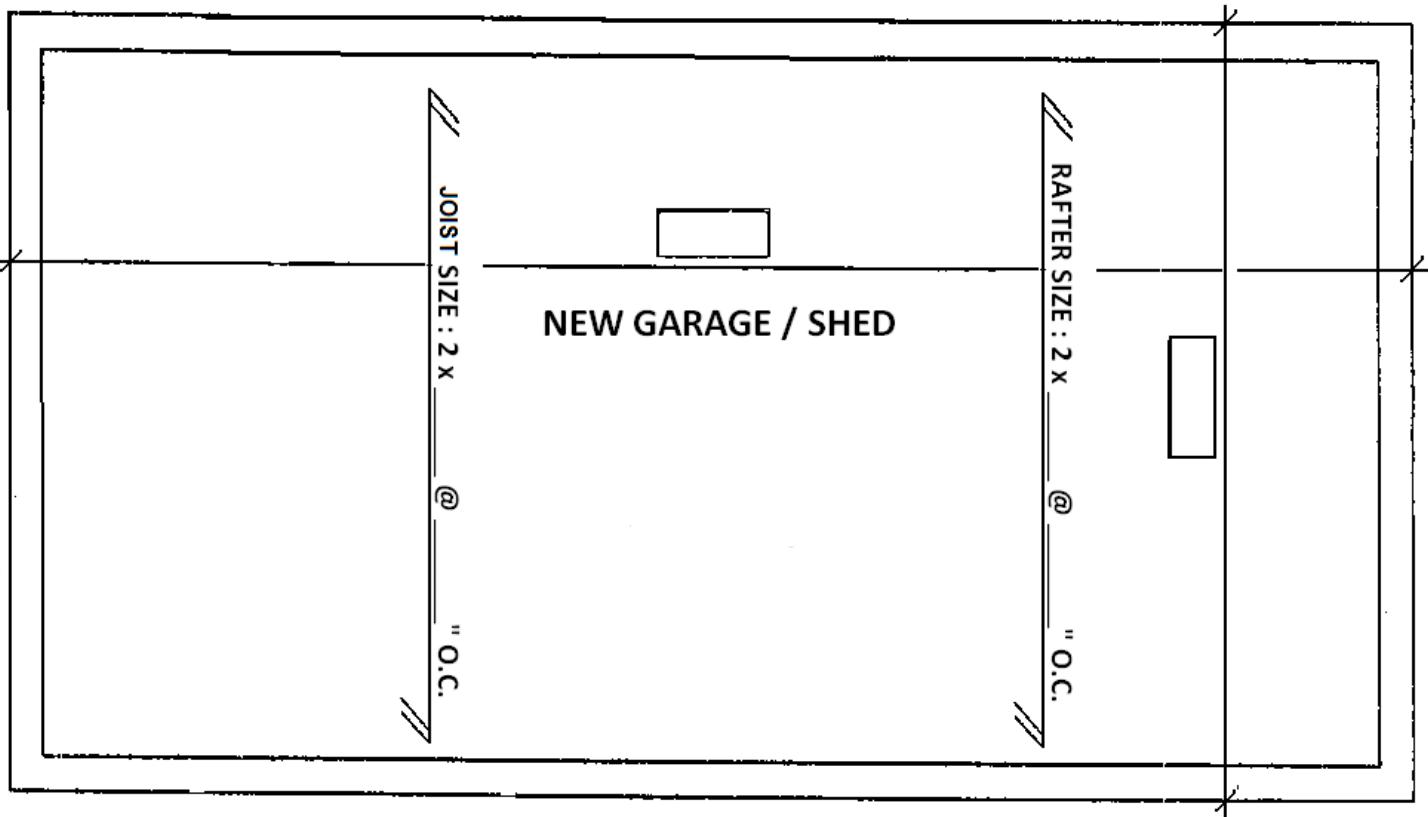


## SITE INFORMATION:

SITE FEATURES	AREA (ft <sup>2</sup> /m <sup>2</sup> )
Footprint of house:	
Footprint of existing accessory buildings:	
Footprint of proposed shed/garage:	

## 2. Floor Plan

– Draw in building features and roof info on floor plan below;



**NOTE: ELECTRICAL LIGHT REQUIRED BY O.B.C.**

**TABLE 1: SAMPLE BUILDING FEATURES**

MAN DOOR	WINDOW	GARAGE DOOR	HEADER SIZES
			2-2x6 – 4'-10" OPENING
			2-2x8 -5'-11" OPENING
			2-2x10 – 7'-2" OPENING
			2-2x12 – 8'-10" OPENING

**TABLE 2: RAFTER SIZING**

RAFTER SIZE	MAXIMIM CLEAR RAFTER SPAN		
	RAFTER SPACING		
	12" O.C.	16" O.C.	24" O.C.
2 x 4	8'-1"	7'-4"	6'-5"
2 x 6	12'-9"	11'-6"	10'-1"
2 x 8	16'-9"	15'-2"	12'-9"
2 x 10	21'-4"	19'-1"	15'-7"

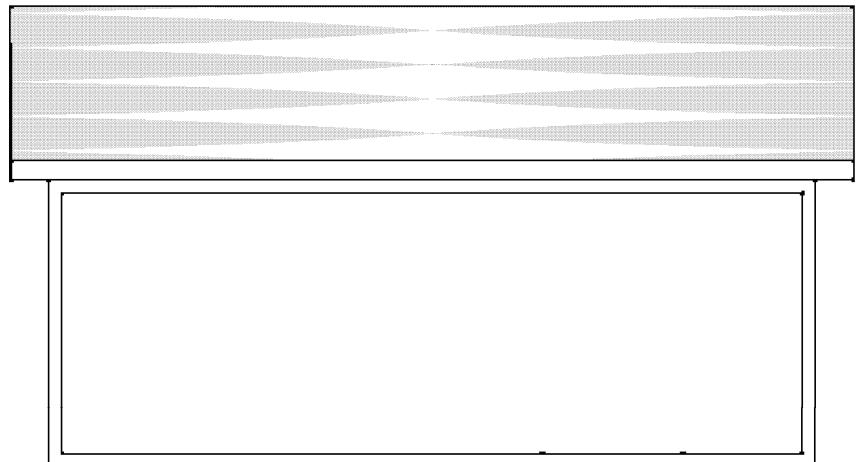
**NOTE: Lintel and Rafter wood to be minimum SPF No. 1 or 2 grade**

### 3. Elevations

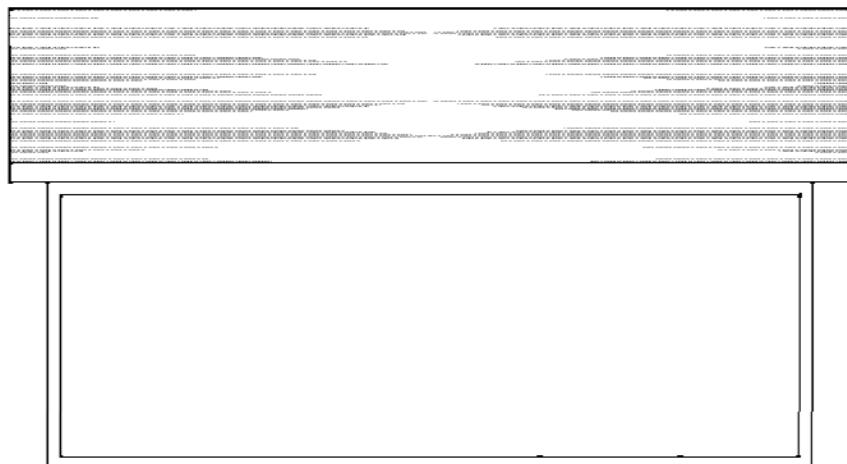
– Draw in the building features and indicate the facing direction using the elevations and title blocks below;



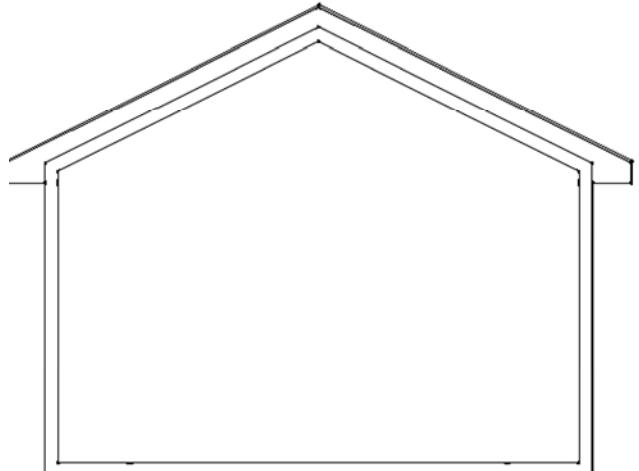
\_\_\_\_\_ ELEVATION



\_\_\_\_\_ ELEVATION



\_\_\_\_\_ Elevation



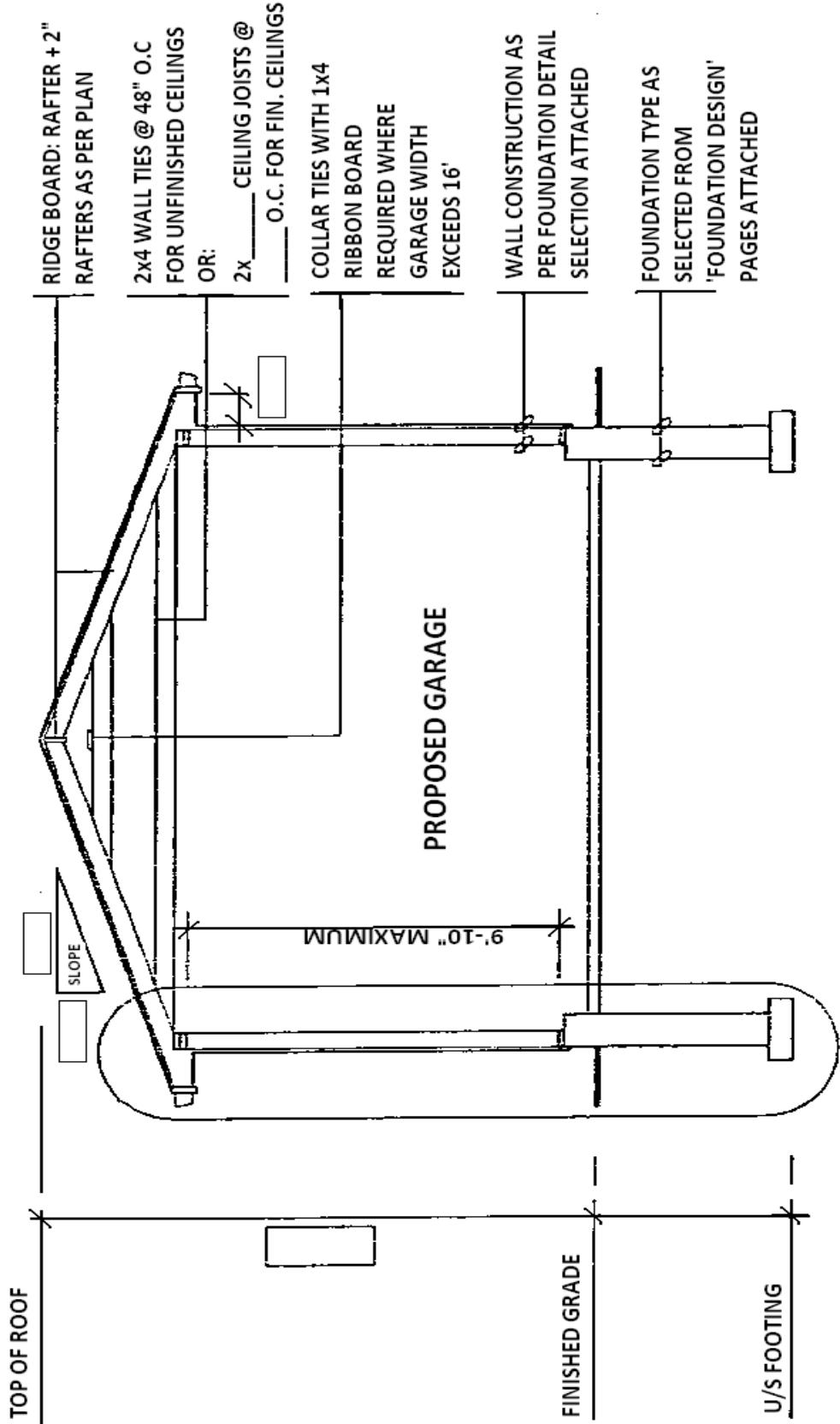
\_\_\_\_\_ Elevation

**TABLE 3: SAMPLE BUILDING FEATURES**

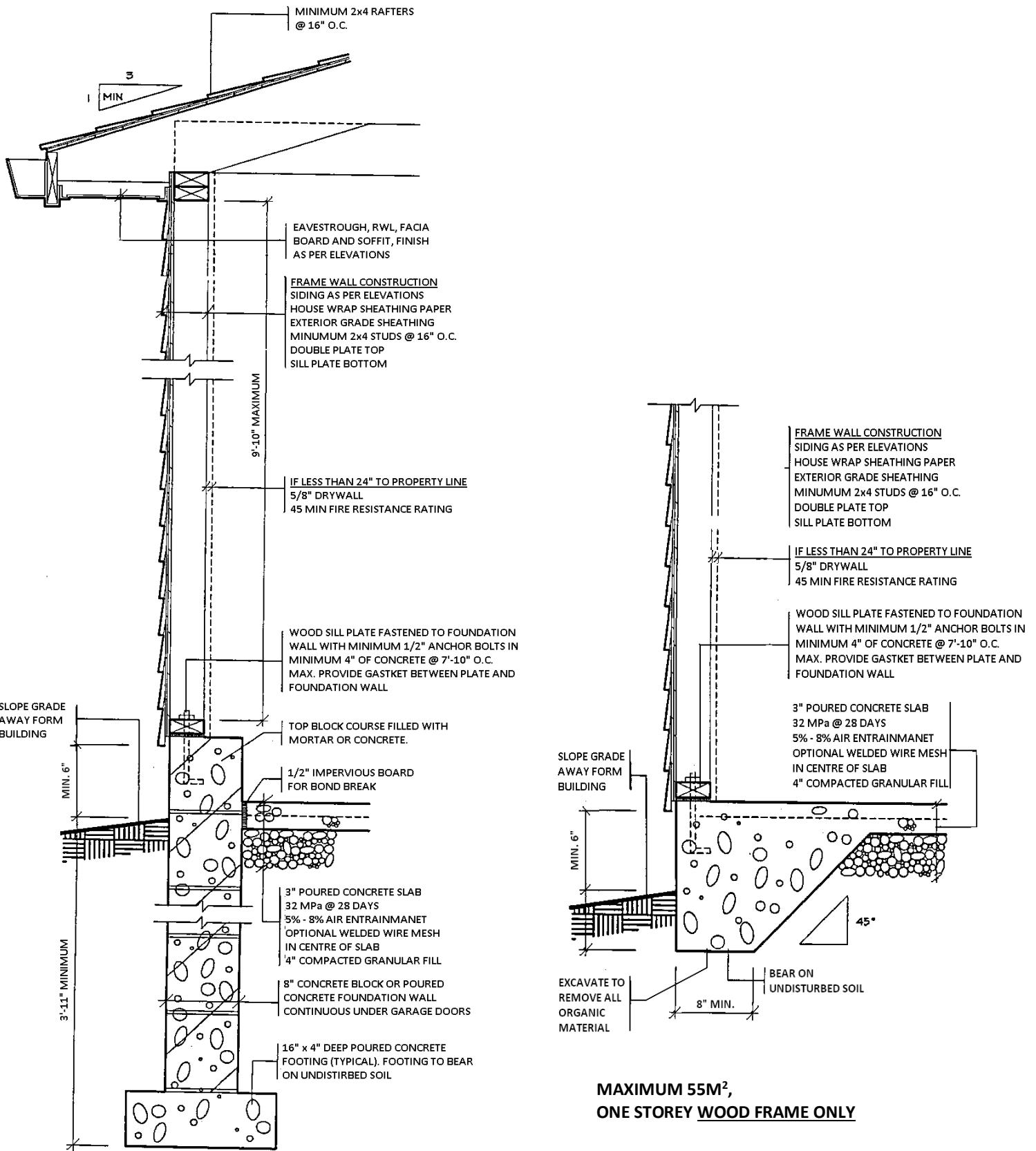
GARAGE DOOR	MAN DOOR	WINDOW

## 4. Building Section

– Indicate Overall building height, soffit overhang and roof framing on drawing below;

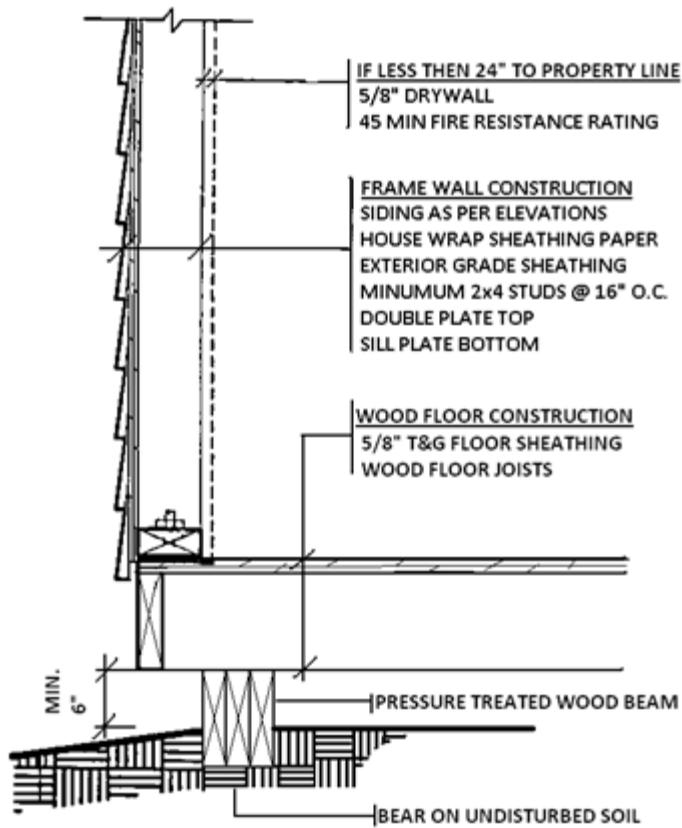


## 5. Foundation Design – Strike out the foundation designs not to be used;



BELOW FROST TYPE FOUNDATION

CONCRETE PAD TYPE FOUNDATION



## MUD SILL TYPE FOUNDATION

### NOTES:

- 1) MUD SILL FOUNDATIONS REQUIRE EARTH ANCHORAGE.
- 2) MAXIMUM 55M<sup>2</sup>, ONE STOREY WOOD FRAME ONLY.
- 3) JOIST SPANNING MORE THAN 6'-10" ARE TO HAVE BRIDGING AT LEAST EVERY 6'-10" O.C.

**TABLE 2: JOIST SIZING**

JOIST SIZE	MAXIMIM CLEAR JOIST SPAN		
	JOIST SPACING		
	12" O.C.	16" O.C.	24" O.C.
2 x 6	9'-10"	8'-2"	6'-5"
2 x 8	11'-6"	9'-10"	8'-2"
2x 10	13'-2"	13'-2"	11'-6"

NOTE: Joist and Beam wood to be minimum SPF No. 1 or 2 grade