



## 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**

# **Tent Permit Guide**

A tent is a collapsible shelter of fabric, such as nylon or canvas stretched and sustained by poles and used as a temporary building. Before installing any tent, you must apply for and obtain a Tent Permit. Please note that a tent permit application review time frame is ten working days.

Structures over 15 square meters in building area that support roof systems other than those described above are not considered tents and require a separate building permit application, including the requirement for a design. These structures, such as sheds, carports and gazebos with support structure and a solid roof must be capable of withstanding the anticipated loading (snow, wind and rain) as described in Division B, part 9, section 9.4.2 of the Ontario Building Code.

This Guide is intended as a reference document to assist you in submitting a Tent Permit Application. This Guide also explains the process once a permit application is submitted. Please note that failure to submit a complete permit application may result in delays in issuing the permit. It is an offence to install a tent prior to obtaining a Tent Permit. If you have any questions about the Tent Permit Application process, please contact the building department at 519-463-5347 extension 7429.

## **Application Submission Checklist**

1. Completed Building Permit application form.
2. A survey or plot plan including the following information:
  - a) Measurements from the tent(s) to property lines (3 metres minimum).
  - b) Measurements from tent(s) to other structures (3 metres minimum).
  - c) Size of tents in square metres
  - d) The location of washroom facilities
  - e) Identify the use of all floor areas within the tent
  - f) Indicate the size and location of exits on the perimeter of the tent
  - g) Indicate if the tent is enclosed with side walls
3. A letter detailing:
  - a) Proposed event and specifying the number of tents to be erected with the maximum number of persons occupying each tent
  - b) Whether alcoholic beverages are served (separate LCBO approval is required)
  - c) If there is food preparation and if cooking equipment is required
  - d) Identify the number of days the tent will be erected on site on the building permit application form.

## **Tent Enclosure Requirements**

The requirements below apply to all tents or groups of tents greater than 60 square metres as regulated under section 3.14 of the Ontario Building Code or the Fire Code which include:

1. Ground enclosing tent and 3 meters outside of tent cleared of combustible material or vegetation as per 3.14.1.5.
2. Documentation demonstrating Flame Resistant fabric meeting CAN/ULC-S109, or NFPA 701 as per 3.14.1.6,
3. Access shall be provided for all tents for the purpose of Firefighting as per 3.1.14.9.
4. Sufficient and unobstructed exits and aisles to accommodate the tents maximum occupant load.
5. The maximum permissible occupant load as determined by the Ontario Fire Code must be posted.
6. Smoking or open flames are not permitted in the tent. "No Smoking" signs shall be posted.
7. One or more portable fire extinguishers to be provided. The minimum size acceptable is a 2.2 kilogram (5 LB), A-B,C multipurpose dry chemical extinguisher.
8. Electrical Systems shall be inaccessible to the public as per 3.14.1.10 and shall be in accordance with the Electrical Safety Code.

## **Additional Requirements for Tents**

Tents or groups of tents that exceed 225 square meters in aggregate ground area, contain bleachers and are enclosed with side walls are subject to additional requirements in addition to the tent enclosure requirements in this document:

1. 3 meters to other tents, structures and property line as a means of egress, or conformance with sections 3.3 and 3.4 as per 3.14.1.3,
2. Bleachers designed as per 3.3.2.8, 3.3.2.10 and 4.1.5 as per 3.14.1.7, and
3. Sanitary Facilities provided as per 3.14.1.8
4. Tents occupying an area greater than 225 square meters will require the supporting framing structure and anchorage system to be designed by a suitably qualified and experienced person as per Division C, Part 1, 1.2.1.1(5) and shall be reviewed by a Professional Engineer as per Division C Part 1, 1.2.2.1(7)

## **No Building Permit required**

Under Division C, part 1, section 1.3.1.1(5); a tent or group of tents is exempt from the requirement to obtain a building permit under section 8 of the Act and is exempt from compliance with the Code provided that the tent or group of tents are:

1. Not more than 60 square meters in aggregate ground area (single tent or group of tents closer than 3 metres to each other),
2. Not attached to a building, and
3. Constructed more than 3 meters from other structures

## **Additional Approvals for all Tents**

Regardless of whether or not a tent requires a building permit, the following additional approvals are required, where applicable:

1. Tent locations are required to meet the provisions of the applicable zoning by-law. Please contact the Planning Department at 519-539-9800 extension 3211.
2. Fire department approval is required and a fire safety plan must be posted at all entrances into the tent. Please contact the Fire Department at 519-463-5347 extension 7432.
3. Tents erected on Township property require approval. Please contact the Parks Department at 519-463-5347 extension 7441.
4. If the event involves amplification of noise, music etc. it is the applicant and owner's responsibility to ensure that your event complies with the Township of Blandford-Blenheim noise by-law. Please contact the By-law Department at 519-463-5347 extension 7432.

# 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 Blanford-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 <sup>2</sup> )		
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 (     )		

<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>				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> <li>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>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <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.