



TOWN OF LASALLE

DEPARTMENT OF DEVELOPMENT
AND
STRATEGIC INITIATIVES

BUILDING DIVISION



GUIDE TO RESIDENTIAL BUILDING PERMITS

www.lasalle.ca

January 8th, 2018

Welcome to The Town of LaSalle

The Town of LaSalle endeavors to ensure a healthy, vibrant and caring community as part of the Development and Strategic Initiatives Department. The Building Division is responsible for the enforcement of the Ontario Building Code, By-Laws and the Municipal Act.

The following is a list of frequently asked questions for building projects.

What construction projects need building permits?

The following is a partial list of projects that require building permits.

- New residence
- Addition or renovations to an existing building
- Detached garage and carports
- Sunrooms and porches
- Sheds and Pool houses
- Covered deck
- All swimming pools
- Demolition of a building
- Alterations of building structures
- Alterations to the plumbing system in a building
- New septic system or alterations to a septic system
- Retaining walls greater than 3'-4" in height
- Solar Panels

What construction projects do not require a building permit?

- Building less than 107 s.f. (with out plumbing)
- Property fence (must comply with the fence by-law)
- Retaining walls less 3'-4" in height
- Sidewalks and Landscaping
- Replacing roof shingles
- Finishing a basement (installation of drywall)
- Minor repairs to masonry
- Damp proofing basements
- Hot tubs

Other approvals may be required for electrical, gas, ERCA, etc.

Why are building permits needed?

Permits are required to ensure that construction meets the minimum standards set out in the Ontario Building Code. They are also required to ensure that other applicable laws such as zoning by-laws, site plan control etc. are complied with.

Who should apply for a permit?

It is the property owner's responsibility to ensure that a building permit is obtained. You may authorize your contractor to apply for the permit, however as the owner, ensure that a permit is in place prior to commencement of work. Owner should also verify that all work and all permits are complete prior to finalizing any contracts

What does the Building Division provide?

The building division reviews all applications for building permits to ensure compliance with all applicable zoning by-laws, applicable laws and building code requirements.

In addition, we perform the inspections as mandated by the Building Code Act based on the project that is being constructed.

The Building Division staff are available to answer any questions you may have. For additional information call 519-969-7770 extension 1245.

What is required for a building permit?

Documents for permit applications will vary by the type of construction project. Every project will require an application to construct or demolish. This can be found on our web site at www.lasalle.ca.

The following is a list of required documents for new residential application:

- Application to Construct or Demolish
- Designer form
- Energy efficiency form
- Two set of scaled drawings
- Other approvals (as required)
- Deposit cheque – See fee schedule for amount.

Please note that incomplete applications or plans will not be accepted.

What drawings will I need to submit?

Along with your completed application form you will be required to submit two full sets of construction drawings completed by a certified designer. All drawings shall be a minimum scale as indicated. The following drawings are required.

- Site plan (1/16" = 1'-0")
- Foundation plan (1/4" = 1'-0")
- Floor plans (1/4" = 1'-0")
- Elevations (1/4" = 1'-0")
- Sections and details (1/2" = 1'-0")
- Lot grading plan
- Engineering drawings (where required)

Along with the drawings listed above, other approvals may be required for your particular project. The following are some approvals that may be required upon submitting your application prior to issuance of a building permit.

- ERCA
- Septic Sewage System Approval
- Ministry of Transportation
- Committee of Adjustment
- Minor Variance
- Site plan agreement
- County road approval
- County road construction / Entrance Permit

Refer to sample drawings within this package.

How long does it take to get my permit and when can I start?

Residential building permits are usually issued within 10 business day of a complete application being submitted. Applications that are incomplete because of missing or incorrect information will be delayed. **No work can commence** until the permit has been issued and all fees have been paid.

What inspections are required and how are they scheduled?

Requesting inspections is the responsibility of the homeowner or the contractor of the project. Inspections must be booked at least 24 hours in advance.

Each major phase of construction must be inspected to make certain the work conforms to the Ontario Building Code. Listed below are the mandatory inspections that are required.

Some things to consider when choosing a contractor

- Check for contractors experience in the type of construction proposed
- Interview the contractor and check on previous projects the contractor has completed
- If building a new home, verify that the building contractor is registered with the Tarion warranty program
- Before signing the contract, check the drawings to ensure they comply with what you want and check specifications and materials proposed.
- Confirm whether the contractor is obtaining the building permit or if you are expected to handle the building permit. When the contractor is applying for the permit, make sure you see the permit card before allowing work to start.
- **Please note that the building department has no jurisdiction to rectify any contract disputes**



INSPECTION SCHEDULE

The following schedule outlines the required inspections for building projects.

It is the builder's responsibility to request inspections and confirm that all work has been approved. Permit drawings must be on site at time of inspection.

Any work covered before inspections are made, must be uncovered by the applicant for proper inspection.

Inspections will be available between the hours of 10:00 am to 12:00 pm and 1:00 pm to 4:00 pm. Inspection request must be made 24 hours in advance at 969-7770 extension 1245

1. **Storm and sanitary** sewer connection inspection.(water test required)
2. **Water Line** inspection contact Water Department at 969-4143
3. **Footing** inspection (before concrete is poured). **Top of footing certificate** required for new homes.
4. **Grade entry** inspection (rigid insulation installed prior to inspection).
5. **Underground storm completion** (before backfilling)
6. **Purge & tar** inspection (before backfilling).
7. **Underground plumbing** inspection (water test or air test)
8. **In-floor heating** inspection
9. **Rough plumbing** inspection (water test or air test)
10. **Water Line inspection** (air test required)
11. **Rough framing** inspection (Provide roof truss drawings and engineered floor truss drawing layouts)
12. **House Wrap** Inspection
13. **Concrete porch rebar inspection**
14. **Fireplace** inspection: before damper installation
15. **Heating** inspection: rough-in and lower level equipment and ductwork
16. **Insulation & air/vapour barrier** inspection. (Post attic insulation certificate at the hydro panel location).
17. **Rear yard drainage** inspection (before backfilling)
18. **Final building, plumbing & heating / Occupancy Permits** (prior to occupancy)

INSPECTION GUIDELINES

All construction sites must be clearly identified with municipal address. Approved permit drawings must be available on site for review.

Contractor must ensure proper and safe access onto the job site as per Ministry of Labour guidelines. Inspection may be denied if proper access is not provided.

Contractor / Applicant must ensure that all work is complete and ready for inspection. If any booked inspections are not ready they must be cancelled prior to the inspection otherwise it may be subject to a fee.

Contractor / Applicant must ensure that deficiencies are complete and re-inspected.

Storm and Sanitary

- Both storm and sanitary connections must be ready and water tested for inspection
- Water connection inspection is to be booked with Public Works at 519-969-4143

Footing

- All form work placed and secured
- Soil must be undisturbed with no loose or organic material
- A soils report may be required if soil condition are questionable
- **Top of footing certificate** is required at time of inspection

Backfill

- Weeping tiles must be covered with building paper or geo sock to prevent ingress of sand
- Storm sewer must be on compacted fill, clear stone or secured to the foundation
- Pipe penetrations through foundation wall must be properly sealed with non shrinkable grout and tar
- **All downspouts** must be connected to storm sewers or ditches.
- 'Y' and 45° fittings are to be used for vertical to horizontal downspout connections
- 'TY' fittings are permitted for test tees and cleanouts only.
- Two 45° elbows or one 90° 'long sweep' elbow fitting may be used for horizontal installations
- Storm pipe suspended by foundation must be secured with straps and saddles at maximum 16" o/c
- Change of direction on underground Sanitary/Storm sewers shall be by use of two 45° elbows with a minimum of 2 feet of pipe in between fittings or a cleanout provided at the change of directions
- All storm piping must have a water test
- **Directing ground water into the sanitary sewer is not permitted and will result in the loss of the indemnity bond**

Framing

- Provide proper access to all floor levels
- Ensure that all framing is complete including installation of windows, doors and house wrap
- Approved drawings must be available on site which include approved pre-engineered roof trusses, floor joist layout and beam drawings
- All steel beams and columns must be bolted or secured
- Exterior columns must be anchored at top and bottom
- All truss bracing must be complete for inspection
- Attic hatch must be installed

Fire Separations

- Where applicable, all fire separations must be inspected
- ABS piping not permitted within party walls

Plumbing

- All residential dwelling must be equipped with a back water valve (open type) or a sewage ejector where specified
- All plumbing must be tested by either water or air and exposed for inspection
- Rough plumbing to have water test or air test of 5 psi
- Water line inspections are required to have a 100 psi air test
- Provide smash plates on all drain lines and waterline where required
- Maximum hot water temperature supplied to fixtures shall not exceed 49 degrees Celsius for all dwelling units

Heating

- A rough heating inspection is required prior to insulation inspection
- Grade entrances must have a supply air register at floor level within 5 feet of the door
- Heat ducts in attic spaces, exterior walls and garage areas must be sealed and insulated (min. R-12)
- All return air inlets must be at floor level in basements
- All heating and cooling units must be at least 24" from any side yard.
- Insulation of ductwork must be completed for insulation inspection

Insulation

- A rough heating inspection is required prior to insulation inspection
- Building must be weather protected to prevent rain ingress
- All coffered ceilings must have minimum of R-50 insulation
- Insulation stops minimum 14" must be installed at all change of ceiling heights.
- Blown-in insulation cannot be installed on sloped ceilings greater than 2.5/12
- Provide blown insulation certificate at the electrical panel



Structural Slabs over Cellar

- Slab re-enforcing must be installed as per code, including ties to foundation walls
- Provide moisture protect for all wood in contact with concrete
- Inspection required prior to placement on concrete

Final Inspection

- A final inspection must be performed before occupancy of all buildings.
- All interior finish work completed
- Water meter must be installed and connected
- Gas meter to be installed and connected
- All exterior finishes to be completed
- All smoke and carbon monoxide detector to be connected and operational
- All stairway to be completed with guard rails and handrails
- All self closing devices required between garage and house
- All plumbing and heating to be complete and operational
- Grading must be completed as per grading design
- Final grading certificate required
- Driveway approach
- All cleanout exposed complete with screw on caps
- A final list of outstanding deficiencies will not be given on site at time of inspection. The deficiencies will be sent out in letter form. The Town of LaSalle does not issue occupancy permits, however a final inspection is required at which time a determination of occupancy will be given
- A work order will be issued for permits that remain outstanding

Grade Certificate (By-Law # 4681)

- A top of footing elevation certificate* must be presented to the Building Inspector. Once all forms are in place or immediately after concrete is poured.
- A final grade certificate* must be submitted to the Building Department. A grade certificate should indicate the following elevations:
 - Brick ledge
 - Finished grades at front and rear of building
 - Catch basin or swale
 - Rear lot line

***Note: Top of footing certificates and grade certificates must be prepared by an ONTARIO LAND SURVEYOR, PROFESSIONAL ENGINEER or a CERTIFIED ENGINEERING TECHNICIAN**

Record of Requested Building Inspections

<u>Type of Inspection</u>	<u>Date Requested</u>	<u>Date Approved</u>
Storm and Sanitary		
Footings		
Grade Entry Insulation		
Backfill and Storm Completion		
Framing		
House Wrap		
Fire Separation (if required)		
Underground Plumbing		
Rough Plumbing		
Waterlines		
Rough Heating		
Main Floor Insulation		
Basement Insulation		
Final Building, Plumbing and Heating		

GENERAL BY-LAW INFORMATION

The following general by-law requirements should be followed:

It is the applicant's responsibility to verify all property lines, setbacks, roadways and easements.

Setback requirements:

<u>Pool</u>	Minimum side and rear yard	1.2m (4 feet)
	Minimum exterior side yard	1.2m (4 feet)

Pump, Filter and Heater

Minimum from side and rear lot lines	0.6m (2 feet)
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<u>Fences</u>	The minimum height for pool fences	1.2m (4 feet)
	The maximum height for all fencing	1.8m (6 feet)
	Fences must be constructed within property lines and are not permitted on easements and alleys	

<u>Decks</u>	Minimum side yard	1.2m (4 feet)
	Minimum rear yard	2.5m (8'-3")
	Minimum exterior side yard (corner lot)	1.2m (4 feet)
	Maximum height	1.5m (5 feet)

Sheds (Accessory structures)

Structures over 10m² (107s.f.) – **building permit is required**

Proper building drawings and a site plan are required.

- Minimum side and rear yard 1.2m (4'-0")
- Minimum distance from house 2.0m (6'-8")
- Maximum building height (to mid-height of roof) 4.5m (14'-9")

Structures under 10m² (107s.f.) – **building permit not required**

- Minimum side and rear yard 0.6m (2 feet)
- Not allowed in exterior side yard
- Minimum distance from house 2.0m (6'-8")
- Maximum building height (to mid-height of roof) 3.0m (10'-0")

Air Conditioners

Air conditioner units must be a minimum of 24" from any property line.

Frequently Used Phone Numbers

1. Department of Development and Strategic Initiatives	519-969-7772
2. Public Works	519-969-4143
3. Water Department.....	519-969-4143
4. Essex Power	519-737-6640
5. Union Gas.....	1-888-774-3111
6. Ontario One Call (Call before your dig).....	1-800-400-2255
7. Electrical Safety Authority.....	1-877-372-7233
8. Clerks Department.....	519-969-7770 ext. 1221
9. Committee of Adjustments.....	519-969-7770 ext. 1252
10. Essex Region Conservation Authority (ERCA).....	519-776-5209
11. Windsor Essex County Health Unit.....	519-258-2146
12. Ministry of Transportation.....	519-354-1400
13. Ministry of Environment.....	519-254-2546
14. Ministry of Natural Resources.....	519-354-7340
15. Ministry of Municipal Affairs	416-265-4736
16. Ontario New Home Warranty (Tarion).....	1-800-250-3589
17. Welcome Wagon.....	519-734-1924
18. Town of LaSalle Police Service.....	519-969-5210
19. Town of LaSalle Fire Service.....	519-966-0744