



## Department of Planning & Development Building Division



## Guide to Residential Building Permits

[www.lasalle.ca](http://www.lasalle.ca)



## Welcome to the Town of LaSalle

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

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



## What construction projects need a building permit?

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

- New residence (single detached, semi-detached, etc.)
- Additional residential units (attached or detached)
- Addition or renovations to an existing building
- Detached garage and carports
- Sunrooms and porches
- Sheds and Pool houses
- Decks (higher than 24" from finished grade to top of 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
- Temporary Tents (larger than 60m<sup>2</sup> (646ft<sup>2</sup>))
- Permanent Signs





## What construction projects do not require a building permit?

- Sheds less than 15m<sup>2</sup> (161ft<sup>2</sup>) (without 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.

If you are unsure if your project requires a building permit, please contact the Building Divisions at 519-969-7770 extension 1245.

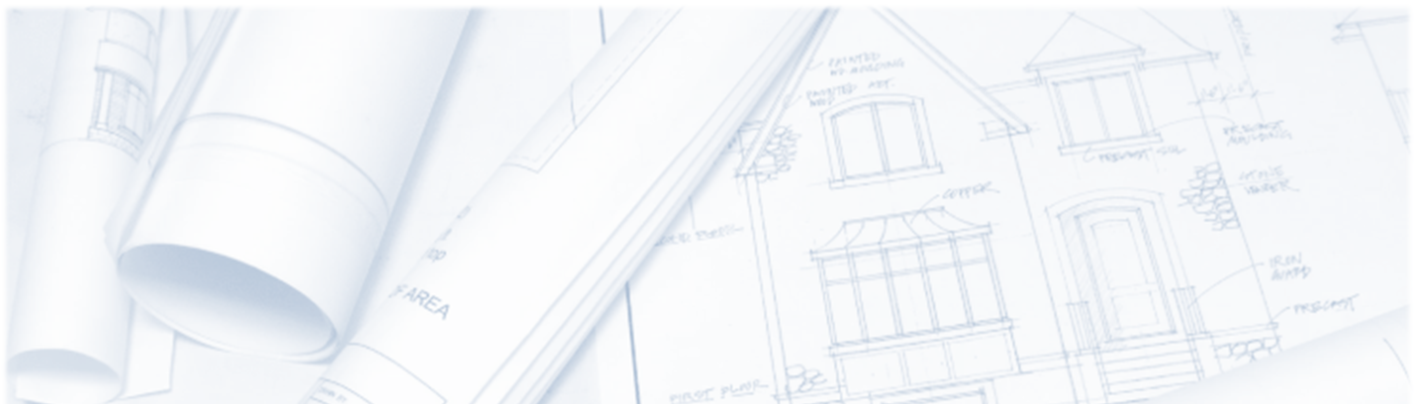
## Why are building permits needed?

Permits are required to ensure that new 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 property owner it is your responsibility to ensure that a permit is in place prior to commencement of work. The owner should also verify that all work and all permits are complete prior to finalizing any contracts

If the applicant is not the owner of the property, the applicant must provide the "**Letter of Authorization to Undertake Work**" from the property owner which can be found on the Town of LaSalle website at [www.lasalle.ca](http://www.lasalle.ca)





## 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 minimum 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 and can be reached at 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 for a Permit to Construct or Demolish**”. This can be found on the Town of Lasalle website at [www.lasalle.ca](http://www.lasalle.ca).

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

- ✓ Application to Construct or Demolish
- ✓ Designer Information Sheet
- ✓ Energy efficiency form
- ✓ Scaled drawings from a BCIN (building code identification number) designer
- ✓ Other approvals (as required)
- ✓ Deposit cheque for all new house construction and swimming pools



## What drawings will I need to submit?

Along with your completed application form you will be required to submit construction drawings completed by a certified BCIN 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 (completed by a P. Eng registered in Ontario, including septic system if applicable)
- ✓ Professional 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.

- ✓ Essex Region Conservation Authority (ERCA)
- ✓ Septic Sewage System Approval
- ✓ Town of LaSalle Engineering Department
- ✓ Town of LaSalle Planning Department (committee of adjustment, minor variance)
- ✓ Ministry of Transportation
- ✓ Site plan agreement
- ✓ County road approval
- ✓ County road construction / Entrance Permit

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



## How do I submit a building permit application?

Building permit applications, drawings, and any other associated documents can be applied online at <https://citywideportal.com/auth/login>

A new user account will be required to access this portal. All status updates and inspections will be available to the applicant through this portal.

Online payments for all deposits and building permit fees can be paid at <https://forms.lasalle.ca/Planning-and-Building/Building-Permit-Payment-Form>

Alternatively, you can visit Town Hall at 5950 Malden Road, LaSalle, Ontario, and make a payment at the first-floor counter (Tax counter) via cash, check, or debit (credit card payments are not accepted at Town Hall). In order to do this, please have the permit number and address available when making a payment.

**Please note that online credit card payments are subject to an additional 1.75% fee that will be charged on top of the total price listed on the payment page.**

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

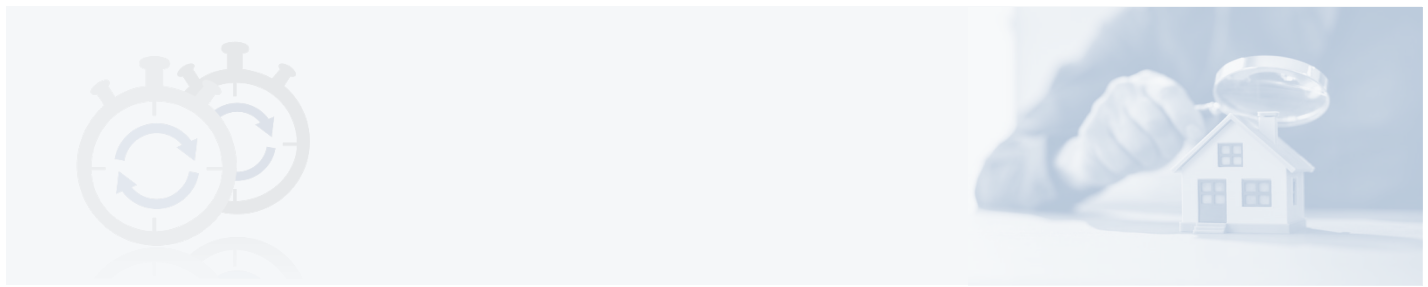
Residential building permits are usually issued within 10 business days of a complete application being submitted. Applications that are incomplete because of missing or incorrect information will be delayed. **No work can commence** until the permit has been issued and all fees have been paid.

**Endangered Species Act of Ontario:** Prior to the demolition of buildings and/or the clearing of land of natural features, it is the responsibility of the property owner to ensure the activities will not adversely impact endangered species or habitat. Contact the Ministry of the Environment, Conservation & Parks for additional information.

## What inspections are required and how are they scheduled?

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

Each required phase of construction must be inspected to ensure compliance with the minimum requirements of the Ontario Building Code. The mandatory inspections that are required are listed in the inspection schedule on the following page.





## Inspection Schedule

The following schedule outlines the required inspections for building projects.

It is the property owner'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 9:00 am to 12:00 pm and 1:00 pm to 4:00 pm.

Inspection requests must be made 24 hours in advance at 519-969-7770 extension 1245.

1. **Storm and sanitary** sewer connection inspection (water test required)
2. **Water Line** Service Inspection
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** (prior to backfilling)
6. **Backfill** inspection (prior backfilling).
7. **Underground plumbing & radon mitigation rough in** inspection (water test or air test) & rough in of radon depressurization pipe
8. **In-floor heating** inspection (water test or air test)
9. **Rough plumbing** inspection (water test or air test)
10. **Potable Water Line inspection** (air test required)
11. **Rough framing** inspection (Provide roof truss drawings and engineered floor truss drawing layouts in a digital format at least 24 hours prior to the inspection)
12. **Concrete porch rebar inspection**
13. **Heating** inspection: rough-in and lower-level equipment and ductwork
14. **Insulation & air/vapour barrier** inspection. (Post attic insulation certificate at the hydro panel location).
15. **Rear yard drainage** inspection (prior to backfilling)
16. **Final building, plumbing & heating / Occupancy Permits** (prior to occupancy)



## Inspection Guidelines

All construction sites must be clearly identified with municipal address and additional residential unit addresses. Approved permit drawings must be available on site for review. Contractors must ensure proper and safe access onto the job site as per the Ministry of Labour legislation. Inspections may be denied if proper access is not provided.

Contractors and/or applicants 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, they may be subject to a fee.

Contractors and/or applicants must ensure that deficiencies are complete and re-inspected.

### Storm, Sanitary & Water Line

- Both storm and sanitary connections must be ready and water tested for inspection
- Water connection must be functional and trace wire installed

### 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 conditions are questionable
- **Top of footing certificate** is required at time of inspection



### Backfill

- Weeping tiles must be covered with building paper or (a geo sock is recommended 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
- **Downspouts** must be installed as per the approved lot grading sheet provided
- '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**



**Rough 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 submitted digitally to the inspector at least one day prior to the inspection (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 fire separations

**Rough Plumbing & Radon Mitigation**

- All residential dwellings 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
- Drain/waste/vent 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 waterlines where required
- Maximum hot water temperature supplied to fixtures shall not exceed 49 degrees Celsius for all dwelling units
- Rough in inspection required for radon depressurization system below the basement floor slab (refer to sketches for acceptable installations). This inspection is to be conducted at the underground plumbing inspection.

**Rough Heating**

- A rough heating inspection is required prior to insulation inspection
- It is recommended that at grade entrances the supply air register is at floor within 5 feet of the door
- Heat ducts in attic spaces, exterior walls and garage areas must be sealed and insulated (min. R-12)
- It is recommended that return air inlets in basements are at floor level
- Insulation of ductwork must be completed for insulation inspection

**Insulation & Vapour/Air Barrier**

- A rough heating, plumbing, & framing inspection is required prior to insulation inspection
  - Building must be weather protected to prevent rain ingress
  - All coffered ceilings must have minimum of R-60 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 (Section 9.40 of the O.B.C.)**

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

**Final/Occupancy Inspection**

- A final occupancy inspection must be performed before occupancy of any building
- 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 detectors to be interconnected, have a visual signaling device, battery backup, and operational
- All stairways 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
- All cleanouts to be exposed complete with screw on caps
- If the building inspector deems the building to be occupiable, an occupancy permit will be provided. If there are outstanding deficiencies, it is the responsibility of the applicant/contractor to resolve deficiencies and close the building permit.

**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**



## Some things to consider when choosing a contractor

- Check for contractor's 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 building permit before allowing work to start.
- If the applicant is not the owner of the property, the applicant must provide the “**Letter of Authorization to Undertake Work**” from the property owner which can be found on the Town of LaSalle website at [www.lasalle.ca](http://www.lasalle.ca)



**Please note that the building department has no jurisdiction to rectify any contract disputes.**



## General Notes & Quick Ontario Building Code References

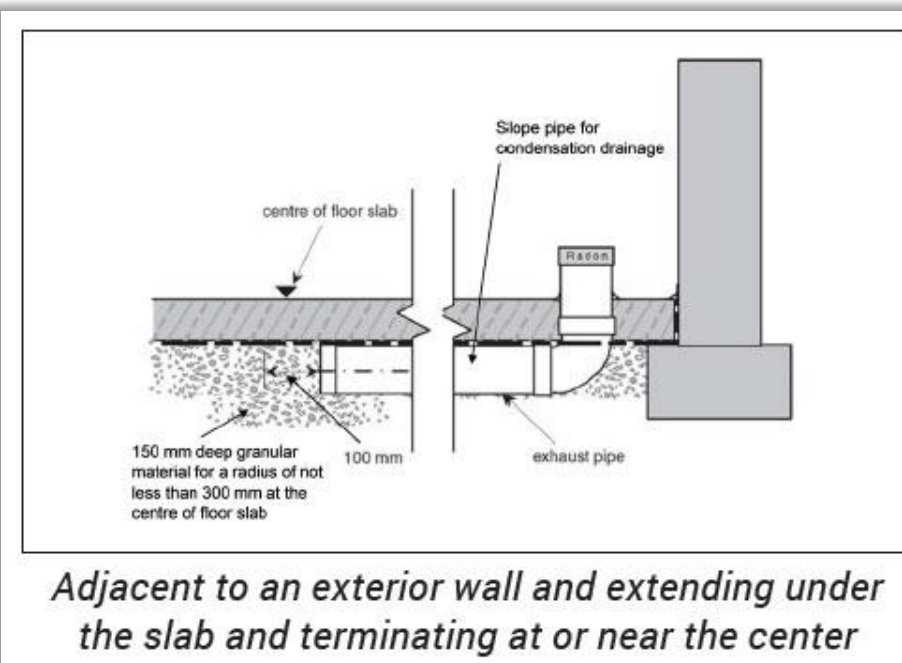
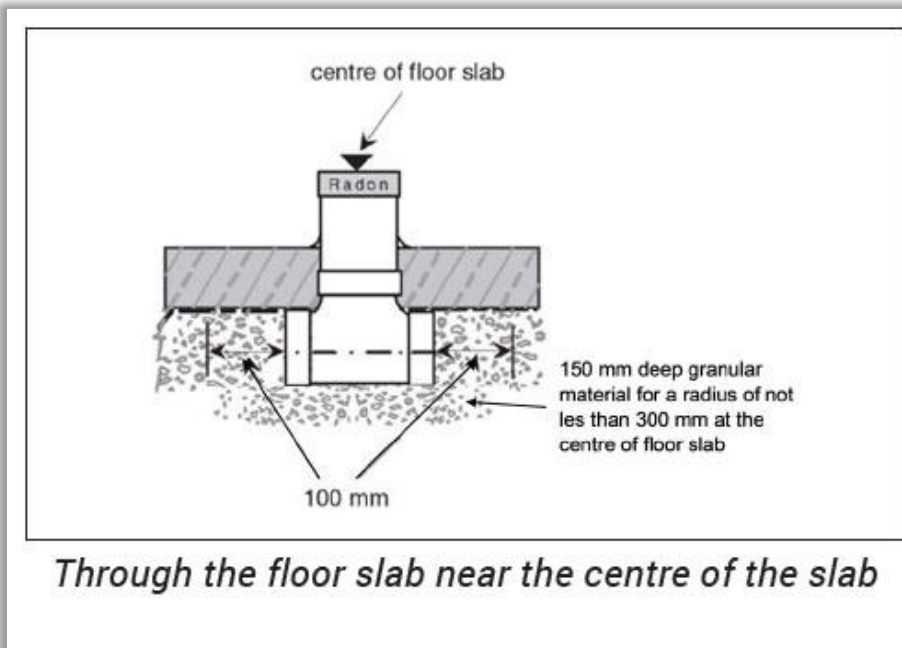
1. Basement floors below the hydraulic grade level require a sewage ejector. All other homes require a back water valve.
2. Exterior foundation walls to extend a minimum of 6" above finished ground level (9.15.4.6).
3. Minimum 6" stone bed over and around outside weeping tile. Cover stone with building paper or provide weep tile with sock cover. (9.14.3).
4. Foundation walls must be laterally braced prior to backfill.
5. Minimum headroom at beams and ducts in basement 6'-5" (9.5.3).
6. Minimum headroom at stairs in dwellings 6'-8" (9.8.2.2).
7. Foam plastic insulation shall be covered with an interior finish (9.10.17.10).
8. All entrance doors including doors into attached garages to be resistant to forced entry with a deadbolt lock and vandal proof hinges (9.7.5.2).
9. Wall construction between garage and dwelling unit shall provide an effective barrier to gas and exhaust fumes (9.10.9.18). Seal all penetrations.
10. Doors between a garage and house shall be tight fitting, weather-stripped and fitted with a self-closing device. (9.10.13.15).
11. Smoke alarms shall be provided in each bedroom, hallways leading to bedrooms, and on each floor level including basements and must all be interconnected and have battery backup and be provided with a visual aid (strobe)(9.10.19.).
12. Carbon Monoxide alarms shall be installed adjacent to each sleeping area and on each floor level (9.32.3.9(a)).
13. Roof trusses that span more than 40'-0" must be provided with an engineer's stamp. (9.23.1).
14. Maximum hot water temperature supplied to fixtures shall not exceed 49 degrees Celsius (120 F) for all dwelling units. (7.2.10.7).
15. Laying masonry in cold weather must be protected from the elements and maintain a minimum temperature of 5C (41F) for a duration of 48 hours after installation (9.20.14).
16. Heat Recovery Ventilators (HRV) units are required in all new dwellings.
17. Bedrooms in basement level are not permitted unless proper size windows / wells are provided.
18. Window well must be properly drained with strainers and clear gravel 5" below bottom of window sill or have direct access to the exterior.
19. Provide 2" rigid insulation around perimeter of grade entrance and below slab.
20. Slabs over cellars require a minimum of 5" thick concrete slab reinforced with 10M bars spaced not more than 8" o/c in each direction. Maximum span of 8'-2" (9.40).
21. Where the grade difference is greater than 24", access to grade must be provided or secure door to a maximum of 4" opening.
22. Guard rails required if porch level areas exceed 24" above finished grade level. All guard rails and handrails shall comply with Section 9.8.
23. A garage door opening of 16'-0" with masonry above must be provided with W8 x 18 steel beam supported by steel columns and have a 1/4" plate welded to the flange.
24. A garage door opening of 18'-0" with masonry above must be provided with W8 x 24 steel beam supported by steel columns and have a 1/4" plate welded to the flange.
25. Minimum 20" x 26" attic access with minimum R-20 insulation and weather-stripping.
26. EIFS system shall be installed as per Section 9.27.14 and as per manufacturer specifications.



## Radon Mitigation Rough In

All new construction and additions are required to provide provisions for future radon gas mitigation construction requirements in compliance with the Ontario Building Code.

The following are samples of what is to be provided and inspected at the underground plumbing inspection. The upper end of the pipe shall be provided with a removable seal and labeled to indicate for "Radon Gas Removal Only".





## 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 (By-Law 8946):

<b><u>Pool</u></b>	Minimum side and rear yard	1.5m (5'-0")
	Minimum exterior side yard	1.5m (5'-0")
	Minimum distance to main or accessory structure	2.0m (6'-7")

<b><u>Fences</u></b>	The minimum height for pool fences	1.2m (4'-0")
	The maximum height for all fencing	2.13m (7'-0")
	Fences must be constructed within property lines and are not permitted on easements	

<b><u>Decks</u></b>	Minimum side yard	1.2m (4'-0")
	Minimum rear yard	2.5m (8'-3")
	Minimum exterior side yard (corner lot)	2.5m (8'-3")

<b><u>Accessory Structures</u></b>	<b>Structures over 15m<sup>2</sup> (161ft<sup>2</sup>) – building permit is required</b>	
	○ Refer to Section 3.1(f) of the Comprehensive Zoning by-law 8600, as amended	
	<b>Sheds under 15m<sup>2</sup> (161ft<sup>2</sup>) – building permit not required</b>	
	○ Maximum building height (to mid-height of roof)	3.5m (11'-6")
	○ Minimum side and rear yard	0.6m (2'-0")





## Frequently Used Phone Numbers

Department of Planning and Development (Building Division)	519-969-7770 ext. 1245
Town of LaSalle Public Works Division	519-969-4143
Town of LaSalle Water Department	519-969-4143
Essex Power	519-737-6640
Enbridge Gas	1-888-774-3111
Ontario One Call (Call before your dig)	1-800-400-2255
Electrical Safety Authority	1-877-372-7233
Town of LaSalle Clerks Department	519-969-7770 ext. 1221
Town of LaSalle Committee of Adjustments	519-969-7770 ext. 1252
Essex Region Conservation Authority (ERCA)	519-776-5209
Windsor Essex County Health Unit	519-258-2146
Ontario Ministry of Transportation	1-800-396-4233
Ontario Ministry of Environment	1-416-235-5743
Ministry of Natural Resources & Climate Change	1-800-387-7011
Ministry of Municipal Affairs & Housing	1-888-772-9277
Ontario New Home Warranty (Tarion)	1-877-982-7466
Town of LaSalle Police Service (non-emergency)	519-969-5210
Town of LaSalle Fire Service	519-966-0744