



NEW HOUSING UNIT (Single or Multi-Unit) – PROJECT GUIDE

Applicant & Designer: The following guideline will assist in preparing a complete application, and refers to required drawings based on project type, from the Town of Smiths Falls Building By-Law.

➤ **Designer:** Prepare **Two (2) Full Sets of Working Drawings** dimensioned/detailed to scale:

Site Plan Design; to meet Town Zoning By-Law & any other related approvals:

- a) Property Site Plan; Overall lot dimensions/area, north, proposed building (incl. decks) located by lot line setbacks, existing structures, streets/entry/parking, services, utilities, easement, etc. Note: If available, provide a Land Survey of record for reference.
- b) Lot Grading Plan; Proposed grade elevations at building corners to adjacent properties, direction of surface storm water and swales. Existing drainage patterns and ditches. See Public Works for engineering lot grading standards. Entrance permit if necessary.
- c) Note: An Ontario Land Survey required upon building completion or by final inspection.

Architectural-Structural-Fire Separation Design; to meet Ontario Building Code:

- d) Foundation/Basement Floor Plan complete with Main Floor Structural Framing Layout;
- e) Main Floor Plan complete with Roof framing layout (or Upper Floor Framing Layout);
- f) Upper Floor Plan complete with Roof framing layout (for any two-storey design);
- g) Exterior Building Elevations with grade level, finish materials, door/windows, deck, etc.;
- h) Cross-Section detail of walls, floor and roof assemblies with full construction notes;
- i) Architectural Designer to complete two forms; (+ total area of all work for application)
 - ii) Schedule 1: Designer Information and iii) Energy Efficiency Design Summary forms

Mechanical Heating/Ventilation (Hvac) Design; Complete Schedule 1: Designer Information form

- j) Copy of Heat Loss/Gain Calcs., Mechanical Duct Layout & Ventilation Design Summary

Pre-Fabricated Structural Design; 'TJI' Floor, LVL Beam and/or Roof Truss Layout/Specs., ICF

Structural Engineer Design; Applicable where not as per the Ontario Building Code.

➤ **Applicant:** File form **'Application for a Permit to Construct'** with above drawings;

- If Agent signs application; Owner to authorize agent to act on their behalf (ie. consent letter);
- Total Area of Work (Square Feet) from Designer calculation; Declare on application section A.
Note: Total Area of Work = Gross building area of all Main/Upper Floor +Garage +Porch/Deck;
- Full Project Value (\$) for all Labour, Materials, Services & Equipment to complete all work;
- Permit Fee initial payment by cheque/debit/cash as per Town Building By-Law Fees Schedule
- Separate payment to Public Works Dept. for sewer/water meter/service connection.
- Final permit fee due prior to permit pickup of issued building plans.

Note: This is a general list only for an average project; Other information may be required. 10/20