



RESIDENTIAL RENOVATION (Alter/Repair Building Systems) – PROJECT GUIDE

Applicant and/or Designer: The following information will assist in preparing to file a more complete application with required drawings from the Town of Smiths Falls Building By-Law. Explaining full extent of work is key.

-‘**Building Systems**’ is a defined term under Ontario Building Code Part 11-Renovation. It means a combination of elements or components that form a complete major division of construction in the design of a building (or part of) and include the following systems; **Structural-Framing, Waterproofing, Drainage, Exterior Cladding, Roofing, Window, Partition (non-loadbearing wall), Corridor, Stair, Fire Alarm & Detection, Sprinkler, Heating, Ventilation or A/C (Hvac), Foundation, Standpipe & Hose, Flooring, Plumbing (Water-Sewer), Sewage system or Electrical.**

- Inner Building Systems include: Framing/Walls/Stair, Plumbing/Electrical/Hvac or Insulation/Fire Separation
- Outer Building Systems include: Foundation/Waterproof/Drainage, Plumbing, Cladding/Window or Roofing
- **Basic renovation** is often a partial area of work or part building/floor (ie. Room) with limited alterations/repair
- **Extensive Renovation** is more an entire area of work (ie. Floor) with more involved alterations/repair
- **Finish Basement** permit includes new finish material to ceiling, new partitions to create room(s) and/or plumbing bath rough-in connection. Note: Any conversion to a private apartment within a house (ie. secondary dwelling unit), refer to project guide for apartment/duplex (ie. Apartment permit is not a finish basement permit).
- Roofing permit includes material change shingle to metal and/or if old material removed (ie. eave protection)
- Cladding permit includes material change vinyl/wood siding to full height Brick veneer.
- Window permit where wall openings made wider and structural lintel/header review in loadbearing wall.
- Hvac permit includes any Woodstove Installation/Alteration (ie. Solid-Fuel Burning Appliance/Equipment).

Designer; Prepare Two (2) Full Sets of Working Drawings dimensioned and detailed to scale:

Architectural-Structural Design; to meet Ontario Building Code minimum requirements:

- a) Existing Demolition Layout; Clearly identify all building systems to be removed or relocated
- b) Proposed Floor Plan(s); Layout of all new Wall Partitions/Rooms/Use and building systems
- c) New Building Elevations; for any new exterior building systems (ie. Cladding/window/roofing)
- d) Construction assembly for any new footing, wall, post, beam, floor, insulation or roof details
- e) Designer to complete ‘Schedule 1: Designer Information’ form (depending on scope of work)

Any Mechanical Heating & Ventilation (HVAC) Review by experienced person (if ductwork altered)

- f) Mechanical Air Exchange report/layout; and/or if new woodstove (provide manufacturer info.)

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

- If Agent signs application; Owner to authorize agent to act on their behalf (ie. provide letter)

On the ‘Section A. Project Information’ of the application form; Calculate the total,

- Area of Work (Square Feet); as the Gross building area, and the corresponding
- Project Value (\$) for all Labour, Materials, Services & Equipment to complete work in full.
- Permit Fee calculated per the Town Building By-Law Fees Schedule; other flat fees may apply.
- Separate fee to Public Works Dept. (per By-Law) for any water meter/service connection.
- Final permit fee due prior to permit pickup of issued building plans. Cheque, debit or cash.

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