



## REQUIRED PERMIT DRAWINGS

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**The following list of drawings should be used as a guide** when preparing drawings for submission for a building permit, **for a project designed under Part Nine of the Ontario Building Code, which does not require professional design.** Any project that requires design by an Architect and/or a Professional Engineer (Part Three Buildings, such as assembly, institutional or large buildings over 600 square meters and multiple dwellings), will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.

**The Designer** that prepares the permit drawings is responsible to ensure that they provide sufficient information to the Builder to ensure compliance with the requirements of the Ontario Building Code. **As of January 1<sup>st</sup>, 2006, all Designers will be required to show proof of meeting the qualifications required by the Ministry of Housing.**

### 1. The Site Plan:

- The location of all existing buildings as well as the proposed. Location and design of Fire Department Access routes.
- The setbacks to lot lines must be clearly shown.
- The existing and proposed drainage patterns should be illustrated, (provide geodetic elevations if in a flood plain, or plan of subdivision).
- The proposed means of storm water disposal (from foundation drains and rainwater leaders) must be illustrated.
- The plan must be to scale and show all property boundaries, adjacent road and water bodies. The location of site services should be added to the site plan as well.  
A copy of the deed is required if the site plan has not been prepared by an Ontario Land Surveyor.

### 2. Floor Plans:

- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows and plumbing fixtures and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plans for simple projects, as well as mechanical and electrical information. The plans must be to scale, with a separate plan for each storey, including basement. If the project is an addition, the layout of the existing floor plan is also required.

### 3. Foundation Plans:

- The size and type of materials used for the foundation, including reinforcing.
- The location of all footings, including column and pier footings.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added on this drawing.

**4. Framing Plans:**

For simple projects the framing can be shown on the floor plans.

- The size and location of all structural members must be clear.
- The spans for beams should be indicated.
- The specifications for engineered lumber must be provided (e.g.: truss drawing).
- All loads must be safely transferred to the foundations; sufficient information must be provided on the drawings to verify this.

**5. Roof Plans:**

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.

**6. Sections and Details:**

- Cross section will illustrate all the materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of; insulation, air barrier, vapor barrier, structural members, sheeting, backfill height, bracing and required connections, for example.

**8. Building Elevations:**

- Show proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc., should be clearly illustrated.

**9. Electrical Drawings:**

- Show location of lights, smoke alarms, carbon monoxide detectors, switching, required by Ontario Building Code Section 9.34. (This information should be shown on the floor plans).

**10. Heating, Ventilation and Air Conditioning Drawings:**

- Show locations of supply and return air openings for heating and ventilation.  
Mechanical Ventilation Design  
Provide heat loss calculations and duct design.
- Location and description of HVAC units.

**11. Plumbing Drawings:**

- Show all plumbing fixtures, including roughed-in fixtures.
- Provide information on pipe sizing, appliances, devices and fixtures used.