



CLEARVIEW

## Interior Alterations or Basement Finishing Building Information Guide and Process

### When is a building permit required?

- If you are undertaking plumbing alterations, addition of bedrooms, structural renovations, substantial insulation changes or upgrades, or removing or relocating interior walls a permit may be required.

### Drawing requirements for a building permit application

1. Detailed construction drawings (drawn to scale and dimensioned)

a. Plan view

- Window/door sizes
- Room names
- Kitchen/bathroom layout
- Stair, furnace, etc. location
- New wall construction
- New beam sizes and supports
- Location of existing ducting or overhead beams
- Ceiling height

### Designer Requirements

All drawings submitted for building permit applications are required to be prepared by either the owner or prepared by a qualified designer, architect or professional engineer, or a combination. Some drawings must be designed by a professional engineer when the design falls outside of the prescriptive requirements of Part 9, Division B of the Building Code.

Qualified designers are required to provide their name, BCIN#, designer statement and signature on the plans. They are also required to complete the Schedule 1 designer form.

### How to apply for a building permit

To apply for a building permit, visit our website [www.clearview.ca/portal](http://www.clearview.ca/portal) Please create an account which can also be used to pay for your building permit application, download permit documents and schedule inspections. Alternatively, you can apply for the permit in person by visiting our offices, please ensure to bring all required documents in a detailed and legible format.

### **Cost of building permit**

The cost of the permit is as per permit fee schedule, you can pay for your permit through your online CityView account, we also accept cash, cheque, and debit as methods of in person payment. The permit fee includes the administrative process, the review of drawings, the building permit and building inspections.

### **Time**

Once a complete permit application is made the permit will be reviewed by the Planning Department for zoning compliance and once completed the Building Department will complete the review within a maximum of 10 business days.

### **Typical Required Building Inspections**

Building inspections are booked online through your CityView account, or by contacting the Building Department 705-428-6230 ext. 232.

When requesting inspections, please quote Building Permit Number and allow a minimum of 48 hours' notice.

Required inspections include.

- Footing inspection- prior to concrete being poured (if applicable)
- Structural Wood Frame inspection
- Plumbing below ground rough-in
- Plumbing above ground rough-in
- Insulation (and vapour barrier)
- Plumbing final
- Final Building inspection

### **Important Numbers to Know**

- Ontario One Call 1-800-400-2255 (natural gas, sewer and water lines, Hydro, Rogers Cable, and Bell locates)
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

### **Any Questions?**

Phone: 705-428-6230 ext. 232

Web: [www.clearview.ca](http://www.clearview.ca)

### **Office hours.**

Monday to Friday

8:30am – 4:30pm