

The Municipality of South Huron's Building Permit Information Guide For Homeowners

What is a Building Permit?

A Building Permit is a license that grants permission to start construction of a building project. Permits ensure that the construction within our municipality complies with the construction and safety standards of the Ontario Building Code, zoning regulations and other applicable standards and laws.

What construction projects need a building permit?

- New buildings such as homes, detached garages, sheds and workshops
- Additions to an existing house such as a room, garage or carport, porch, add a second floor level, finish a basement or an attic
- Decks greater than 2 feet above grade, decks with a roof
- Renovations that involve structural alterations, new bathrooms, bedrooms or removal of interior walls
- Replacement of windows/doors if opening made larger
- Installation of a wood burning stove or fireplace
- Pre-fabricated structures and buildings greater than 10m² (108ft²) and mobile homes
- New Plumbing systems including alteration and relocation of existing plumbing systems, septic systems, water, sanitary and storm sewers
- Demolition of a residence or accessory structure as prescribed in the Ontario Building Code
- Tents larger than 645.84 sq ft (60 M²)
- New sewage system or alteration to an existing system

Note: It is the responsibility of the property owner to obtain a permit.

What projects do not require a building permit?

- Driveways and sidewalks
- Decks less than 2 feet above finished grade with no roof
- Replace roof shingles, siding, soffit and fascia, and eave troughs
- Replace existing windows/doors without increasing the opening size
- Installation of new kitchen cupboards
- Replacing plumbing fixtures (toilets, sinks, showers etc)
- Construct buildings smaller than 108 sq ft (10 M²) that do not contain plumbing

Please note that although a building permit may not be required, you must still comply with zoning by-laws and other applicable laws and regulations.

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Other permits and approvals that you may need:

- Electrical Permit from the Electrical Safety Authority, phone 877-372-7233
- Land Use Permit from the Ministry of Transportation, phone – 1-800-265-6072
- Land Use Permit from the County Of Huron, phone – 1-888-524-8394
- ABCA Regulation Limit from the Ausable Bayfield Conservation Authority, phone –519-235-2610
- UTRCA Regulation Limit from the Upper Thames River Conservation Authority, phone –519-451-2800
- Potable Water Testing
- Minor variance from the Municipality of South Huron, phone - 519-235-0310
- Rezoning from the Municipality of South Huron, phone - 519-235-0310
- Severance from the County Planning department, phone – 1-888-524-8394

Length of time to obtain a building permit:

Length of time to obtain a building permit: A review period is assigned to your permit application, depending on the type of project and building classification. These timelines are based upon a **complete application being submitted**, zoning regulations, including setbacks, lot coverage, etc are met and as per the Ontario Building Code.

Digital drawings required for building permits:

Site Plan:

- drawn to scale indicating street address, lot number, lot size, property lineboundaries, rights-of-way and easements
- location and size of all existing and proposed buildings
- actual and proposed setback distances from all property lines
- actual distance to neighbouring structures for determination of approved construction detail of the proposed exposed building face
- location of existing septic system, water well, etc. (if applicable)
- location of hydro lines and underground utilities
- location, height and description of existing or proposed fences (pool permits)
- driveways and entrance location

Lot Grading Plan (if required):

- a site plan with existing and finished grade elevations, foundation elevation, including a drainage scheme compatible with existing drainage patterns or an approved subdivision grading plan
- Signed and stamped by an Ontario Land Surveyor, Professional Engineer or competent designer who is qualified to prepare Lot Grading Plans

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Architectural drawings including but not limited to the following:

Foundations:

- drawn to scale showing basement wall type and sizes
- strip footing size
- column and pier footing size and spacing dimensions
- beams and floor joist sizes and spacing
- room dimensions with door and window location
- location of plumbing fixtures, floor drain, furnace, etc.

Floor Plans:

- drawn to scale showing all floors with room names or uses
- dimensions of rooms, halls, and stairs
- location of plumbing fixtures, ventilation equipment, smoke and CO detectors, handrails and guards
- beam, lintel and joist sizes
- door and window location and sizes

Cross Section(s):

- drawn to scale showing room height, roof pitch, construction details and materials used for the construction of walls, floors, ceiling, and roof
- depth of footings, type and thickness of foundation
- finished floor level and finished grade

Elevations:

- foundation plan
- drawn to scale showing front, rear and sides
- details of exterior construction details and materials
- include balconies, bay windows, porches and stairs, and any other exterior encroachment
- finished floor levels and finished grade
- overall height of the building

Heating, Ventilation and Air Conditioning (HVAC):

- duct design drawings are required with heat loss calculations, furnace and air conditioner (if applicable) sizing, from Registered Designer
- compliance package to be submitted with application

Truss and Engineered Floor Drawings:

- if trusses or I joists are used for roof or floor, the drawings must be stamped by a professional engineer

Other Engineered Drawings and Information:

- if foundations are ICF construction (insulated concrete forms), foundations are underpinned, or special structural design is required, drawings must be stamped by a professional engineer

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Submitting your application:

Starting in January 2022, the Municipality is accepting permit applications through our online system Cloudpermit. We have implemented a new permit software called Cloudpermit to allow you to submit a number of permit applications online. We do understand that not everyone will be able to submit digital files and we will be still accepting hard copy submissions to our office.

Features of the new system include:

- Apply for and see the status of your permit application anywhere, at any time
- You can start an application and finish it later
- Receive email and text updates on the status of your permit application
- A record of permit documents will be retained under your online profile for future reference
- Request inspections online with inspection results sent straight to your email

The following permits will be accepted using the new system:

- Building
- Plumbing
- Septic
- Sign
- Pool Enclosure
- Demolition
- Conditional

Creating a Cloudpermit Account

To get started with Cloudpermit, you need to first Create an Account.

Note: you will need an email address to use the system.

1. Go to the Cloudpermit site - <https://ca.cloudpermit.com/login>
2. Click on "CREATE NOW" found under the Register for an account column.
3. Provide your email address.
4. Cloudpermit will send an email to the address you have provided.
5. Open the email and complete the registration process.

Note: this email is only valid for 24 hours.

The next time you visit the site, you'll login using your email and password.

Once you have submitted your application, it will appear in the Cloudpermit dashboard. To find out more information about a specific permit application, simply find the permit and select OPEN WORKSPACE.

The permit workspace will open where you can view the current step of the application, upload attachments, and view messages about the application.

Please note: Fees are required for permits and may be paid by cash, cheque, debit or online through our e-payment option. The fees are determined by the building department and are based on the fee schedule of the current building by-law, the current development charges by-law, or a Subdivision Agreement

The Building Department is located in the Municipal Offices located at 322 Main St. S, Exeter, Ontario. General enquiries can be made by phone at (519) 235-0310 ext 6 or email building@southhuron.ca.

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RADON Mitigation – Compliance with SB-9 and the Ontario Building Code

Radon is a colourless, odourless, radioactive gas that occurs naturally as a result of the decay of radium. It is found to varying degrees as a component of soil gas in all regions of Canada and is known to enter dwelling units by infiltration into basements and crawl spaces. The presence of the decay products of Radon in sufficient quantity can lead to increased risk of lung cancer. Thus the importance of providing soil gas barriers below floor slabs in basements and crawl spaces as well as foundation walls that are in contact with the soil.

Health Canada recommends that Radon gas testing consist of a long-term test (minimum of 91 days) carried out by a Canadian National Radon Proficiency Program (C-NRPP) certified professional during the winter season. Where a test results has been conducted that exceeds 200 becquerels per cubic meter (Bq/m³) you will require a subfloor depressurization system to be installed to reduce the concentration levels below 200 Bq/m³. The owner/ builder will be responsible for the remediation work.

In compliance with the Radon mitigation measures, all new dwellings will be required to provide one (1) of the Soil Gas Control Systems listed below:

Option 1 – Soil Gas Barrier

- a) provide a minimum 0.15mm (6mil) polyethylene sheet below the basement floor slab with joints lapped 300mm or joints sealed,
- b) provide a bead of flexible sealant at the junction of the perimeter basement slab and wall,
- c) seal around any floor penetrations such as drains, wastes or vents, and

provide dam-proofing/ drainage membrane to the exterior foundation walls in contact with the soils

Option 2 – Depressurization System

- a) provide dam-proofing/ drainage membrane to the exterior foundation walls in contact with the soils and,
- b) install an active subfloor depressurization system

Option 3 – Mandatory Radon Gas Testing

- a) install a 4"(100mm) diameter pipe vertically through the basement/ crawl space floor slab such that the bottom opens up into the granular fill below the slab that is 6" (150mm) deep x 24" (600mm) in diameter and the upper end terminates above the slab which will permit the connection of depressurization equipment and is provided with a removable seal, and
- b) Mandatory Radon gas testing is required - Where mandatory radon gas testing results come back over 200 Bq/m³, the owner/ builder will be responsible for remediation work and follow-up testing.

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Required inspections:

Inspections do not happen automatically. It is the responsibility of the permit holder to request inspections required by the building code through their Cloudpermit account.

Note: This is a list of the most common inspection types. Please refer to your permit package for a complete list of required inspections for your particular project.

- Storm and sanitary sewer connection and water connection, if applicable
- Footings, prior to pouring concrete
- Reinforcement of foundation prior to pouring concrete
- Foundation, prior to backfilling
- Underground plumbing
 - Soil gas membrane (poly below the slab)
- Framing after electrical plumbing and HVAC have been installed
- Rough-in plumbing
- Insulation, vapour barrier and air barrier
- Completion of construction to permit occupancy. Requires final plumbing & electrical certificates, potable water testing and septic approval, if applicable. Also may require certified lot grading if it is a requirement of a subdivision agreement at this stage
- Final inspection when project is complete which may include certified lot grading

Requesting an inspection in Cloudpermit

Applicants, builders and other parties part of an application can request an inspection through Cloudpermit.

1. Open the permit workspace you wish to request an inspection for, and scroll down to the Inspections tab and select REQUEST AN INSPECTION for the type of inspection you wish to request. Note: many inspection types may show up for a permit so be sure to select the correct type.
2. Select the date and time slot you wish the inspection to occur.
3. You may also input notes for the inspector
4. Finalize your inspection request by clicking CREATE INSPECTION REQUEST