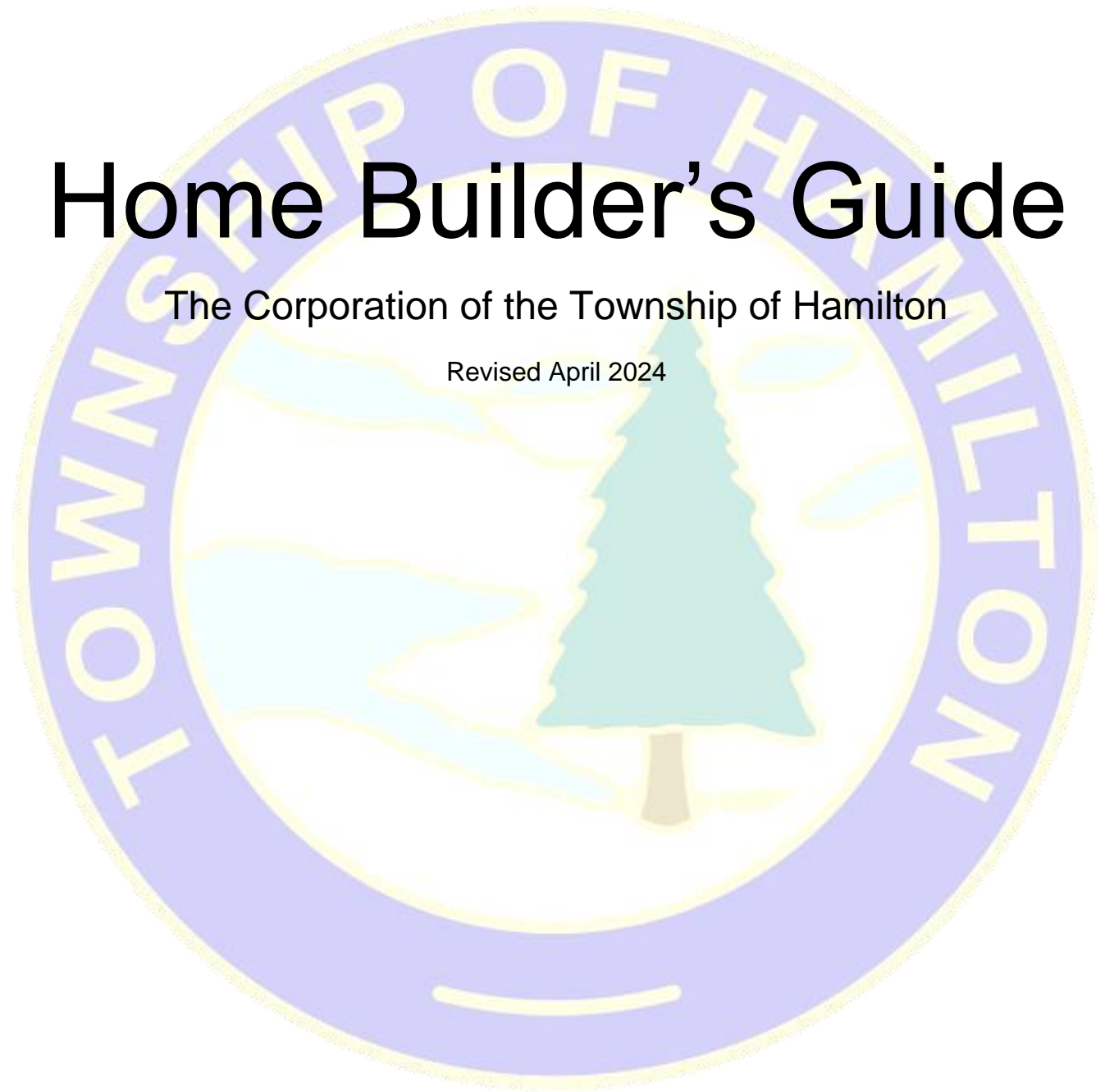


# Home Builder's Guide

The Corporation of the Township of Hamilton

Revised April 2024



This guide is for informational purposes only. It is the responsibility of the applicant to ensure all information is complete, accurate and up to date.

# The Corporation of the Township of Hamilton

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## Part 1:

### Single Detached Dwelling

#### 1. Introduction

This guide is intended to advise potential home builders and contractors of the steps and procedures associated with applying for a building permit. It is not intended to replace the requirements of the Ontario Building Code or Municipal By-Laws.

Any questions regarding the contents of this guide should be directed to the Hamilton Township Building Department at 905-342-2810, extension 125 or 107.

#### 2. Building Permits

Property owners are required to obtain a building permit from the Township Building Department for the construction of a Single Detached Dwelling.

#### 3. Building Permit Application Requirements

The Ontario Building Code Act requires that all building permits be issued in the name of the property owner and permit applications be signed by the owner or an agent of the owner who has been authorized in writing by the owner.

##### 3.1 Site Plan/Lot Grading Plan

Site plans must be prepared by an Ontario Land Surveyor (OLS) or Professional Engineer (P.Eng) and shall include.

- Plans showing the true dimension of the lot to be built upon, excavated or otherwise used or occupied.
- Plans showing location, height, floor area and dimensions of all proposed and existing building(s) on the subject property.
- Plans showing the relationship of all existing or proposed building(s) to adjacent buildings, streets, setbacks, landscaped open space, landscape features such as retaining walls and off-street parking.
- Plans showing contours, elevations and cross sections as required to determine surface drainage patterns, flood line elevations and the elevation of lands and proposed building(s) relative to a public street, road or waterway.

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- The general location of all services such as water supply, sewage disposal, solid waste collection, energy supplies and communication utilities appurtenant to the proposed building(s).
- Elevations will also be required up to 10m beyond the property line as well as within existing road ditches, edge of road, edge of pavement and centerline of road along the complete frontage of the lot as well as 15m beyond the frontage limit.

Site Plan/Lot Grading Plan review fee: ..... \$100.00  
(payable at time of building permit issuance)

## 3.2 Septic (Onsite) Sewage System Permit

[Septic sewage system permits](#) must be obtained from Northumberland County. Applications for permits can be picked up at the county office located at 600 William Street, Cobourg, ON. or printed from the county's website.

## 3.3 Entrance/Set Back Permit

[Entrance/Set Back Permits](#) must be obtained from the Roads Department having jurisdiction over any roads or highways abutting the subject property.

### 1: Township Roads

Hamilton Township Roads Department  
8285 Majestic Hills Drive,  
PO Box 1060,  
Cobourg, ON  
K9A 4W5

Phone: 905-342-2810

Refer to Fees and [Charges By-Law Schedule 'H'](#), as amended for permit fees.

NOTE: Entrance/Road Deposits will not be refunded unless final building inspections are approved by the Chief Building Official (or his/her designate) and all specifications are completed to the satisfaction of the Township.

Residential entrance approvals shall require a professional design in accordance with the Township's site plan requirements.

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## Important Notice:

**If a municipal entrance installation proceeds without a permit, the property owner will be subject to an additional \$100.00 fee.**

## 2: County Roads

Northumberland County Transportation, Waste & Facilities Department  
555 Courthouse Road,  
Cobourg, ON  
K9A 5J6

Phone: 905-372-3329

Fees for county [Entrance/Set Back Permits](#) can be found at: [northumberland.ca](http://northumberland.ca)

## 3: Provincial Highway

If construction is proposed adjacent to a provincial highway contact the Ministry of Transportation of Ontario for information on setback requirements or use the following links.

MTO Corridor Management main website:

<http://www.mto.gov.on.ca/english/highway-bridges/highway-corridor-management/index.shtml#HCMpermit>

Permit Wizard:

<https://www.hcms.mto.gov.on.ca/PermitWizard>

Controlled Areas Map Tool:

<https://www.hcms.mto.gov.on.ca/PermitsControlledArea>

## 3.4 Additional Building Permit Requirements

The Township of Hamilton is pleased to offer residents, builders, and applicants with [Cloudpermit](#), an online platform to apply for and track building permits. Using Cloudpermit, applicants will create a workspace which will be populated with the required documents to apply for their building permit.

Required documents may depend on what type of construction is proposed. Some documents may include:

- Completed Schedule 1 'Designer Information' signed by registered designer with all applicable field complete.
- Completed Site Plan Control Agreement. Found on our [Building and Renovating](#) page.
- Letter of Authorization, if required.

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## Other Required Information:

- Completed Energy Efficiency Design Summary (EEDS) specifying Supplementary Standard SB-12 Energy Compliance package.
- Construction details specifying:
  - Connection of deck(s) to dwelling
  - Blocking in bathrooms for future grab bar installation
  - Connection of deck railing posts to deck structure (if applicable)
  - Engineered roof truss layout and designs. Not required at time of application however, a copy must be submitted prior to request for framing inspection.
  - Engineered floor system layout. Not required at time of application however, a copy must be submitted prior to request for framing inspection.
  - Any other details as required by the Chief Building Official to be determined on a case by case basis.

## 3.5 Building Plans

Requirements for a building permit may vary dependent upon the type of construction project proposed. However, in most cases the following is required:

### Foundation Plan:

- Footing size
- Foundation wall size and height, including backfill height
- Beam size, location and span
- Column size and location
- Floor joist size, spacing, span and direction
- Window/Door size, location and lintel size
- All plumbing fixtures and their location

### HVAC Layout/Design:

- Heating and ventilation systems (HRV's, furnace, exhaust fans, heat/loss calculations) shall be provided prior to framing inspection.

### Floor Plan:

- All rooms and their use
- Size of each room
- Size and location of windows and doors
- Size and location of halls and stairs
- All plumbing fixtures and their location
- Exterior dimensions
- Structural framing (floor joists, ceiling/roof framing, lintels and beams) spacing, span and direction

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- Smoke & Carbon Monoxide Detectors

## Cross Section:

- Foundation wall type and height, including backfill height
- Floor joist size
- Subfloor thickness
- Wall height and construction
- Roof construction

## Elevations:

- Full views of front, rear and sides of proposed dwelling
- Wall height
- Basement height
- Exterior finish (siding, stone or combination of)

## 4. Applicable Law

Parts of Hamilton Township are regulated by the Ganaraska Region Conservation Authority. All structures within their regulated flood plains as well as all structures within or adjacent to Environmentally Sensitive Areas (ESA) must receive the Authority's approval prior to building permit issuance.

Fees for Conservation Authority issued permits can be found at [www.grca.on.ca](http://www.grca.on.ca).

## 5. Permit Fees

### Building Permit\*:

Building permit fees are determined by building area. Refer to Fees and [Charges By-Law Schedule 'E'](#), as amended.

### Plumbing Permit:

Fees for Plumbing Permits can be found at: [www.northumberlandcounty.ca](http://www.northumberlandcounty.ca). Although plumbing is inspected and approved by Northumberland County, permits are issued with building permit by the Township of Hamilton.

### Occupancy Permit:

Occupancy **must** be granted by the Chief Building Official (or his/her designate) prior to occupying of any building.

Occupancy Permit fee: .....\$100.00  
(payable at time of building permit issuance)

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## \*Important Notice

Construction without a permit is subject to doubling of the permit fee as per Building By-Law.

## 6. Development Charges

Residential development charges applied to new single detached dwellings shall be as per the Development Charges By-Law. If a prior impost fee or partial development charge was previously collected as a condition of consent to sever, the difference between the fee or charge collected and the current development charge shall be payable at time of building permit issuance.

## 7. Inspections

Notice for all inspections must be given a minimum of 2 business days prior to the required inspection. If work is being carried out by a contractor, it is the responsibility of the property owner to ensure that the contractor calls for all necessary inspections. Refer to the back of building permit for list of project specific required inspections. Ensure inspection approvals are granted prior to carrying out next phase of construction.

Inspections required under the Ontario Building Code Act:

1. **Footings:** Prior to pouring of concrete.
2. **ICF Pre pour:** Although not a required inspection under the Ontario Building Code. It is recommended that you have a pre pour inspection of the interior reinforcing (rebar) prior to filling the ICF with concrete.
3. **Backfill:** Prior to foundation wall being backfilled.
4. **Framing:** All structural and non-structural framing complete as well as plumbing rough-in approval from the County of Northumberland.
5. **HVAC:** All duct work, piping and equipment for heating and air conditioning.
6. **Insulation & Vapour Barrier:** Thermal insulation installed per energy compliance requirements. Exterior rigid continuous insulation to be inspected prior to siding/stone installation.
7. **Air Barrier:** Installation of required air barrier system as defined on building plans.
8. **Occupancy:** Required completion of (but not limited to) balanced HVAC system, potable water, safety features (smoke & carbon monoxide detectors), guards/railings on stairs and decks (where required), gas proofing between house & garage (if applicable), self-closer on door to garage (if applicable), Electrical Safety Authority (ESA) final.
9. **Interior & Exterior Final:** All interior finishes complete. All exterior finishes and grading finished per site plan.



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## **Important Notice**

Failure to have a completed and approved inspection may result in the removal of work done for inspection and may result in an additional service fee as set out in the Fees & Charges By-Law Schedule 'E', as amended.

### Inspections:

Hamilton Township Building Department  
8285 Majestic Hills Drive,  
PO Box 1060,  
Cobourg, ON  
K9A 4W5

Phone: 905-342-2810

Contact: Tim Jeronimus, Chief Building Official, extension 125

Michael Fraser, Deputy Chief Building Official, extension 107

\*All fees are subject to change without notice\*