



Building Permit Requirements for Addition to a Single Family Dwelling

When applying for a building permit we require **two (2) copies** of the following:

1. **Site plan** drawn to scale showing your lot, property lines, house, etc. (i.e. garage, accessory buildings, sheds, and decks). Dimension the size of the lot and distances from the proposed addition to all property lines and any other buildings on the property. If you have any questions about the Zoning By-law, please contact Zoning at 519.740.4650, ext. 4521.
2. **Construction drawings*** drawn to scale and dimensioned, consisting of:
 - Foundation/basement plan and floor plan(s) with all relevant construction notes such as joist, lintel and beam sizes, spacing and spans. Room dimensions, names or uses.
 - Cross-section through the addition dimensioned with ceiling heights and listing all material through foundation, walls, floors, ceilings and roof assemblies.
 - Elevations of all sides of the addition (and existing house if required). Include cladding material, storey heights, grade location, window sizes and unprotected area percentage.
 - Details of how the addition is attached to the existing house at the foundation, floor, wall and roof.
 - Other details and information may be required depending on the existing house, proposed structure and size.
 - Identify if the addition is to be unheated (3-season) or heated by existing forced air gas furnace, electric baseboard, hydronic, gas fireplace appliance etc.
3. **Heating Design*** calculations and drawings are required when the original size of the building is increased by more than 200sqft of floor area:
 - Heat loss calculations on a room by room basis for addition. Heat gain is also required if the existing building has air conditioning.
 - If heating the addition with the existing heating system, at minimum, a shell heat loss of the existing house is also required.
 - Heating equipment manufacturer, model and output.
 - Duct design calculations and layout for the addition.Please refer to the City of Cambridge Residential Heating, Ventilation and Air Conditioning Design Requirements hand out for more information. For heating systems other than forced air contact us to determine what information will be required.
4. **Septic System***(if applicable) The location and dimensions of the septic tank and bed to the proposed construction is required. A septic review report by a qualified septic designer may be required if the proposed construction reduces the performance level. If changes to the septic system are required the report should outline the changes and **an additional permit fee will apply**. Persons (other than owners) constructing on site, installing, repairing, servicing, cleaning or emptying sewage systems must be registered with the Ministry of Municipal Affairs and Housing as per Div. C – 3.3.1. of the Ontario Building Code.

The building permit fee for an addition is \$1.21 per sqft of floor area above grade and \$0.39 per sqft for finished basements. The minimum building permit fee is \$100.00.

Please call the Planning Services Department at 519.740.4613 if you have any further questions.

* **Designer Qualifications** : Persons (other than owners) who design and take responsibility for the design of additions to houses must be qualified. Qualification includes the successful completion of a legal/ process examination, the House technical examination and the HVAC - House technical examination. The designer(s) must include the following information on all documents respecting design activities as per Div. C- 3.2.5.1.(1)(c) of the Ontario Building Code:

- i) The persons name and any identifying number issued by the Ministry of Municipal Affairs and Housing.
- ii) A statement that the person has reviewed and taken responsibility for the design activities, and
- iii) The person's signature