



# Residential Dwelling Design Guide

Revised 2018

**Municipality of Port Hope**

**Building Services**

**5 Mill Street South**

**Port Hope, ON L1A 2S6**

**905-885-2431**

This guide is for informational purposes only. It is the responsibility of the Applicant/Designer to review the building code to ensure all information is complete, accurate, and up to date.

**A Guide to:**  
**RESIDENTIAL DWELLING BUILDINGS**  
**(New Dwellings & Additions)**

*This document has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Municipality of Port Hope Building Department for assistance and information.*

***Remember to call for location of utilities before you dig***

***Ontario One Call  
(Underground locates)***

***1-800-400-2255***

**Requirements for Building Permit – URBAN AREA**

- 1) \*\*Prior to Building Department involvement or permit application, documented project approval from the Municipal Planning Department is required. Municipal Planners must be contacted at the Development Team Office – 905-885-2431***
- 2) Site plan showing location of building(s) on the property and their distance to the property lines, the height of all proposed structures, grading, swales, and percentage of lot coverage.
- 3) Two sets of construction plans, including specs for heating and ventilation equipment (HRVs, furnace and exhaust fans), engineering (floors, lintels, roof etc.)
- 4) Complete application accompanied with Designer Information Form and Energy Efficiency Design Summary
- 5) Northumberland County approval for septic system, if necessary – 905-372-1929
- 6) Entrance permit, if frontage is on municipal road – 905-885-2431
- 7) Entrance permit and setback permit if frontage is on a county road of  
– 905-372-3329 ext. 344
- 8) G.R.C.A. approval if building site is in or near and environmental-constraint area or fill-restricted area – 905-885-8173
- 9) Development charge as per schedules “B1” and “B2” of By-law 67/2009 as amended
- 10) Building permit fees: as per schedule “D” of By-law 94/2015
- 11) Plumbing permit fees: \$100.00 base fee plus \$15.00 per fixture

- 12) Site Plan Agreement as per fees outlined in the Site Plan Application requires a survey and building location with services
- 13) Building Deposit: \$3000.00
- 14) AECL – Low Level Radioactive Waste Management Office for Inspection of soil  
905-885-9488

Other fees may be applicable. Please refer to the Building Fee Schedule for the Municipality of Port Hope

### **Requirements for Building Permit – RURAL AREA**

- 1) ***\*\*Prior to Building Department involvement or permit application, documented project approval from the Municipal Planning Department is required. Municipal Planners must be contacted at the Development Team Office – 905-885-2431***
- 2) Site plan showing location of building(s) on the property and their distance to the property lines, the height of all proposed structures, grading, swales, and percentage of lot coverage.
- 3) Two sets of construction plans, including specs for heating and ventilation equipment (HRVs, furnace and exhaust fans), engineering (floors, lintels, roof etc.)
- 4) Complete application accompanied with Designer Information Form and Energy Efficiency Design Summary
- 5) Northumberland County approval for septic system, if necessary – 905-372-1929
- 6) Entrance permit, if frontage is on municipal road – 905-885-2431
- 7) Entrance permit and setback permit if frontage is on a county road or provincial highway  
– (County) 905-372-3329 ext. 344 (MTO) 1-800-267-0295 x 4744
- 8) G.R.C.A. approval if building site is in or near and environmental-constraint area or fill-restricted area – 905-885-8173
- 9) Development charge as per schedules “B1” and “B2” of By-law 54/2014, as amended
- 10) Copy of deed may be required
- 11) CSA approval for manufactured homes
- 12) Requirements of subdivision agreement for River Park, Woodlands and Briarwood
- 13) Building permit fees: as per schedule “D” of By-law 94/2015, as amended
- 14) Plumbing permit fees: \$100.00 base fee plus \$15.00 per fixture
- 15) Site Plan Agreement as per fees outlined in the Site Plan Application requires a survey and building location with services
- 16) Building Deposit: \$3000.00

- 17)Municipal number includes number, sign post and installation - \$75.00
- 18)Survey with elevation may be required

Other fees may be applicable. Please refer to the Building Fee Schedule for the Municipality of Port Hope

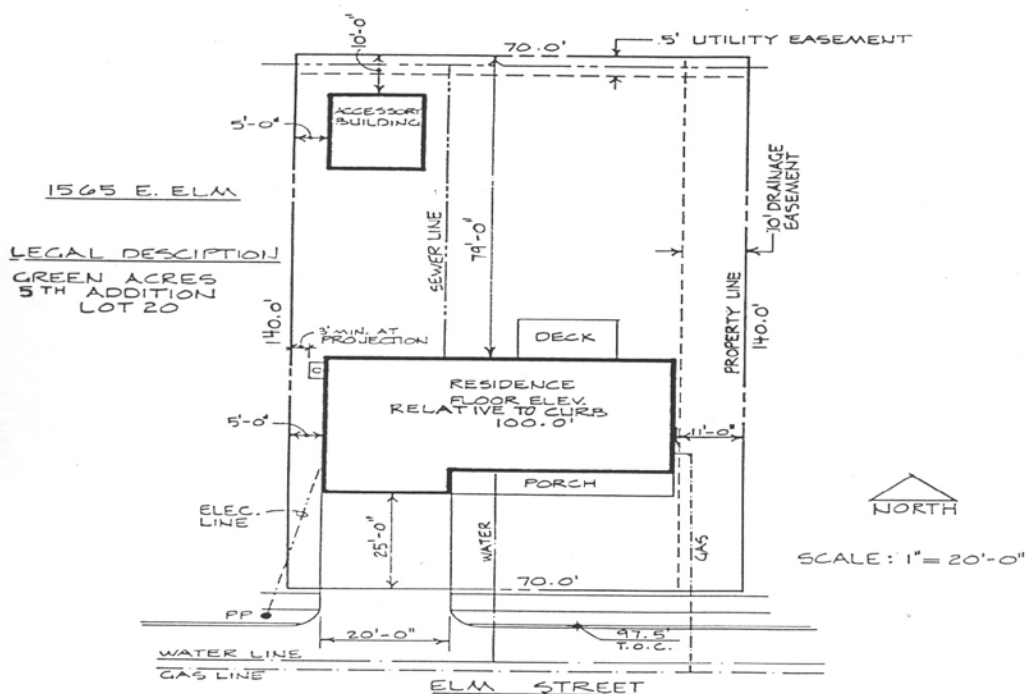
**The following are examples of drawings that are required  
Building Permit**

**Site Plan Drawings**

A **site plan** identifies buildings and other features in relation to property boundaries. It must identify existing buildings and structures on the property, and the proposed changes created by your project application.

Most or all of the information required for a **site plan** can be found on your property survey. If a survey is not available, accurate site dimensions must be obtained for the **site plan** drawing.

**SITE PLAN ILLUSTRATION**



Minimum information requirements for **Site Plan Drawings** include, but are not limited to, the following details:

- Title, Scale and North Directional Arrow
- Street Name, Address, and Legal Description

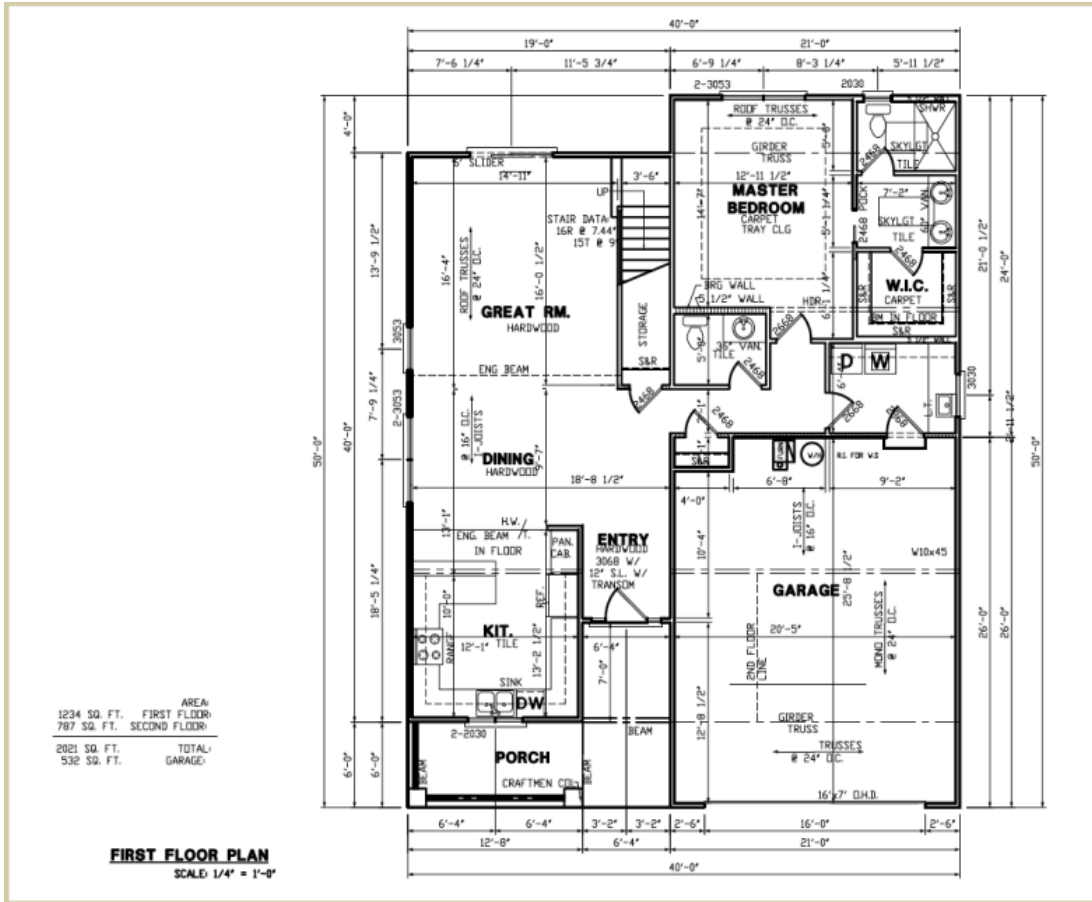


Drawing requirements for **Foundation Plan Drawing** include, but are not limited to, the following:

- Title Block including project location, Designer with BCIN and scale
- Exterior Walls
- Exterior Dimensions
- Structural Members and lintels including sizes, materials and lengths
- Cross-sectional Symbol
- Interior Column Pads
- Window Sizes and Locations
- Smoke Alarms/CO Detectors
- Sump pit and Pump
- Perimeter Weeping Tile
- Interior Dimensions Heating Appliance
- Information on Existing Attached Structures
- Room Sizes and Names
- Fireplace/Woodstove Location(s)
- Interior Partitions
- Plumbing fixtures & Bathroom fans
- Door Sizes and Locations

### **Floor Plan Drawings**

Floor Plan Drawings provide a “bird’s eye view” of the different floor levels of your project. They show scaled dimensions of the project, including rooms, spaces, and other features. The size, direction, and spacing of structural members (*joists, beams etc.*) must be provided. If floor trusses are used, additional information will be required (*i.e. engineered drawings are required, along with a floor truss certificate*)

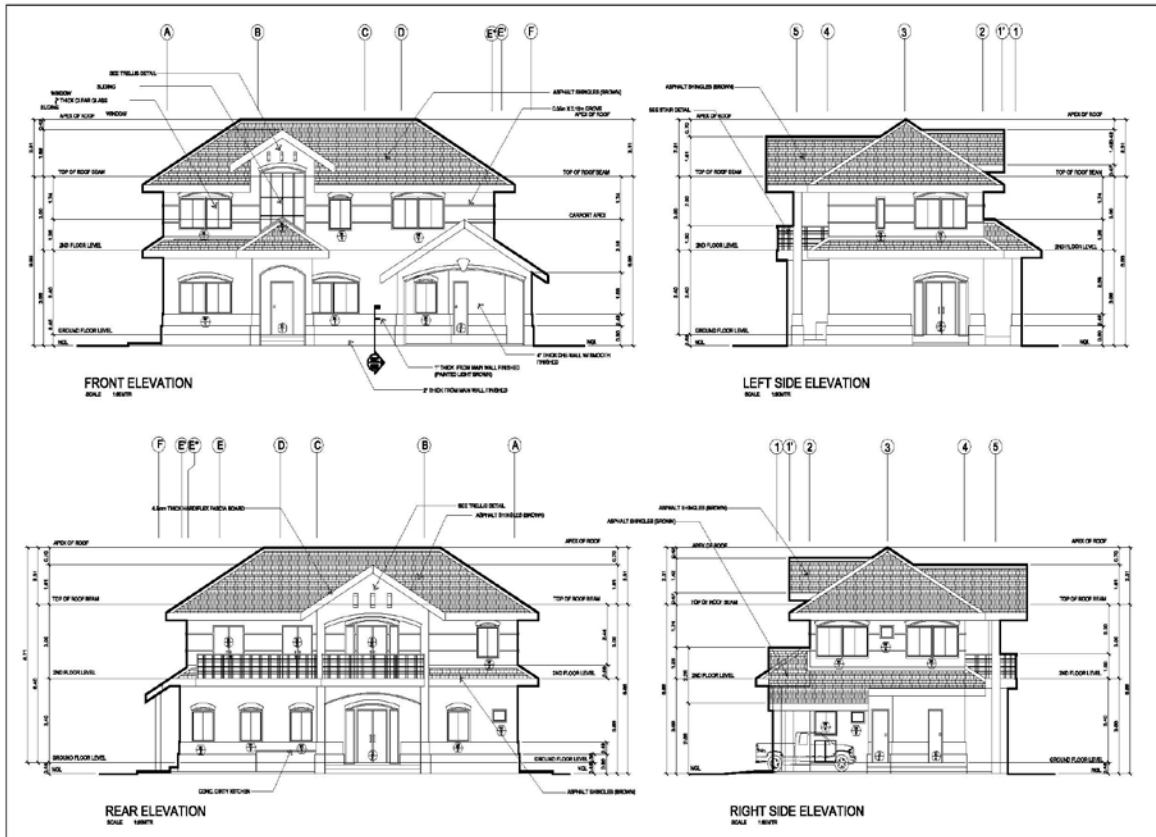


Drawing requirements for **Floor Plan Drawings** include, but are not limited to, the following:

- Title Block Including Project Location, Designer with BCIN, Scale
- Exterior Walls
- Interior Partitions
- Exterior Dimensions
- Door Sizes and Locations
- Window Sizes and Locations
- Room Names
- Structural Members and Lintels, including sizes, material, and length
- Smoke Alarms/CO Detectors
- Interior Dimensions
- Plumbing Fixtures and Bathroom fans
- Heating Appliances
- Cross-section symbol
- Fireplace / Woodstove Location(s)
- Information on Existing Attached Structures

## Building Elevations

Building Elevations Drawings show the exterior views of a building for each building face. The drawings indicate the highest relationship and exterior finish information. For additions, the relationship between the existing and the proposed building must be illustrated. A **building elevation drawing** must be provided for each building face.



Drawing requirements for **Building Elevations Drawings** include, but are not limited to, the following:

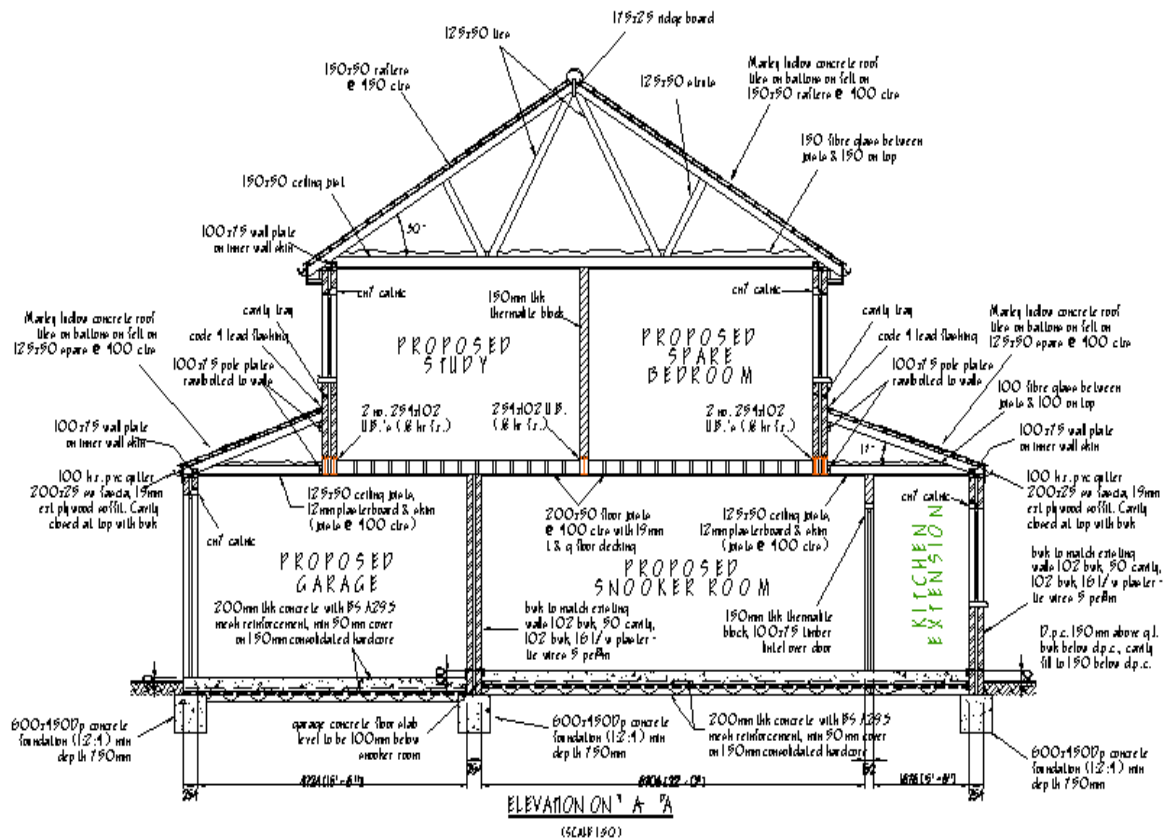
- Title Block including project location, Designer with BCIN, Scale
- Exterior Building components (*wall, roof, floors, foundation, etc.*)
- Finished Grade reference to Site Plan
- Exterior finishes and materials
- Top of Top Plate Elevation
- Top of Floor Sheathing Elevation
- Top of Finish Grade Elevation
- Height Dimensions
- Attachment/Relationship to Existing Building (*where applicable*)
- Roof slope
- Exterior stairs, patio/deck, guards, handrails



- Roof venting
- Window type(s)

## Building Section Drawings

Building Section Drawings show a view along an imaginary line cut through the building, showing its structural and construction elements. The **section drawing** exposes and identifies construction elements of the roof, walls, floor, and foundation.



Drawing requirements for **Building Section Drawings** include, but are not limited to, the following:

- Title Block including project location, Designer with BCIN, Scale
- Building components (*walls, roof, floor foundation, etc.*)
- Bottom Of Footing Elevation
- Height Dimensions
- Attachment/Relationship to Existing Building (*where applicable*)
- Size and Type of Materials
- Roof Slope/Pitch
- Room Names

## THE APPROVAL PROCESS

Depending on the complexity of your project, your application may be reviewed in three stages:

- 1) Planning Department staff **will** check for compliance with the regulations and provisions of the zoning by-law such as proposed use, minimum setback requirements, lot coverage and building height, etc.
- 2) Engineering Department staff **will** review the project for compliance with lot grading and servicing requirements
- 3) Building Department staff **will** review the proposed construction to ensure compliance with the Ontario Building Code.

**NOTE: All excavations in the urban area require approval from the Construction Monitoring Program. Please call 905-885-9488**

If during review the plans examiner identifies deficiencies on the drawing or requires additional information, the designer and/or applicant will be notified.

Please ensure the necessary information is submitted promptly, subject to the type of deficiency no further processing of your application may occur until the information is received.

When review of the application is completed and all requirements have been met, the Building Permit will be available. Applicant will be notified.

- ***It is unlawful to start construction without the necessary permits. If you start construction without the necessary permits, you may be “Ordered To Stop Work”, “Order To Remove All Structures” and/or “Ordered To Uncover” work already done, and/or prosecuted. THE PERMIT FEE WILL BE DOUBLED.***
- ***Once you have received your permit. Ensure that the permit and approved drawings are available on the construction site.***
- ***You must call for inspection at identified periods of construction (this will be reviewed with applicant at building permit issuance)***

### Inspections

Construction may commence upon issuance of the Building Permit. Several inspections are required to ensure that all work is done according to the approved plans including changes noted by the plans examiner. You will be issued a list of the required inspections for your specific project.

Inspections do not happen automatically. It is your responsibility to ensure that either you or your contractor contacts the Building Department to request an inspection at least 48 hours before work proceeds from one inspection stage to the next.

Failure to have inspections performed may result in having to **uncover and expose work for inspection**. For inspection call **905-885-2431**.

**New Building Code Updates 2018:**

- Drain Water Heat Recovery
- Electric Vehicle Charging Stations

Please contact the Building Department for additional updates or changes to Building Code that could affect your building project.