



TOWN OF WASAGA BEACH

30 Lewis Street, Wasaga Beach
Ontario, Canada L9Z 1A1

Tel (705) 429-1120
Fax (705) 429-6732

Wasagabeach.com

FINISHED BASEMENT

- Complete Permit Application Form
- Complete Schedule 1 Designer Form
- Permit fee \$155.00
- Construction drawings
 - Floor plans
 - Elevations (if exterior walls/openings affected)
 - Framing details
 - Revised HVAC Design and Duct layout by a qualified HVAC designer and a Schedule 1 Designer form (for buildings less than 5 years old only)

WE ARE NOW DIGITAL!

Registered users with the Town of Wasaga Beach's CityView portal can now submit building applications, pay for a building permit and request building permit inspections.

To use the portal you will be required to create an account and register.

Access the portal or create an account using the link below:

<https://cityview.wasagabeach.com/Portal/Account/Logon>

The Ontario Building Code Act requires that, as a property owner, you obtain a building permit prior to commencing construction. It is unlawful to start construction or demolition before you get a permit from the municipality. Building permits facilitate the protection of property owners, contractors and individual members of the community. By reviewing and approving plans before any work is completed, the municipality can ensure that buildings comply with the Ontario Building Code, local zoning by-laws and other applicable health and safety regulations.

Under the Ontario Building Code Act, a building permit is required for the construction or installation of a new structure, or for the construction of an addition or alteration of any structure which results in a building area of over **10m² (108 sqft)** with the exception of **storage sheds** exceeding **15m² (161 sqft)**.



To plan your project for a finished basement you will need to know:

1. Some knowledge of construction practices and the Ontario Building Code
2. Septic system requirements if your property is serviced by private septic.
3. Other applicable law
4. Fee requirements
5. Plan preparation

If you have a good working knowledge of house construction and sufficient knowledge of the Ontario Building Code, you may consider designing your own project. Many publications are available in bookshops, libraries and at lumber dealers that may assist you. You can purchase copies of the Ontario Building Code by contacting Orderline at 1-888-361-0003. The Building Code Act and regulations can also be viewed on the Province's website: www.e-laws.Nov.on.ca.

You can avoid delays in permit issuance if all drawings and specifications provide sufficient information to demonstrate that the proposed construction will conform to the Ontario Building Code and applicable laws (such as the Zoning By-law).

If you find the permit process complicated, or you are not sufficiently familiar with the requirements and the preparation of drawings, we recommend that you hire an architect, designer, or other knowledgeable individual experienced and familiar with the Ontario Building Code and municipal by-laws, to prepare your final plans and specifications. Before hiring a design consultant (engineer, or designer), the designer must provide you with a valid Building Code Identification Number (BCIN).

The Ontario Building Code requires that people who prepare drawings for the purpose of acquiring a building permit must be qualified and registered with the Ministry of Municipal Affairs and Housing Quarts system, except when the project is residential AND the designer is the owner.

It is important to note that drawings for some prefabricated (engineered) structures require certification by a Professional Engineer licensed to practice in Ontario. Examples include prefabricated greenhouses and sheds. Whenever buying a prefabricated structure, ensure that you are provided with a copy of the professional design drawings stamped by a professional, registered engineer.

Plans, drawings and specifications need to provide enough information to enable Town staff to verify that the proposed construction, once completed, will comply with the requirements of the Building Code and any applicable laws.

The Building By-law sets out the specifications and documents required to submit along with the application form. If you have any questions please contact the Building Department and they will be pleased to assist you. Generally, drawings must be drawn to scale, legible and fully dimensioned



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How Detailed Should Your Plans Be?

As the homeowner you may draw your own plans. All plans must be drawn to scale with either metric or imperial measurements. Incomplete applications or drawings may not be accepted.

Content Requirement for Plans, Drawings and Specifications

Permit Review Process

Depending on the complexity of your project, your permit application will be reviewed to ensure that the proposed construction or demolition will comply with the Ontario Building Code and applicable laws. The review process includes:

1. **Zoning Plan Examination:** staff will check for compliance with the regulations and provisions of the Zoning By-law such as proposed use, minimum setback requirements, lot coverage, building height, etc.
2. **Building Code Examination:** staff will review the proposed construction for compliance with the Ontario Building Code, and applicable laws.

If during the review, additional clarification is required or deficiencies are identified, you or your agent will be notified.

It is very advantageous to ensure the necessary information is submitted promptly. Depending on the type of information missing or incorrect, the issuance of the permit will be delayed until all the requested/required information is received and found to be in compliance.

Processing times vary depending on available resources, volume of applications and the completeness of your application.

When the review of your application is complete and all requirements have been met, you or your agent will be notified that the permit is ready for download from the online portal.

Permit Issuance

The permit is issued upon the payment of all outstanding fees and charges. Only upon the issuance of the permit, are you legally entitled to commence construction, including any demolition.

You must ensure that the permit is posted at the construction site and the approved drawings are made available at the construction site for the Building Inspector to undertake the necessary inspections.



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The above information is subject to changes in provincial legislation, municipal by-laws and departmental policy. Contact the Building Department for further information at (705) 429-1120.