

Good to Know – Building Permit Applications

You may need a building permit for any building and construction project in the Township of Uxbridge. Building permits ensure that your project is built safely and follows the [Ontario Building Code](#). It is against the law to start construction or demolition before you have a building permit. Please refer to the Township of Uxbridge [Building and Construction](#) website page for details on what projects would require a permit and what projects would **not** require a permit. Fees are required for permits applications and are determined by the Building Department and are based on the fee schedule of the current building by-law or the current development charges by-law. For a list of permit fees, please refer to the [Permit Fees](#) website page. Payment of permit fees and method of payment will be outlined through the online application submission in Cloudpermit.

Length of time to obtain a building permit application first begins with a review period being assigned to your application based on the type of project and building classification and further will be evaluated determining the completeness of the application submission, confirmation of zoning regulations, including setbacks, lot coverage, etc. and are all in conformity with the Ontario Building Code and Zoning By-law 81-19 (Township of Uxbridge) regulations.

Digital drawings and materials are required for your building permit application submission. Please ensure that drawings follow requirements as listed below.

Special Feature Note for digital drawings: *One key benefit to the Cloudpermit platform is it allows drawings to be submitted as one file, but with the functionality to allow the user to select multiple entities that may be contained within one drawings file. For example, if the user has building elevations, architectural drawings and a site plan contained within one file, the user can select multiple items from a drop-down menu identifying what items are contained within that one set of drawings.*

Site Plans:

- drawn to scale indicating street address, lot number, lot size, property line boundaries
- location and size of all existing and proposed buildings
- actual and proposed setback distances from all property lines
- location of existing septic system, water well, etc. (if applicable)
- 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

Architectural Drawings

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

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

Special instructions for the Applicant/Property Owner:

- Please ensure that once the permit has been issued the permit is posted on site and in a visible location.
- Inspections are required and do not happen automatically. It is the responsibility of the permit holder to request inspections required by the Building Code through their Cloudpermit account specific to the permit they applied for. Please refer to our [Building Inspections](#) website page for more details and a list of Mandatory Building Inspections.
- A complete set of permit drawings and documents, as approved by the Township of Uxbridge must be on site at all times. Inspections will not be conducted if drawings are not available.
Note: Additional inspection fees may apply for incomplete inspections requiring another inspection.