



## Building an Addition Information Guide and Process

### Drawing requirements for a building permit application

- a. Site Plan
- b. Construction Drawings
  - Floor Plans
  - Elevations
  - Wall Sections / Details (as required)
  - Schedule 1 – Designer Form
  - Energy Efficiency Design Summary
- c. Heat Loss/ Heat Gain Calculations (if the addition is 25% or more of the existing building's heated area)
- d. Truss Layout drawings (if applicable)
- e. Pre-engineered floor joist layout drawings (if applicable)

**Note:** Drawings must be completed by the listed homeowner or a qualified designer. Qualified designers are required to provide their name, BCIN#, designer statement and signature on the plans. They are also required to complete the Schedule 1 designer form.

### Site Plan or copy of Property Survey

- Existing building / structures location
- Proposed Addition location
- Property boundaries

### Floor Plans (including foundation plan)

- Drawn to scale (3/16" = 1'-0" (1:75) minimum scale)
- Note all structural elements such as joists, rafters, beams, columns, lintels, and footing pad sizes
- Window/door locations and sizes
- Room names including finished basements
- Stair location and direction, cabinet and fixtures
- Show Smoke Alarm and Carbon Monoxide Detector
- Dimensions of interior and exterior including overall dimensions
- Provide floor area totals in square feet for each level including basement
- Deck plan and guard details (if applicable)

### Elevations (all sides surrounding addition)

- Drawn to scale (3/16" = 1'-0" (1:75) minimum scale)
- Show size and location of existing window and door openings
- Label wall cladding and roofing material
- Show finished grade
- Show footing and foundations below grade (broken lines) including steps in foundation

### Wall Sections / Details (Cross-Section)

- Show materials to be used on section
- Provide construction notes for:
  - exterior wall,
  - all floors,
  - roof / ceiling,
  - footings and foundation,
  - weeping tile and damp proofing
- Locate finished grade, dimension grade to exterior cladding
- Dimensions for all floor heights
- Details
  - Provide details on items that are not typical and /or to clarify construction
  - Examples – plan view for unique stair, guards, deck connection to house, section of cathedral / vaulted ceiling

## Where to apply for a building permit

Apply online at [www.kitchener.ca/onlinepermits](http://www.kitchener.ca/onlinepermits) or bring all required drawings to the 5<sup>th</sup> floor at City Hall. City Hall is located at 200 King St W, Kitchener, Ontario.

## Office hours

Monday to Friday 8:30am - 5:00pm

## Cost of building permit

Please see our fee schedule online for our current building permit rates. There is an additional charge of \$250.00, which is refunded automatically after the final building inspection has been passed. The fees cover the review of drawings for building code compliance, the building permit and building inspections. We accept cash, cheque and debit as methods of payment.

## Time

Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.

## Typical Required Building Inspections

Building inspections are booked through our automated phone system or online. Please schedule in advance, same day service is only available when booked before 8:00am the day of the inspection. Required inspections include;

- Excavation/Footing inspection
- Foundation pre-backfill inspection
- Underground rough-in inspection (plumbing)
- Above ground rough-in inspection (plumbing)
- Structural Wood Frame inspection
- HVAC rough-in (supply and return air ducts)
- Insulation (and vapor barrier)
- Air barrier
- HVAC final inspection
- Final plumbing inspection
- Occupancy only inspection
- Final building inspection

## Important Numbers to know

- Ontario One Call (natural gas, sewer and water lines, KW Hydro, Rogers Cable and Bell locates) 1-800-400-2255
- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)

## Don't Forget

- Build Safe
- Please construct between 7am and 7pm

## Any Questions?

Phone: 519-741-2433

Email: [building@kitchener.ca](mailto:building@kitchener.ca)

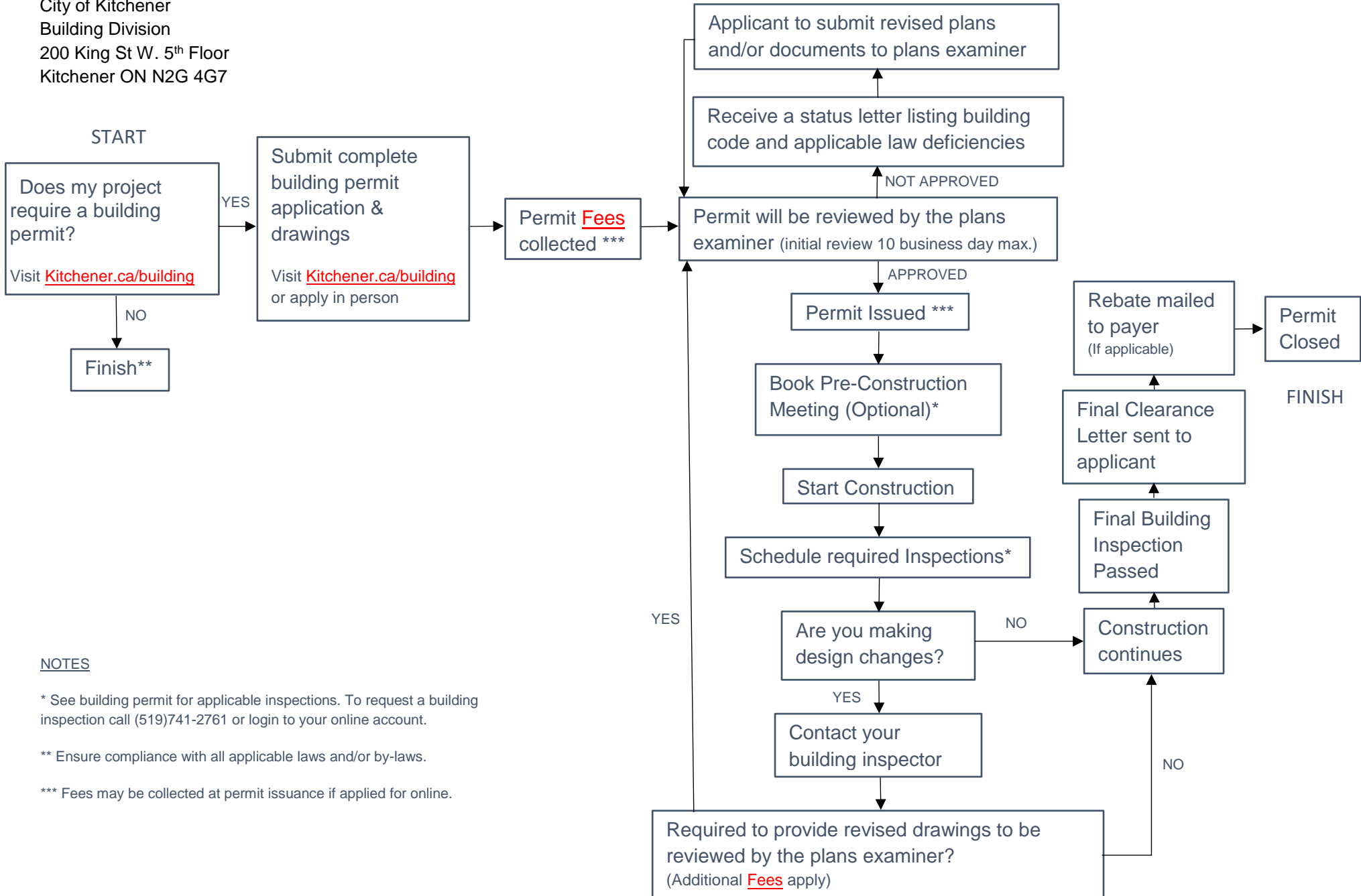
Web: [www.kitchener.ca/building](http://www.kitchener.ca/building)

# Residential Building Permit Process

This permit process is for miscellaneous permits for houses including but not limited to:

Accessory structure	Load bearing wall removals	Additions
Solar Panels	Duplex conversions	Decks
Plumbing Permits	Interior finish	Carports

City of Kitchener  
 Building Division  
 200 King St W. 5<sup>th</sup> Floor  
 Kitchener ON N2G 4G7



## NOTES

\* See building permit for applicable inspections. To request a building inspection call (519)741-2761 or login to your online account.

\*\* Ensure compliance with all applicable laws and/or by-laws.

\*\*\* Fees may be collected at permit issuance if applied for online.