



HOUSE APPLICATION

Whether you are building your own home or enlisting a building to construct it for you, there are a few items you must consider prior to submitting your permit application.

ONTARIO BUILDING CODE

The Building Code states that any structure with an area greater than 10 m² (108 ft²) requires a building permit.

ZONING BY-LAW

All buildings regardless of size must comply with the provisions of the Town of Tillsonburg zoning bylaw. Typical requirements include:

- The location of the proposed building. A building location may be restricted based on the setback requirements for the specific zone.
- The size of the building may be limited depending on the percentage of lot coverage permitted

If you are unsure of the zoning restrictions on your lot contact Tillsonburg Building Services to confirm what your property zoning allows. A survey of your property is required in order to determine the above setback requirements. If you do not have a copy of your survey, contact a registered land surveyor to obtain one.

BUILDING PERMIT APPLICATION

In order to process your building permit application promptly, the following items must be submitted along with the completed application form. Please do not submit incomplete applications.

- A completed CloudPermit application form (<https://ca.cloudpermit.com/login-form>) including the Schedule 1 Designer Information form. (Persons who designed and completed the architectural/structural drawings and HVAC design must be qualified and must complete the Schedule 1 form.)
- One (1) copy of scaled and fully dimensioned structural and architectural floor plans of every floor level, all building elevations, building and wall section, details and construction notes as required by a qualified designer.
- One (1) copy of the Mechanical Design including the 'Residential Mechanical Ventilation Design Summary form.
- One (1) copy of the truss plans including layout and individual truss drawings (if applicable)
- One (1) copy of the engineered floor system plans (if applicable)
- One (1) copy of the Energy Efficiency Design Summary
- One (1) copy of a Site Plan/ Grading Plan referenced to a current survey completed by a Surveyor, Subdivision Engineer or both showing the location of all existing and proposed structures, existing right-of-ways, easements, building elevation, existing grades, proposed final grades, etc.
- One (1) copy of all required structural engineering stamped by a professional engineer including but not limited to window headers supporting girder trusses, headers supporting joists or rafters exceeding 4.9 m in length or trusses exceeding 9.8 m in length, laterally unsupported foundation walls where the backfill height in the OBC is exceeded, beams, columns, and footings supporting point loads, steel beams not listed in the OBC, tall walls exceeding 5.6m in height, etc.
- Additional information may be required

Attached is a copy of all the forms that are required to accompany your permit application .

