



Complete applications for accessory buildings serving a dwelling unit must include:

- applicable law approval documentation when required
- completed application package
- building permit fees
- building application plot plan
- foundation plan
- floor/ framing plan(s)
- elevation plan
- cross section plan

The information provided should be used as a sample only to help you with creating your application.

Required Inspections

- excavation prior to pouring footings
- foundation prior to backfilling
- framing, plumbing, mechanical rough-in prior to insulation
- insulation, air and vapour barriers prior to covering
- prior to occupancy

Fees

We determine fees based on our Building By-Law. Please see our By-Law for the most up-to-date building permit fees.

Changes to Approved Plans

Any proposed changes from the approved plans must be approved by a Building Inspector prior to construction. Failure to have the required inspections performed may result in you having to uncover and expose the work for inspection.

Residential Additions

Required Documents

Typical requirements are listed below, additional information may be required.

Plot plan

- Lot lines including dimensions
- Measurements from the proposed addition in relation to lot lines
- Grading information
- Lot area, existing and proposed building area
- Proposed building height
- Location of overhead electrical conductors (if applicable)
- Location of septic systems and the distances to the addition (if applicable)
- Location and size of any decks or accessory buildings
- Municipal address

Foundation plan

- Footings and foundation walls sizes
- Beam sizes and spans
- Floor joist size, spacing and spans
- Guard, handrail and stair details
- Location of smoke and carbon monoxide alarms
- Location, type and number of jack posts
- Location and size of any egress windows or doors
- Weeping tile and sump pit location (if req'd.)

Floor / framing plan

- One floor plan for each floor level proposed
- Wall location and construction
- Beam sizes and spans
- Floor joist size, spacing and spans
- Guard, handrail and stair details
- Identify use of rooms
- Window and door locations including sizes and lintels
- Plumbing fixture locations
- Location of smoke and carbon monoxide alarms
- Exhaust fan size / location and duct size
- Location and construction details of any decks or porches
- Roof construction including beams, rafters, joists or trusses, sizes and direction

Before Applying

It is your responsibility to ensure that all necessary approvals or permits have been obtained from other agencies for any Applicable Law identified in the Ontario Building Code that is relevant to your project.

Applying Online

The City of Belleville's web portal is now online. In order to access the portal you must register as a user. Approval is quick and easy and you can then enjoy the benefits that the online portal has to offer. At this point in time you can apply for a building permit, check the status of your building permit application and pay for building permits through the portal.

Applying for a permit online is just another means of applying for a permit. We do still require and application form to be filled out and attached during the submission process.

Applying for a permit is an eight step process. Throughout the various steps, you will be asked for information that pertains to the permit you are applying for, such as the location, estimated project value, description of work, and contact information. On step 6, you will be able to attach a PDF copy of your application, plans and any other documents that accompany your permit application. Once you reach the final step, step 8, you will be able to submit and pay the initial building permit fee.

Contact

Building Section
Engineering & Development Services
City of Belleville
613-967-3204

building@belleville.ca

Elevation drawing

- The general appearance of the new home
- Location of grade and slope
- Windows and doors sizes
- Window wells and drainage to weeping tile
- Masonry veneer steel angle sizes over openings (as required)
- Exterior wall finish (e.g. siding)
- Landing, guard and stair details (if applicable)

Cross section drawing

- Footing sizes and depths
- Foundation construction and depth including insulation and interior finishes;
- Anchor bolt size & spacing
- Foundation drainage layer, weeping tile & stone covering
- Floor construction
- Wall construction including stud height
- Roof construction including roof pitch and ventilation
- Height from grade to roof peak

Design Information

Proprietary Products and Materials

Not all products or materials sold are approved for use in Ontario as many products fall outside of the material requirements identified in the OBC. These products range from decking materials and guard systems to plumbing and foundation dampproofing systems. Where specific products or system types are required by the OBC any alternative materials or systems must have either a Building Materials Evaluation Commission (BMEC) authorization or a Minister's Ruling to be used in Ontario.

Engineered Design

For houses and small buildings, Part 9 of Division B of the OBC provides prescriptive guidance for designing the structural system of a building using conventional materials. The systems in Part 9 however are subject to a range of limitations as to when they can be used. If a component of a structural system of a building falls outside of the limitations of Part 9 of the OBC, (ie: roof trusses, point loaded beams, aluminum and glass railing systems, etc.) the component or system must be designed in accordance with structural requirements of Part 4 of Division of the OBC. Part 4 design typically requires the services of a professional engineer.

Information to be provided prior to request of framing inspection:

- Engineered stamped truss drawings and truss layout for roofs constructed of pre-engineered roof trusses
- The floor system design and layout as supplied from the manufacturer when pre-engineered floor joists are used
- Heating and ventilation design (HVAC)
- Where the size of the addition exceeds 20% of the floor area of the existing house confirmation in the form of heat-loss
- Calculations and duct design will be required to be provided to ensure that the existing heating system has the capacity to heat not only the existing house but also the proposed addition