



NEW ADDITION (to existing Residential) – PROJECT GUIDE

Applicant & Designer: The following guideline will assist in preparing a complete application, and refers to required drawings based on project type, from the Town of Smiths Falls Building By-Law.

➤ **Project Designer; Prepare Two (2) Full Sets of Working Drawings** fully detailed to scale:

Site Plan Design; to meet Town Zoning By-Law & any other related approvals:

- a) Property Site Plan; Overall lot dimensions/area, north, proposed building (incl. decks) located by lot line setbacks, existing structures, streets/entry/parking, services, utilities, easement, etc. Note: If available, always provide a Land Survey of record in reference.
- b) Lot Grading Plan; Proposed grade elevations at building corners to adjacent properties, direction of surface storm water and swales. Existing drainage patterns and ditches. Refer to Public Works engineering lot grading standards to be followed.
- c) Note: An Ontario Land Survey may be required, subject to any lot specific condition.

Architectural-Structural Design; to meet the Ontario Building Code

- d) Foundation/Basement Floor Plan complete with Main Floor Structural Framing Layout;
- e) Main/Upper Floor Plan(s) with Roof framing layout (or any 2nd Floor framing layout);
- f) Existing Floor layout(s) for any renovation work to other affected floor levels;
- g) Exterior Building Elevations with grade line, finish materials, door/windows, deck, etc.
- h) Cross-Section Detail of walls, floor and roof assemblies. Full construction design notes.
- i) Designer to complete 'Schedule 1: Designer Information' form (including Owner design)

Mechanical Heating & Ventilation (HVAC) Design; (if addition is for heated living space)

- j) Existing/Proposed Heating system plan; Report from experienced mechanical source on furnace alteration work or replacement; including handling capacity and air exchange.

Pre-Fabricated Structural Components; 'TJI' Floor, LVL and/or Roof Truss Layout/Specs. (if any)

Engineer Structural Design; May apply where design is not as per the Ontario Building Code.

➤ **Applicant: File form 'Application for a Permit to Construct'** with above drawings;

-If Agent signs application; Owner to authorize agent to act on their behalf (ie. consent letter);

On section 'A. Project Information' of the application form;

- Area of Work (Square Feet) as the Gross Building Area
- Full Project Value (\$) for all Labour, Materials, Services & Equipment to complete all the work.
- Permit Fee initial payment by cheque/debit/cash as per Town Building By-Law Fees Schedule

Note: This is a general list for an average project; Other information may be required. 10/20