

ARCHITECT/ENGINEER REQUIRED?

Where an Architect or Engineer is required, an Architect may provide the services within the practice of professional engineering, or a Professional Engineer may provide the services within the practice of architecture, where to do so does not constitute a substantial part of the services of the other profession related to the construction of the building and is necessary,

- for the construction of the building and is incidental to the other services provided by the architect or professional engineer, or
- for coordination purposes.

The requirement for an Architect does not apply for the preparation or provision of a design for the interior space of a building, including finishes, fixed or loose furnishings, equipment, fixtures or partitioning of space, and related exterior elements such as signs, finishes, and glazed openings used for display purposes, that does not or is not likely to affect,

- the structural integrity,
- a fire safety system or fire separation,
- a main entrance or public corridor on a floor,
- (an exit to a public thoroughfare or to the exterior,
- the construction or location of an exterior wall, or
- the usable floor space through the addition of an infill, mezzanine or other similar element, of the building. (Note: this allowance applies to architectural design only; see below for engineer's scope)

Where an Engineer is required for the design and review of a building (as determined in the Ontario Building Code), the Engineer shall be responsible for the design and review of the structural, mechanical, plumbing, fire suppression, and electrical components of the project.

ZONING REQUIREMENTS

Consult with a Planning Information Officer (located in Development & Emergency Services Department) to determine your property's zone. Zoning information that should be clarified prior to designing your project would include, but is not limited to, the following:

- Building use • Building area • Building height
- Site plan control agreements
- Building location(s) on the property
- Building location with respect to existing structures
- Vehicle access (driveway locations, widths and numbers)
- Vehicle parking (numbers, sizes and locations)
- Vehicle loading spaces (numbers, sizes, and locations)
- Vehicle aisles (size and locations)

Written verification, of the zoning status for the proposed project, can be obtained by applying for the zoning portion of a building permit. To apply for a zoning review, refer to **Special Permit Types** (below).

SPECIAL PERMIT TYPES

To assist in expediting substantial commercial projects, a variety of "Special Permits" are available. Not all permit applications are eligible for these options. Please contact our office for assistance.

GENERAL INFO/CHANGE OF USE

The information provided, with the permit application, must clearly identify the full extent of the work and the intended use of the alteration/renovation project. This information must identify and clearly distinguish between the existing, new, and demolished features of the project.

Projects that involve a "**change of use**" from one occupancy to another, even though no alterations are anticipated, will require floor plan drawings to identify the intended use and the existing building conditions (e.g. room use, dimensions, fixtures).

A "**change of use**" from one occupancy to another occupancy, or an increase in occupancy numbers, may initiate changes to the building that are necessary to accommodate the intended use. These changes may include, but are not limited to, the following:

- additional exits • additional washrooms • fire separations • structural upgrading • doors/windows parking • mechanical/electrical systems upgrading • life safety systems • additions and upgrading

Extensions/alterations to a building system (e.g. ductwork, fire alarms, exiting) may initiate alterations to the existing system. These changes must be addressed in the information submitted.

BUILDING PERMIT REVIEW

After submission of your application package, your project will enter our plans examination system. During the plans examination process, Planning and Building staff will review your project for compliance with the City of Thunder Bay Zoning By-laws, the minimum requirements of the Ontario Building Code, and other applicable regulations.

The plans examination process will ensure the information provided addresses the following concerns (partial list):

ZONING:

- Building use
- Parking and access aisle requirements
- Site Plan Control (where applicable)

BUILDING CODE:

- Building Classification/Use/Occupancy Numbers
- Construction Requirements/Use requirements
- Structural Design
- Exits/Egress/Travel Distances
- Fire Separations/Fire Ratings/Spatial Separations
- Mechanical Systems (HVAC/Plumbing)
- Life Safety Systems (Fire Alarms, Sprinklers, Standpipe)
- Barrier-Free Design/Health Requirements

During the plans examination process, zoning and building code questions may arise. These concerns will be identified, to you, by phone or correspondence (based on the concerns). Additional information, clarification and/or revisions may be required to complete the process. Upon satisfactory completion of the review process, a building permit will be issued

INSPECTIONS

Once a permit has been issued and construction begins, inspections (by our inspectors) will be required.

Minimum building inspections will consist of, **but are not limited to**, the following (sequence may vary):

- Prior to footings
- Foundations
- Structural framing
- Interior rough-in
- Insulation
- Vapour barrier
- Fire separation
- Mechanical
- Interior finishing
- Life safety system
- Occupancy
- Final

Minimum plumbing inspections will consist of, **but are not limited to**, the following (sequence may vary):

- Site Services
- Groundwork
- Above ground DWV
- Water piping & test
- Rain water leader test
- Sprinklers/Standpipes
- Fixture installation
- Occupancy
- Final

Inspections vary depending on the proposed construction. Contact the assigned inspector for additional information.

Projects requiring the services of **Architects** and/or **Engineers** will also require site reviews from the **Architects** and/or **Engineers**. **Reports must be forwarded to the appropriate inspector(s)**.

Inspections do not happen automatically. It is your responsibility to arrange an inspection. An inspection will be conducted within 2 working days following the day of receipt of notice for an inspection.

To arrange inspections, please call:

North Ward	South Ward
625-2570 (Building)	625-3124 (Building)
625-2280 (Plumbing)	625-2868 (Plumbing)
For Large/Complex Buildings call: 625-2468	

You can call any time (24 hours/day) and leave a message.

Appointment times must be confirmed with the appropriate Building/Plumbing Inspector.

BEFORE YOU COVER CALL FOR INSPECTIONS

**For Municipal Water/Sewer Connections Call:
City Engineering Division Telephone: (807) 625-2287**

**FOR MORE INFORMATION:
Development & Emergency Services Department**

(Building Services Division)
2nd Floor, Victoriaville Civic Centre
111 Syndicate Avenue, South, P.O. Box 800
Thunder Bay, Ontario, P7C 5K4
Telephone: (807) 625-2574 Fax: (807) 623-9344
Office Hours: 8:30 am-4:30 pm (Mon-Fri)

Building Permit Information A guide to building permits for:

Large/Complex Buildings

RENOVATIONS & ALTERATIONS

- **assembly**
- **institutional**
- **residential***
- **business**
- **mercantile**
- **industrial**

**except single detached residential dwellings and associated accessory buildings.*

This pamphlet has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Development & Emergency Services Department, and reference the Ontario Building Code and the City of Thunder Bay Zoning By-law for assistance and information.

A building permit is required prior to construction and inspection

APPLICATIONS REQUIREMENTS

A complete building permit application must be submitted for a building permit review. A complete application includes:

Completed Building Permit Application Form - Blank application forms are available from our office and the City's website www.thunderbay.ca.

Completed Schedule 1-Designer Information - These forms (available from our office) must be completed by each designer for the project. Designers must be qualified and/or registered in their "Category of Qualification".

Note: This form does not apply to architects/engineers.

Proof of Ownership - Provide a deed, tax notice, or an Offer to Purchase. If an Offer to Purchase is submitted, an appropriate proof of ownership (deed or tax notice) will be required prior to the possibility of a permit issuance.

Authorization by Owner - If someone other than the property owner applies for the permit, written authorization (from the property owner) must accompany the application.

3 sets of Working Drawings - A set of working drawings includes, but is not limited to, the following:

ARCHITECTURAL DRAWINGS

- Site plan
- Site drainage plan, indicating finish grade at the building, lot lines and other locations on the property (ie: curbs, parking lots, landscaping)
- Floor plans
- Building sections
- Building elevations
- Reflected ceiling plan
- Miscellaneous drawing and legends

STRUCTURAL DRAWINGS

- Foundation plans
- Building structures (e.g. precast concrete, poured concrete, masonry, structural steel, wood-frame, composite construction, and pre-engineered metal building systems)
- Miscellaneous structural work

MECHANICAL (HVAC) DRAWINGS

- Heating, ventilation, air conditioning systems
- Miscellaneous mechanical drawings

PLUMBING/FIRE SUPPRESSION DRAWINGS

- Piping plan view and isometric drawings
- Fixture schedules
- Fire protection systems ie: sprinkler systems/standpipe systems
- Miscellaneous plumbing drawings

ELECTRICAL DRAWINGS

- Lighting systems
- Fire alarm systems
- Power systems
- Miscellaneous

APPLICATIONS REQUIREMENTS

Project Specifications - Specifications shall be included on the drawings or may be provided as a separate document. Material and installation standards must be identified.

Building Code Analysis - A building code analysis is required on the drawing title sheet. Information required should include, but is not limited to, the following:

- Building size (building area, gross floor area)
- Building height (height and no. of storeys)
- Building classification and intended use(s)
- Fire separations/ratings @ floors, mezzanines roof, loadbearing structures, exits, suite separations, corridors, service/special rooms
- Exiting/fire/life safety systems
- Spatial separations
- Occupancy numbers

Completed Plumbing Application - The application form, available from our office, must be completed and signed by a plumbing contractor, licensed with the City of Thunder Bay. For additional information for small projects, refer to our "Guide to Plumbing Permits".

Permit Fees - Permit fees are based on \$10/\$1000 of building project value (rounded to the next highest \$1000). Minimum deposit is 55% of the full permit fee, but not less than the minimum fee of \$50.

PROFESSIONAL REVIEW/COMMITMENT FORMS

Letter of Understanding and Commitment - Where a project requires the design and review services of an Architect and/or Professional Engineer, a "Letter of Understanding and Commitment of Review" (identifying the field review professionals) must be submitted by the owner/owner's representative. This form can be obtained from our office.

General Review/Commitment Certificate - Where a project requires the design and review services of an Architect and/or Professional Engineer, a "General Review/Commitment Certificate" (for the review of the project) is required from the professions involved. This form can be obtained from our office.

Applicable Law Declaration - Other laws may limit our ability to issue a building permit. Where applicable law has not been met, the permit applicant must complete this form and identify the applicable laws that have not been met. Applicable law is found under Div. A 1.4.1.3. of the Ontario Building Code.

For detailed information on drawing standards and requirements, refer to our pamphlet on **LARGE/COMPLEX BUILDING DRAWING REQUIREMENTS**

ADDITIONAL REQUIRED INFO.

For our office to accept your application for review, you must confirm the following information, and (where applicable) provide additional details and documentation.

Is the proposed site affected by Site Plan Control?

Contact the Planning Division to determine if site plan control is in effect. Site plan control requirements may affect the various project components.

Is the water supply adequate for the intended use?

If City water is available and alterations will increase the water demand for the building:

- Verification is required, from an Engineer, where applicable, indicating the water service is adequate.

If no City water is available and alterations will increase the water demand for the building:

- Verification is required, from an Engineer, indicating that the property has a well that will provide an adequate potable water supply.
- Verification is required, from an Engineer, indicating that the property has an adequate water supply for fire protection services (e.g. On-site storage tanks)

Is the sewage disposal system adequate for the intended use?

- If city sewer is available, and the alterations will increase demand on the existing sewage system, verification is required, from an Engineer (where applicable), indicating that the existing system is adequate.
- If no city water is available and the alterations will increase demand on the existing sewage system, approval of the system is required from the Thunder Bay District Health Unit (Telephone: 625-7990).

Is the proposal within 40m of a federal/provincial highway right-of-way?

If so, and if external features of the building are being altered, Ministry of Transportation approval is required (Telephone: 473-2000).

Is the proposed site affected by railway or airport facilities in the area?

Certain areas within the City are affected by these conditions (e.g. noise and height restrictions). Contact our office for information and requirements.

Are there unique natural features on the site that may be affected by the renovations, alterations, or change of use (e.g. additional parking areas on hazard land)?

If so, Lakehead Region Conservation Authority approval may be required (Telephone: 344-5857).

Is the proposed site in a Heritage District, or is it a Designated Building as per the Heritage Advisory Committee (HAC)?

If so, approval is required from the City Clerk's Office (Telephone: 625-2236).

ARCHITECT/ENGINEER REQUIRED?

Projects that require an Architect's involvement for design and review include, but are not limited to, buildings of:

- Assembly occupancies
- Institutional occupancies
- Residential occupancies that exceed 600 sq.m. in gross area, or exceed 3 storeys in building height
- Business and personal service occupancies that exceed 600 sq. m. in gross area, or exceed 3 storeys in building height
- Mercantile occupancies that exceed 600 sq. m. in gross area, or exceed 3 storeys in building height
- Industrial occupancies* that exceed 600 sq. m. in gross area, or exceed 3 storeys in building height

Projects that require a Professional Engineer's involvement for design and review within the practices of professional engineering, include, but are not limited to, buildings of:

- Assembly occupancies
- Institutional occupancies
- Residential occupancies and any other major occupancies except industrial, assembly or institutional that exceed 600 sq. m. in gross area, or exceed 3 storeys in building height
- Business and personal service occupancies (or)
- Mercantile occupancies and any other major occupancies except industrial, assembly or institutional that exceed 600 sq. m. in gross area or exceed 3 storeys in building height
- Industrial occupancies* that exceed 600 sq. m. in gross area or exceed 3 storeys in building height

* *An Architect or Engineer may provide services for systems not within the practice of a professional engineer, except that, an Architect must provide services (within the practice of architecture) for the non-industrial portion of a building where the non-industrial portion exceeds 600 sq. m.*

Additional construction requiring an Engineer for design and review shall include, but is not limited to:

- Slab-on grade construction
- Non-conventional construction
- Non-uniform structural loading
- Large openings in loadbearing walls
- Designated structures (ie: retaining walls over 1 m high)
- Fire protection systems-fire alarm, sprinkler and standpipe systems
- Commercial cooking equipment and exhaust hoods
- Carbon monoxide detection and ventilation
- Hazardous processes and equipment (ie: spray booths)