



Porch Enclosure - Building Permit Application Requirements

The following information is required with all porch enclosure building permit applications:

Designer Requirements

All drawings submitted for building-permit application are required to be prepared by the listed homeowner or by a qualified designer, architect or professional engineer or a combination thereof. Some drawings must be designed by a professional engineer when the design falls under the scope of Parts 4 & 9, Division B of the 2012 Ontario Building Code.

The Building Code requires qualified and registered designers who review and take responsibility for design activities to include the following information on any documents submitted to a chief building official:

- The name and building code identification number (BCIN) of the registered firm.
- A statement that the qualified person has reviewed and taken responsibility for the design activities.
- The name and BCIN of the qualified person.
- The signature of the qualified person.

Drawing Requirements (Please provide 2 sets of all required drawings)

1) Property survey or site plan of your lot indicating the location of the porch with dimensions to property lines.

2) Construction drawings

a. Plan view indicating:

- Wall construction details
- Window and door sizes
- Connection to existing structure

b. Elevation of side wall face indicating:

- Location and size of new porch windows and location and size of all existing doors and windows within wall face
- Dimensions of wall face (width and height)

NOTE: If you are enclosing your porch with a pre-manufactured wall system, please provide manufacturer's specifications with your building permit application. Typically you can receive this package of specifications from the supplier.

All drawings shall be fully dimensioned, drawn at minimum scale of 1:75 or 3/16"= 1'-0"



Additional Information Required for Application

- Application for a Permit to Construct or Demolish
- Schedule 1 Designer Information Form
- Approval from Toronto and Region Conservation Authority (if applicable)
- Approval from City of Vaughan Heritage Department (if applicable)
- Any other documents that pertain to your project

Fees

Building permit fees are payable at the time of application and are as follows:

Building Permit Fee \$103.00 flat fee

Permit Processing and Turn-Around Time

Once a complete permit application is made it will be reviewed by a Zoning Examiner and a Architectural Plans Examiner. The applicant will be advised directly by the plans examiners of any examination deficiencies as the permit application makes its way through the various stages of review.

Building Permit review times are dependant upon permit volumes. An application is considered “complete” if all required forms, documents and applicable information have been submitted and all permit fees have been paid. If an application is “complete”, the City of Vaughan endeavours to issue the permit or advise applicants of all application examination deficiencies within 10 business days from the date of the application.

Applications that do not have all the required forms, documents and applicable information are considered “incomplete” and are not subject to timeline specified above.

Where to Apply

To apply for a building permit please bring all required documents to the Building Standards Department on the 1st floor at City Hall. City Hall is located at 2141 Major Mackenzie Drive, Vaughan, Ontario.

Office Hours

Monday to Friday
8:30am – 4:30pm

Questions?

Phone: 905-832-8510

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: <u>CITY OF VAUGHAN</u> (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality City of Vaughan	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Owner (if different from applicant)			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
E. Builder (optional)			
Last name		First name	Corporation or partnership (if applicable)
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)			
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____			
G. Required Schedules			
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.			
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.			
H. Completeness and compliance with applicable law			
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted).		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.		<input type="checkbox"/> Yes	<input type="checkbox"/> No

I. Declaration of applicant

I _____ declare that:
 (print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

_____ Date

_____ Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Private Property Tree Protection By-Law 185-2007

The following is required be completed for **New construction (For lots fronting on roads assumed by the City and not subject to a Site Plan Agreement), and all Additions, Accessory Bldgs, Decks, and Demolition Permit** applications. Enquiries or questions respecting the City's Tree By-law should be directed to Parks and Forestry Operations Department located at the Joint Operations Centre 2800 Rutherford Rd. Vaughan, ON. L4K 2N9 Telephone: (905) 832-8577 Fax (905) 303-2005

Does the construction activity associated with this permit application require the removal or cutting of any tree(s) 20 cm. in diameter or greater when measured 1.40 meters from the ground level and/or the re-grading within the drip line of any existing tree(s) in accordance with the By-Law? Yes No

I _____ certify that:
 (print name)

1. The information contained within the above is true to the best of my knowledge.
2. I have authority to bind the corporation or partnership (if applicable).

Office Use Only

Issued Date: _____

Elevation No. _____ Model No. _____ Repeat Permit No. _____

Number of Residential Units Created _____ Number of Residential Units Lost (Demo Only) _____

Permit Type	Area Code	Building Type	Work Proposed	Occ. Class	Plumbing Work Included <input type="checkbox"/> Yes <input type="checkbox"/> No
Gross Floor Area (m ²)		TACBOC \$/sqm.		Calculated Estimated Value of Construction (\$)	
Building Permit Payments:				Building Permit Fees	
Permit Fee Multiplier: _____				Total Due: \$ _____	
Date: _____ Payment Type: _____ Receipt: _____				Deposit: \$ _____	
Date: _____ Payment Type: _____ Receipt: _____				Balance: \$ _____	
Conditional Permit Fee Payment:				Amount Paid: \$ _____	
Date: _____ Payment Type: <u>011</u> Receipt: _____				Total Fee Paid \$ _____	
Plumbing Payments:				Plumbing Permit Fees	
Permit Fee Multiplier: _____				Total Due: \$ _____	
Date: _____ Payment Type: <u>024</u> Receipt: _____				Deposit: \$ _____	
Date: _____ Payment Type: <u>024</u> Receipt: _____				Balance: \$ _____	
Septic Fee Payments:				Septic Permit Fees	
Date: _____ Payment Type: <u>024</u> Receipt: _____				Total Due \$ _____	
Date: _____ Payment Type: <u>024</u> Receipt: _____					

Security Deposit Required: Yes No Security Deposit Received: Yes No Security Deposit Type: _____
 Industrial Agreement: Yes No Add. Security Dep. Amount: \$ _____ Reason: _____
 Development Charges: Yes No
 Bill 124 – Required Processing Time: 10 15 20 30 days
 Required Inspections Building & Plumbing Building Only Plumbing Only
 Energy Star Certified Yes No

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()		Cell number ()
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Firm BCIN: _____</p> <p><input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="padding-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p style="margin-top: 20px;">_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Date Signature of Designer </p>			

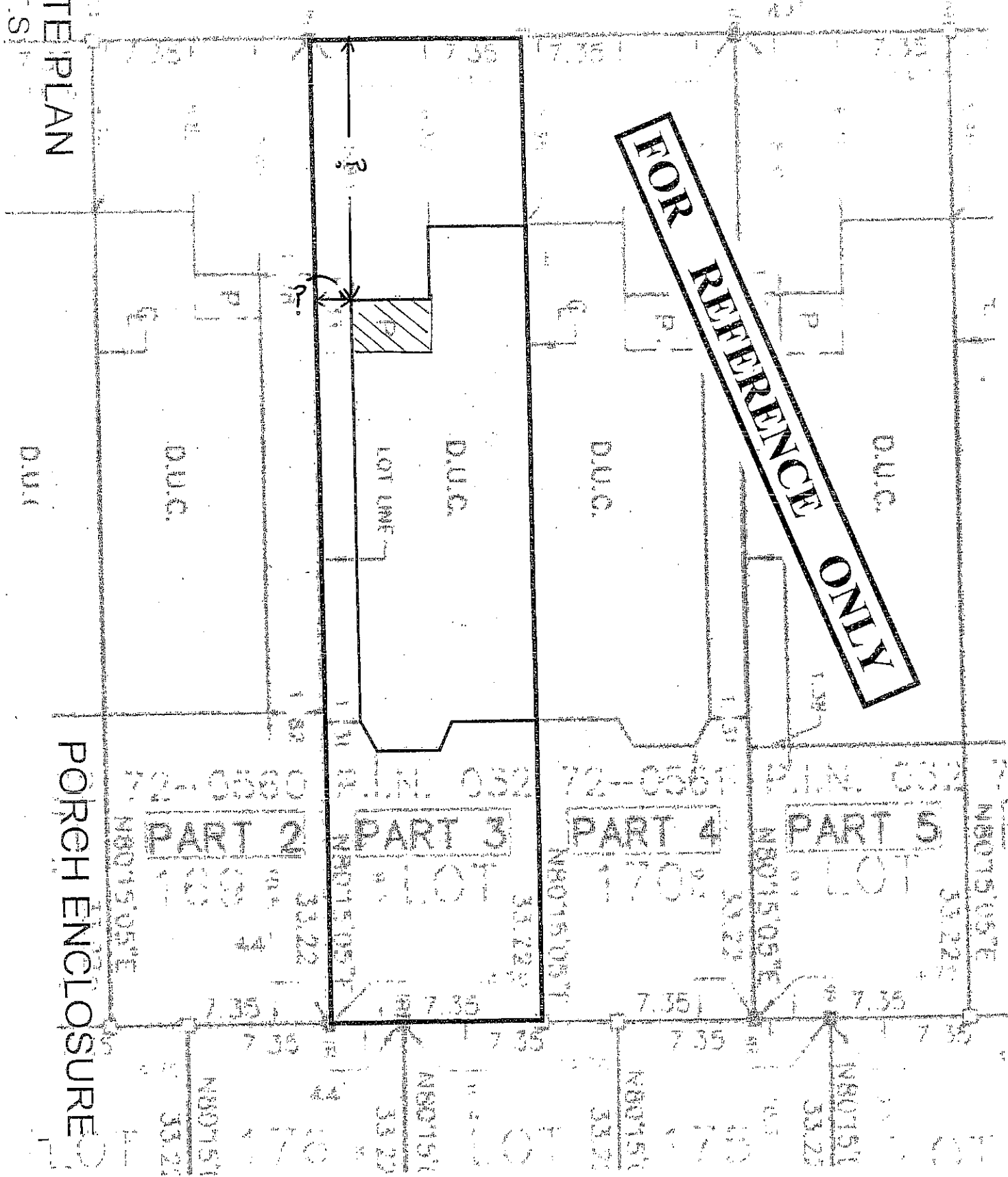
NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practice, a limited license to practice, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

AVENUE

FOR REFERENCE ONLY

SITE PLAN
N.T.S.



PORCH ENCLOSURE

PART 2

PART 3

PART 4

PART 5

LOT

LOT

LOT

LOT

LOT

LOT

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72-0582

72-0584

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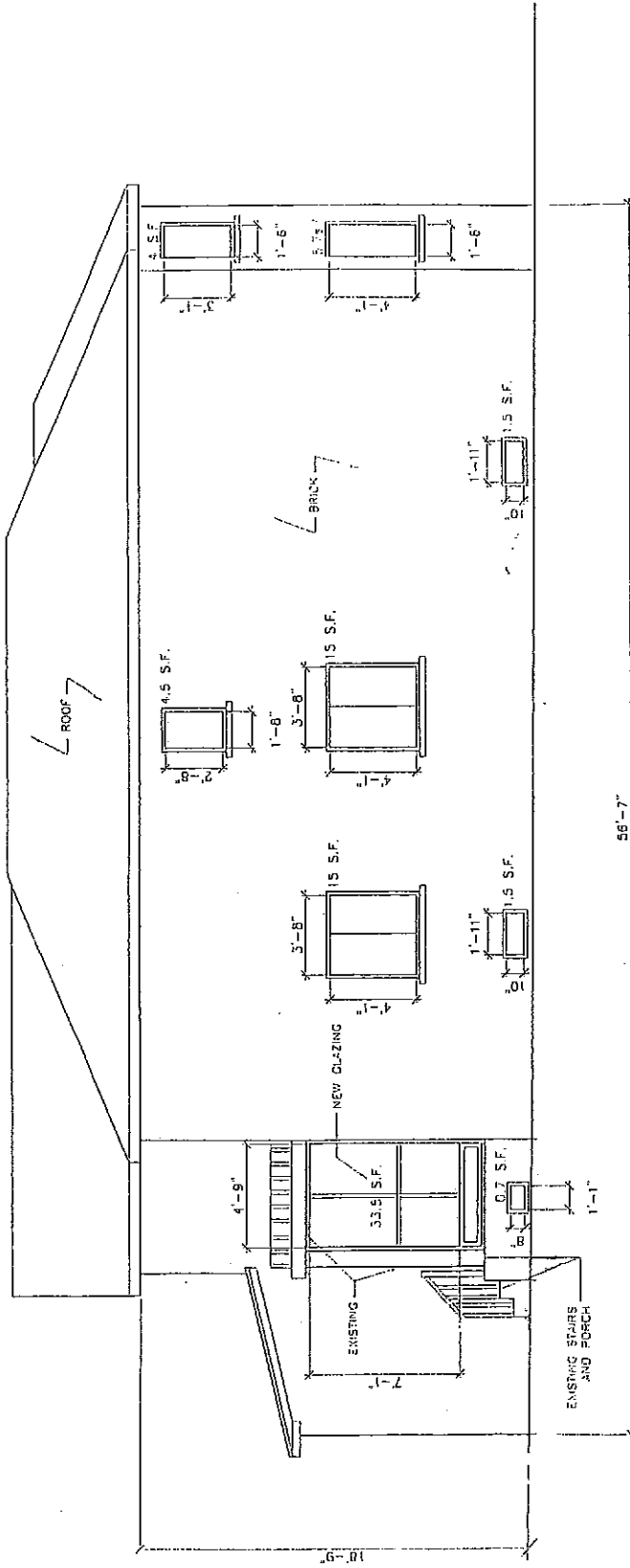
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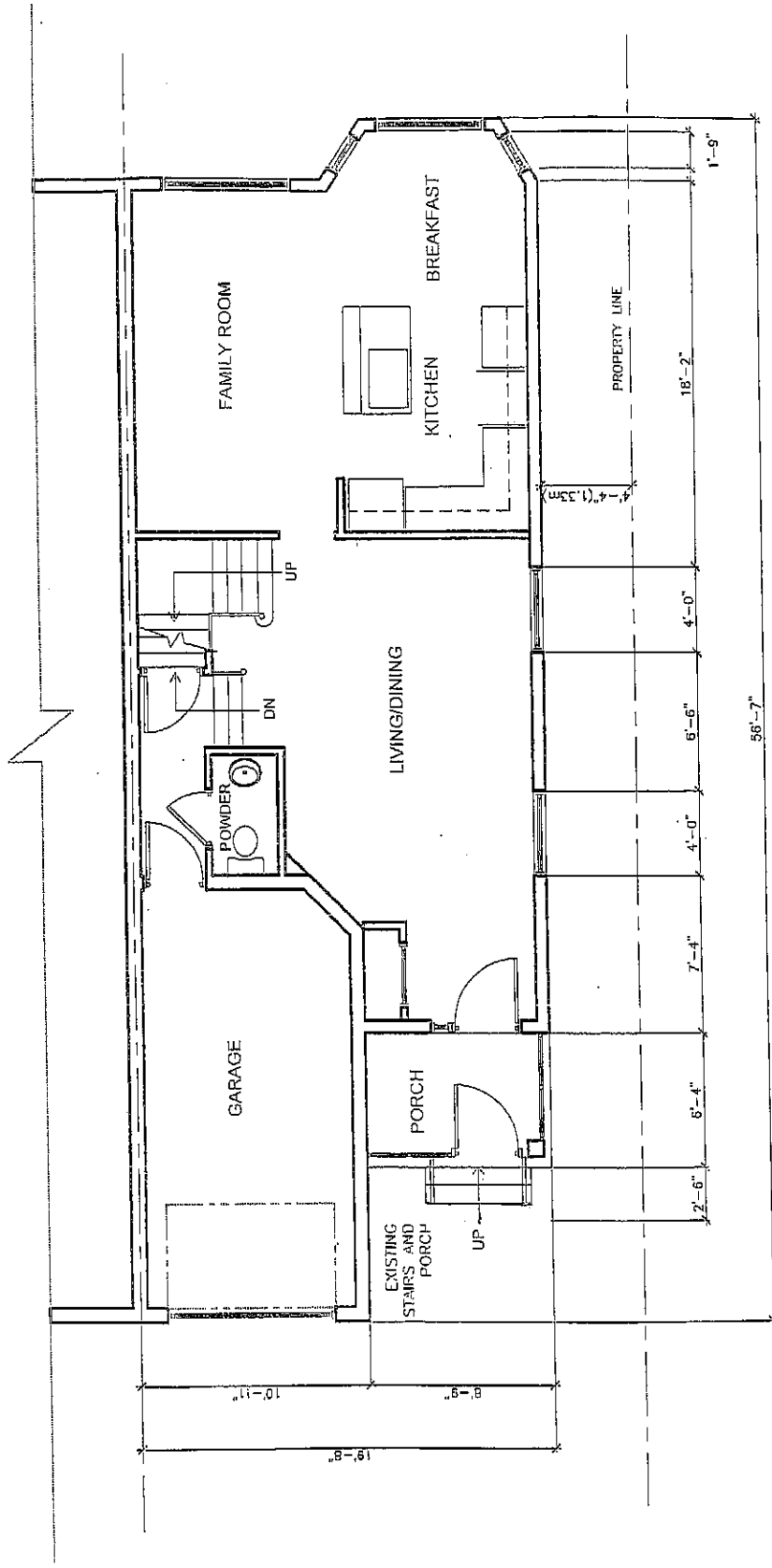


NORTH ELEVATION

DISTANCE TO PROPERTY LINE 1.33m (4'-4")
 EXPOSING BUILDING FACE AREA = 93.4m² (1005.3 S.F.)
 UNPROTECTED OPENINGS AREA
 EXISTING = 3.9m² (42.9 S.F.)
 PROPOSED = 3.1m² (33.5 S.F.)
 TOTAL NEW = 7.0m² (76.4 S.F.) - 7.5%

FOR REFERENCE ONLY

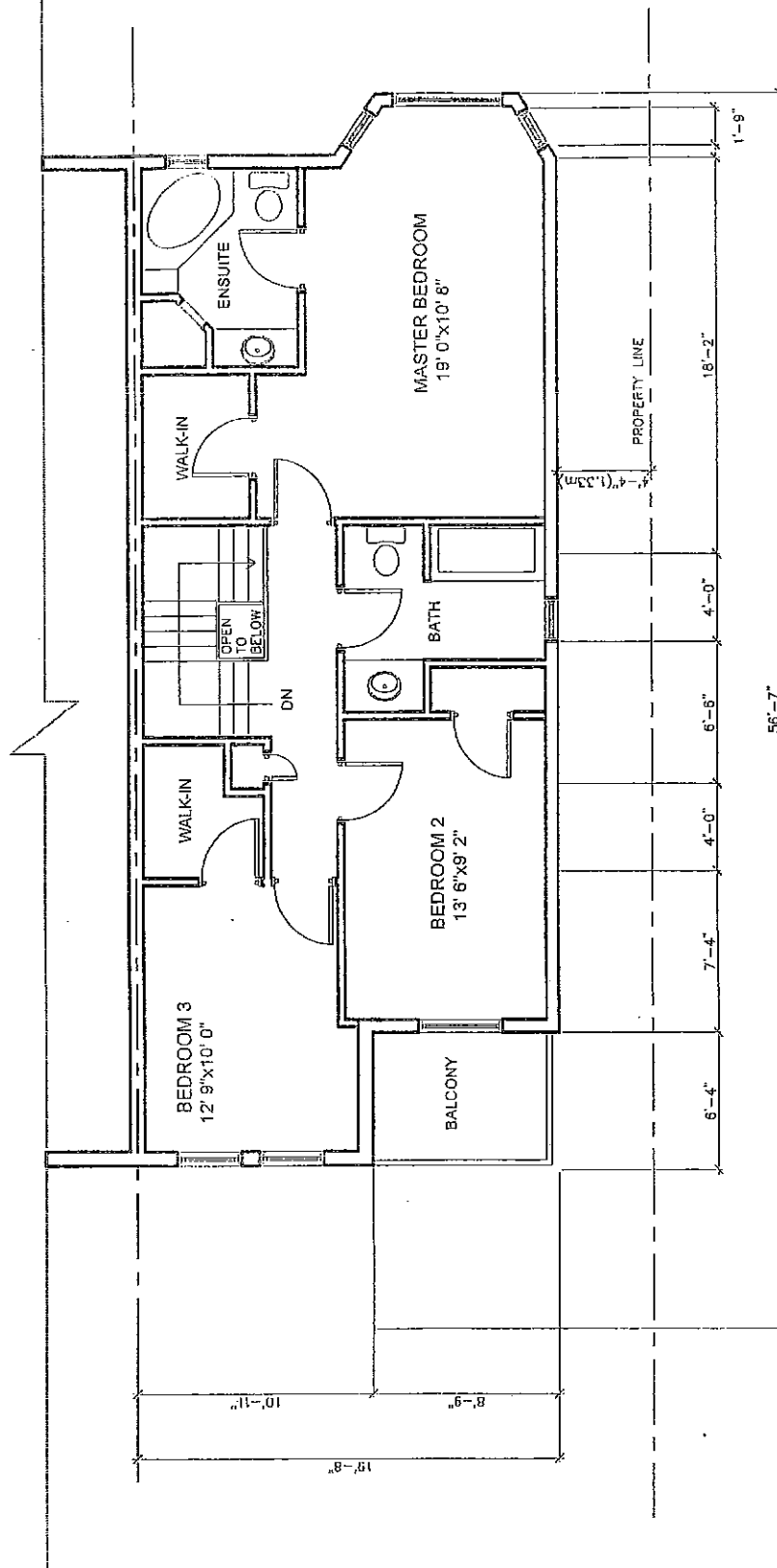
PORCH ENCLOSURE



GROUND FLOOR PLAN AREA = 89.5m² (963.5 S.F.)
 PORCH AREA = 4.5m² (49 S.F.)

FOR REFERENCE ONLY

PORCH ENCLOSURE



2-ND FLOOR PLAN AREA = 81.9m² (882.5 S.F.)

FOR REFERENCE ONLY

PORCH ENCLOSURE

width of stairs in which they occur, except that

- (a) the length of landing for exterior stairs serving not more than 1 *dwelling unit* need not exceed 900 mm (2 ft 11 in), and
- (b) the length of landing for all other stairs in a straight run need not exceed 1 100 mm (3 ft 7 in).

(See also Articles 9.9.6.2. and 9.9.6.6. for landings in *exits*.)

9.8.4.2. Required Landings

(1) Where a door swings towards a stair, the full arc of its swing shall be over a landing.

(2) Except as provided in Sentence (3), a landing shall be provided at the top and bottom of each flight of interior stairs and where a doorway occurs in a stairway.

(3) Where a door at the top of a stair in a *dwelling unit* swings away from the stair, no landing is required between the doorway and the stairs.

(4) A landing shall be provided at the top of all exterior stairs, except that a landing is permitted to be omitted at a secondary entrance to a *building* containing a single *dwelling unit* provided the stair does not contain more than 3 risers.

9.8.4.3. Height between Landings

(1) The vertical height between any landings shall not exceed 3.7 m (12 ft 2 in).

9.8.4.4. Height over Landings

(1) The clear height over landings shall be not less than 1 950 mm (6 ft 5 in) in *dwelling units* and 2 050 mm (6 ft 9 in) for other landings.

9.8.5. Curved Stairs and Winders

9.8.5.1. Curved Stairs in Exits

(1) Curved stairs used in *exits* shall conform to the requirements of Article 3.4.6.8.

9.8.5.2. Curved Stairs not in Exits

(1) Except as permitted in Article 9.8.5.3., a curved stair not required as an *exit* shall have an average run of not less than 200 mm (7⁷/₈ in) and a minimum run of 150 mm (5⁷/₈ in) and shall have risers conforming to Article 9.8.3.1.

9.8.5.3. Winders

(1) Stairs within *dwelling units* are permitted to contain winders that converge to a centre point provided

- (a) the winders turn through an angle of not more than 90°,
- (b) individual treads turn through an angle of not less than 30° or not more than 45°, and
- (c) adjacent winders turn through the same angle.

(See Appendix A.)

(2) Where more than one set of winders described in Sentence (1) is provided in a single stairway between adjacent floor levels, such winders shall be separated in plan by at least 1 200 mm (3 ft 11 in).

9.8.6. Pedestrian Ramps

9.8.6.1. Ramps in a Barrier-Free Path of Travel

(1) Ramps in a *barrier-free* path of travel shall conform to the requirements in Section 3.8.

9.8.6.2. Maximum Slope

(1) Except as provided in Article 9.8.6.1., the slope of interior pedestrian ramps shall be not more than

- (a) 1 in 10 for *residential occupancies*,
- (b) 1 in 6 for *mercantile or industrial occupancies*, and
- (c) 1 in 8 for all other *occupancies*.

(2) Except as provided in Article 9.8.6.1., the slope of every exterior ramp shall be not more than 1 in 10.

9.8.6.3. Level Areas on Ramps

(1) Except as provided in Article 9.8.6.1., where a doorway or stairway opens onto the side of a ramp, there shall be a level area extending across the full width of the ramp and for a distance of not less than 300 mm (11³/₄ in) on either side of the wall opening.

(2) Except as provided in Article 9.8.6.1., where a doorway or stairway opens onto the end of a ramp, there shall be a level area extending across the full width of the ramp and along it for not less than 900 mm (2 ft 11 in).

Table 9.10.14.1.
Maximum Percentage of Unprotected Openings or Glazed Areas, % of *Exposing Building Face Area*
Forming Part of Sentence 9.10.14.1.(1)

Occupancy Classification of Building	Maximum Area of Exposing Building Face, m ² (ft ²)	Limiting Distance, m (ft-in)													
		Less than 1.2 (3'-11")	1.2 (3'-11")	1.5 (4'-11")	2.0 (6'-7")	2.5 (8'-4")	3.0 (9'-10")	4.0 (13'-1")	6.0 (19'-8")	8.0 (26'-3")	10.0 (32'-10")	12.0 (39'-4")	16.0 (54'-6")	20.0 (65'-7")	25.0 (82'-0")
Residential, business and personal services and low hazard industrial	10 (107)	0	8	12	21	33	55	96	100	—	—	—	—	—	—
	15 (160)	0	8	10	17	25	37	67	100	—	—	—	—	—	—
	20 (215)	0	8	10	15	21	30	53	100	—	—	—	—	—	—
	25 (267)	0	8	9	13	19	26	45	100	—	—	—	—	—	—
	30 (323)	0	7	9	12	17	23	39	88	100	—	—	—	—	—
	40 (431)	0	7	8	11	15	20	32	69	100	—	—	—	—	—
	50 (538)	0	7	8	10	14	18	28	57	100	—	—	—	—	—
	100 (1080)	0	7	8	9	11	13	18	34	56	84	100	—	—	—
Over 100 (1080)	0	7	7	8	9	10	12	19	28	40	55	92	100	—	
Mercantile and medium hazard industrial	10 (107)	0	4	6	10	17	25	48	100	—	—	—	—	—	—
	15 (160)	0	4	5	8	13	18	34	82	100	—	—	—	—	—
	20 (215)	0	4	5	7	11	15	27	63	100	—	—	—	—	—
	25 (267)	0	4	5	7	9	13	22	51	94	100	—	—	—	—
	30 (323)	0	4	4	6	9	12	20	44	80	100	—	—	—	—
	40 (431)	0	4	4	6	8	10	16	34	61	97	100	—	—	—
	50 (538)	0	4	4	5	7	9	14	29	50	79	100	—	—	—
	100 (1080)	0	4	4	4	5	6	9	17	28	42	60	100	—	—
Over 100 (1080)	0	4	4	4	4	5	6	10	14	20	27	46	70	100	
Column 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

9.10.14.4. Alternate Method of Determining Limiting Distance

(1) The *limiting distance* shown in Table 9.10.14.1. is permitted to be reduced provided it is not less than the square root of

- (a) the aggregate area of *unprotected openings* in an *exposing building face* in *residential occupancies, business and personal services occupancies and low hazard industrial occupancies*, and
- (b) twice the aggregate area of *unprotected openings* in *mercantile occupancies and medium hazard industrial occupancies*.

9.10.14.5. Openings in Walls Having a Limiting Distance Less Than 1.2 m

(1) Openings in a wall having a *limiting distance* of less than 1.2 m (3 ft 11 in) shall be protected by *closures*, of other than wired glass or glass block, whose *fire protection rating* is in conformance with the *fire-resistance rating* required for

the wall. (See Table 9.10.13.1.)

9.10.14.6. Allowance for Sprinklers and Wired Glass or Glass Block
(See A-3.2.3.11. in Appendix A.)

(1) The maximum area of *unprotected openings* is permitted to be doubled where the *building* is *sprinklered* provided all rooms, including closets and bathrooms, that are adjacent to the *exposing building face* and that have *unprotected openings* are *sprinklered*, notwithstanding any exemptions in the sprinkler standards referenced in Article 3.2.5.13.

(2) The maximum area of *unprotected openings* is permitted to be doubled where the *unprotected openings* are glazed with wired glass in steel frames or glass blocks as described in Articles 9.10.13.5. and 9.10.13.7.