



## Can I do my own drawings?

As the owner, you may design your own project and produce your own drawings. Libraries and home improvement stores carry books with standard details that can be referenced when creating drawings. Discuss your project with material suppliers to establish costs, sizes and spans. Examples of drawings can also be obtained from the Building Services Division to illustrate the quality of submission necessary for a permit application. However, if you are not familiar with various government regulations, by-laws and Ontario Building Code requirements, you may wish to hire a knowledgeable designer instead. Delays in the issuance of your permit can arise if your drawing and specification submissions are not complete or do not conform to the Building Code and/or Zoning By-Law. **All drawings must be to scale and printed in ink.** Original drawings in pencil are not acceptable, but photocopies of penciled drawings may be sufficient. Plans must be fully dimensioned in either metric or imperial units, but not a combination of both. **Two (2) copies are required of each drawing.**

**NOTE:** Most designs for Building Permits not completed by the owner will require a designer registered and/or qualified under Division C, Part 3, Section 3.2 of the Ontario Building Code. A designer is anyone who is responsible for the design, which may also include preparing the drawings for submission. You may wish to check with the Building Services Division to find out whether your project requires a qualified designer.

## How do I know if a designer is qualified?

Qualified designers will have a Building Code Identification Number (BCIN). Qualifications may be verified on the Ministry of Municipal Affairs and Housing website at [www.mah.gov.on.ca](http://www.mah.gov.on.ca). Please contact the Ministry at 416.585.6666 if you have any further questions regarding designers or qualifications.



## How do I apply for a Building Permit?

Building Permits may be applied for by the property owner, or by an agent on behalf of the owner such as the contractor or designer. Forms for Building Permits, along with fee schedules, are available at the Building Services Division Offices and may also be downloaded at: [www.hamilton.ca/building](http://www.hamilton.ca/building).

When building a deck or porch, you will be required to submit:

- 1) A **completed application form** with property address, owner/applicant and designer information. Building Permit fees are required to be paid in full at the time of application.
- 2) A **Site Plan** must also accompany your permit application. A Site Plan identifies buildings and other features in relation to property boundaries. The Site Plan should show your existing house and the size and location of the proposed porch or deck. Please include the following information on your Site Plan:
  - Title, scale, north arrow, and property dimensions
  - Legal description including lot and plan number, street name and municipal address number
  - Setbacks to all property lines for the existing dwelling and the proposed deck or porch
  - Any right-of-ways and/or easements
  - Information on all accessory buildings such as the size and location of garages, sheds, or swimming pools
  - Front yard landscaping, such as a driveway or sidewalk
  - Location of existing septic system (if applicable)
- 3) Detailed construction drawings indicating:
  - Size/dimensions of proposed porch/deck in relation to existing structure
  - Height from grade to top of slab, decking, railing and/or roof
  - Construction of stairs, guards and handrails - include stair width, stringer size, rise, run, guard spacing, height, material and attachment details
  - Roof framing (if applicable): material, size, grade and spacing of rafters, showing support details at all bearing points
  - Footing, foundation or pier construction details including size, depth and compressive strength of concrete

**Wood frame deck construction:** indicate size, grade, direction, spacing and span of joists and beams.

**Concrete porch construction:** indicate concrete compressive strength; thickness of slab; size and spacing of any rebar present, and means of support.

## What other information should I be aware of?

- Please contact our Division in the planning stages of your project to determine the requirements for a Building Permit application, including the current fee schedule and any Zoning By-Law restrictions.
- Customer Service Representatives are available to answer your questions.
- During the review process you may be contacted by a plans examiner via phone or mail if there are any outstanding requirements. All outstanding information must be submitted prior to issuance of the permit.
- Please read the permit documents thoroughly before commencing construction. The construction of the porch or deck must be in accordance with the approved plans and documents issued with your permit.
- Several inspections are required during construction to ensure that all work is done as per the approved plans. Contact the Building Inspector before you start your project to find out which inspections are required.
- It is your responsibility, as the owner, to ensure that either you or your contractor contacts the City to request an inspection at least 48 hours before work proceeds from one inspection stage to the next. For inspections, call 905.546.3950, Monday to Friday.

## Important Contacts:

**Call Before you Dig (24 hour service):**  
1.800.400.2255

**Committee of Adjustment  
(Minor Variances from Zoning By-Law):**  
905.546.4221

**Conservation Authority:**  
Hamilton Region: 905.525.2181  
Halton Region: 905.336.1158  
Grand River: 519.621.2761  
Niagara Peninsula: 905.788.3135

**CP Rail:**  
1.800.766.7912

**Electrical Safety Authority  
(Electrical permits/inspections):**  
1.877.372.7233

**Encroachments/Alley information:**  
905.546.2424 Ext. 4298

**Historical Designations/Information:**  
905.546.2424 Ext. 1202 or Ext. 1220

**Ministry of Transportation:**  
416.235.4081 or 416.235.4387

**Niagara Escarpment Commission (NEC):**  
905.877.5191

## How do I know if a contractor is licensed to work in Hamilton?

Call 905.546.2782 and press '3' for licensing and staff will be able to tell you if a contractor is licensed or not to work in Hamilton. More information can be found online at [www.hamilton.ca/tradelicence](http://www.hamilton.ca/tradelicence).



Information collected in the building permit application process, including personal information, is collected under the authority of the *Building Code Act*, 1992, S.O. 1992, Chap. 23 and is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56.  
For more information, please call 905-546-2720 or email [building@hamilton.ca](mailto:building@hamilton.ca)

## *For more information contact:*

**Building Services Division**  
Planning and Economic Development Department  
City Hall  
71 Main Street West, 3<sup>rd</sup> Floor  
Hamilton, Ontario, L8P 4Y5

**Monday - Friday**  
8:30 a.m. - 4:30 p.m.  
Phone: 905.546.2720  
Email: [building@hamilton.ca](mailto:building@hamilton.ca)  
Website: [www.hamilton.ca/building](http://www.hamilton.ca/building)

All Department brochures can be found at: [www.hamilton.ca/pedpublications](http://www.hamilton.ca/pedpublications)

All Department applications can be found at: [www.hamilton.ca/pedapplications](http://www.hamilton.ca/pedapplications)



**BUILDING SERVICES DIVISION**  
**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT**