

THE CORPORATION OF THE TOWNSHIP OF GILLIES  
Schedule "B" to By-law No. 2011-690

**LIST OF PLANS OR WORKING DRAWINGS TO ACCOMPANY APPLICATION  
FOR PERMITS**

Two sets of each of the following are required to be submitted with a building permit application:

1. Site Plan, drawn to scale, referenced to a survey if available and showing:
  - a) owner name, legal description and any existing locator number for the subject land;
  - b) the boundaries and dimensions of the subject land with North marked thereon;
  - c) the location and size of any existing or proposed buildings or structures, including their set backs from property lines;
  - d) existing and finished ground levels and grades;
  - e) the boundaries and dimensions of any land owned by the owner of the subject land that abuts the subject land;
  - f) the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge;
  - g) the approximate location of all natural and artificial features on the subject land and adjacent land that, in the opinion of the applicant, may affect the application, such as buildings, roads, watercourses, drainages ditches, river or stream banks, wetlands and wooded areas;
  - h) the approximate location of all existing and proposed wells and septic systems;
  - i) the existing use(s) on land that is adjacent to the subject land;
  - j) the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way;
  - k) the location and nature of any easement, right-of-way or utility affecting the subject land.
  - l) proposed fire access routes – location and dimensions of access driveways and proposed fire routes.
  
2. Floor Plan
  - a) The floor plan for each storey (including basement) must be separate.
  - b) All rooms must be labeled to illustrate their intended use.
  - c) The location of doors, windows, placement of plumbing fixtures and stairs must be clear.
  - d) If the project is an addition, the layout of the existing portion is also required.
  - e) The structural information for roof or floor /framing information and any mechanical and electrical specifications may be illustrated on the floor plan for simple projects.

3. Foundation Plan
  - a) Soil conditions and water table.
  - b) The size and type of materials used.
  - c) The location and size of all footings, including column and pier footings.
  - d) The location and type of any required drainage should be illustrated.
  - e) Plumbing and electrical services can be added on this drawing.
  
4. Framing Plan
  - a) The size, type and location of all structural members must be clear. (Lintel details required).
  - b) The spans for beams must be indicated.
  - c) The specifications for engineered lumber must be provided.
  - d) All loads must be safely transferred to the foundation; sufficient information must be provided.
  
5. Roof Plan
  - a) Roof slope and any roof mounted equipment must be shown.
  
6. Sections and Details
  - a) Cross sections will illustrate all materials that make up the wall, floor and roof systems.
  - b) Adequate information to determine the location of; insulation, air barrier, vapour barrier, structural members, sheeting, backfill height, stairs, bracing and required connections must be shown.
  
7. Building Elevations
  - a) Show proposed grade at each elevation of building.
  - b) Windows, doors, roof slopes, decks, chimneys, etc...
  
8. Electrical Drawings
  - a) Show location of lights, carbon monoxide detectors, required switching, etc.
  
9. Heating, Ventilation and Air Conditioning Drawings
  - a) Location and description of all HVAC units including clearance details.
  - b) Indicate locations of supply and return air openings.
  - c) Provide information and specifications on HVAC units.
  
10. Plumbing Drawings
  - a) Indicate locations of fixtures
  - b) Provide information on fixture units, pipe and vent sizing.
  
11. Fire Alarm and Sprinkler Plans
  - a) Show locations of smoke alarms, sprinklers, etc.

Note: The Chief Building Official may specify that not all the above-mentioned plans are required to accompany an application for a permit.