

QUALIFICATION GUIDELINES FOR DOCUMENTS SUPPORTING A PERMIT APPLICATION

	TYPE OF APPLICATION	PERMIT REQUIRED	REQUIRED QUALIFICATIONS		OBC References
			OWNER	DESIGNER	
RESIDENTIAL ¹	DECK	<ul style="list-style-type: none"> - if 2'-0" or more above grade, or - if more than 10sq.m, or - if attached to house 	Exempt	<i>House</i> ² (ex: home depot must have BCIN or homeowner redraw)	<ul style="list-style-type: none"> - Definition of <i>building</i> in the Building Code Act. - Division C Part 3 Article 3.2.4.1 & 3.2.5.1
	SHED	<ul style="list-style-type: none"> - if more than 10sq.m, or - if contains plumbing 	<i>House</i> ² (Exempt if homeowner)	<i>House</i> ² (Exempt if under 50sq.m)	<ul style="list-style-type: none"> - Definition of <i>building</i> in the Building Code Act. - Division C Part 3 Article 3.2.4.1 & 3.2.5.1.
	GARAGE	<ul style="list-style-type: none"> - Yes 	<i>House</i> ² (Exempt if homeowner)	<i>House</i> ² (Exempt if under 50sq.m)	<ul style="list-style-type: none"> - Division C Part 3 Article 3.2.4.1 & 3.2.5.1 - Division A Part 1 Article 1.1.2.4. - Division C Part 3 Article 3.5.2.1 - Division C Part 1 Table 1.2.1.1
	RENOVATION	<ul style="list-style-type: none"> - Yes (unless it is considered <i>ordinary maintenance</i>⁵) 	Exempt	<i>House</i> ²	
	ADDITION	<ul style="list-style-type: none"> - Yes 	Exempt	<i>House</i> ²	
	HVAC (MECHANICAL)	<ul style="list-style-type: none"> - Yes (unless it is considered <i>ordinary maintenance</i>⁵) 	Exempt	<i>HVAC House</i>	
	PLUMBING (MECHANICAL)	<ul style="list-style-type: none"> - Yes (unless you are just changing fixtures or it is <i>ordinary maintenance</i>⁵) 	Exempt	<i>Plumbing House</i>	
	NEW	<ul style="list-style-type: none"> - Yes 	Exempt	<i>House</i> ²	
SMALL BUILDING	<ul style="list-style-type: none"> - Yes 	Not Exempt	<i>Small Building</i> ³		
COMMERCIAL	SMALL BUILDING (construct⁶)	<ul style="list-style-type: none"> - Yes (unless it is considered <i>ordinary maintenance</i>⁵) 	Not Exempt	<i>Small Building</i> ³ + Architect and Engineer (in some cases)	
	LARGE BUILDING (construct⁶)	<ul style="list-style-type: none"> - Yes (unless it is considered <i>ordinary maintenance</i>⁵) 	Not Exempt	<i>Large Building</i> ⁴ + Architect and Engineer (in many cases)	
	SIGNS (regulated under the 2006 Building Code)	<ul style="list-style-type: none"> - Yes (regulated under the Ontario Building Code and the Carleton Place's Sign By-Law) 	<ul style="list-style-type: none"> - Exempt where an Architect or Engineer are <u>not</u> required 	Architect or Engineer ⁷	<ul style="list-style-type: none"> - Division C Part 1 Article 1.2.1.1 s.11 & 12. - Division B Part 3 Article 3.15

1. Residential means a detached house, semi-detached house, townhouse or row house containing not more than two dwelling units in each house
2. House means buildings that are 3 storeys or less, less than 600m² with C Classification where there is no dwelling unit above another dwelling unit and/or a detached ancillary structure under 50m²
3. Small Building means buildings that are 3 storeys or less, less than 600m² with C, D, E, F2 or F3 Occupancy Classification
4. Large Building means buildings that are 3 storeys or more than 600m² and all including A, B & F1 Occupancy Classifications
5. Ordinary maintenance means “the replacement of building components or systems where such replacement conforms to the Building Code and the manufacturer’s installation guidelines and where such replacement does not include nor affect the performance of any life safety system, stairway, means of egress, exit, structural element, plumbing, heating or ventilation system and where such replacement does not include the cutting away nor adding to in part or in whole of any wall, partition, floor, ceiling, foundation or roof” as per the Town of Carleton Place’s Building By-law definition. (See also definition of construct)
6. Construct means “to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere” as per the Building Code Act.(to construct typically requires a building permit)
7. A sign structure shall be designed by an architect or professional engineer where it is; a ground sign that exceeds 7.5m in height; a projecting sign that weighs more than 115kg and a projecting sign attached or fastened in any manner to a parapet wall. (All signs must be designed in accordance with Part 4 of the Ontario Building Code)

Note: Even if a person is exempt, the documents submitted supporting a permit application must be to scale (at least accurately dimensioned) and legible with enough information to determine whether the proposed construction meets current building code, by-laws and any other regulations. Ensure applicant has consulted with the Planning Department prior applying.

For the full list of requirements and exemptions; see Division C Part 1 & 3 of the 2006 Ontario Building Code (as amended)