



The Corporation of The Town of Amherstburg

BUILDING DEPARTMENT

3295 Meloche Road

Amherstburg, Ontario N9V 2Y9

Phone: 519-736-5408 Email: building@amherstburg.ca

<https://www.amherstburg.ca/en/town-hall/building-applications-permits.aspx>



RESIDENTIAL BUILDING PERMIT INFORMATION PACKAGE

Version: 2025

1. Introduction

Welcome to the Town of Amherstburg.

The following information is provided to assist you with your construction project.

Please refer to the attached Inspection Schedule for required inspections. Requesting inspections is the responsibility of the homeowner or the contractor of the project.

Inspection can be requested through "Cloudpermit" and will require to be confirmed with our office. You can also schedule inspections by contacting our office at least 24 hours in advance of the inspection at 519-736-5408. Inspection will be available between 10:00 am to 12 pm and 1:00 pm to 3:30 pm.

To arrange an inspection, please indicate:

- Address of inspection
- Date and time frame
- Type of inspection

Please allow a 30-minute time swing from time requested. This will allow for any interruptions and travel time that is required.

You must verify that all work is ready prior to booking inspections.

Permit documents, including approved drawings must be available on site at the time of inspection.

For additional information regarding accessory buildings, pools, fences and decks, please refer to the General By-law Information section of this guide.

Please visit the Town of Amherstburg web site at www.amherstburg.ca for any additional information and code changes.

2. Indemnity Fees

An indemnity fee of \$1000 or \$2,000 (new residential driveways) will be collected upon the issuance of a building permit. The indemnity fee will be returned upon clearance of the building permit which includes the final grade certificate. Indemnity refunds are valid for up to three (3) years from the date the permit is issued after which the indemnity will be non-refundable.

Please be advised that part, or all of the indemnity fee may be seized for the following:

1. Public property is damaged
2. Public facilities are disturbed or damaged, i.e. manholes, water valves, hydrants, service clean-outs, shut-offs, hydro poles, transformers, etc.
3. Public roads are disturbed with cuts, tracks, dirt, dust, etc. **Roads must be kept clean on a daily basis.**
4. Public services are used without permission, etc.

An \$84.00 fee will be retained for repeat inspections, due to work not ready.

Building permits must be finalized and cleared with in 3 years in order to receive indemnity deposit refunds.

Indemnity fees are not transferable to third parties.

5. Inspection Schedule

The following is a list of required inspections for residential building projects. It is the builder's responsibility to request inspections and confirm that all work has been completed and approved. Any work covered before the inspection must be uncovered for proper inspection. Builders are responsible to provide the permit drawings on site at the time of the inspection.

Requesting inspections is the responsibility of the homeowner or the builder /contractor of the project. Inspections must be booked at least 24 hours in advance at 519-736-5408. Inspections will be available between 10:00 am to 12:00 pm and 1:00 pm to 3:30 pm.

1. **Storm and sanitary** sewer connection inspection (water test required on both services)
2. **Water Service Line** inspection contact Public Works Department at 519-736-3664
3. **Footing** inspection (before pouring concrete). **Top of footing certificate** required for new homes.
4. **Parge & tar** inspection (before backfilling)
5. **Underground storm completion** (Sump pit discharge and rear yard drain connection. Downspout connections not permitted)
6. **Grade entry** inspection (rigid insulation installed prior to inspection)
7. **Underground plumbing** inspection (water test or air test)
8. **Rough-In Radon Mitigation** Inspection (Refer to drawing)
9. **In-floor heating** inspection (air test required)
10. **Rough plumbing** inspection (water test or air test)
11. **Water Line inspection** (air test required)
12. **Rough framing** inspection (Provide roof truss and engineered floor joist drawings)
13. **Rough Heating Inspections**
14. **Fire Separation** (where required)
15. **House Wrap** Inspection (May be part of framing inspection)
16. **Concrete porch rebar** inspection
17. **Fireplace** inspection (before damper installation)
18. **Insulation & air/vapour barrier** inspection. (**Post attic insulation certificate at the hydro panel location**)
19. **Water meter installation** (Public Works Department 519-736-3664)

- 20. Rear yard drainage** inspection (before backfilling) Filter Cloth to be installed under grate cover.
- 21. Final building and plumbing / Occupancy Permits, Final Grade Certificate**
- 22. Final Clearance**-Indemnity deposit return. Return if permit is cleared within 3 years of permit issuance.

6. **Record of Requested Building Inspections** (Applicant / Owner Use)

<u>Type of Inspection</u>	<u>Date Requested</u>	<u>Date Approved</u>
Storm and Sanitary		
Footings		
Grade Entry Insulation		
Backfill and Storm Completion		
Framing		
House Wrap		
Fire Separation (if required)		
Underground Plumbing		
Radon Rough in Mitigation		
Rough Plumbing		
Waterlines		
Rough Heating		
Fire Separation (if required)		
Main Floor Insulation		
Basement Insulation		

Second Floor / Bonus Room Insulation		
Rear Yard Drain and Grading		
Final Plumbing / Heating		
Occupancy		
Final Clearance		



7. Inspection Guidelines

All construction sites must be clearly identified with a municipal address and

Approved permit drawings must be available on site for review.

Contractor must ensure proper and safe access onto the job site as per Ministry of Labour guidelines. Inspections may be denied if proper access is not provided.

Contractor / Applicant must ensure that all work is complete and ready for inspection.

If any booked inspections are not ready, they must be cancelled prior to the inspection otherwise it may be subject to a \$84.00 fee.

Contractor / Applicant must ensure that deficiencies are complete and re-inspected.

Water, Storm and Sanitary

- Both storm and sanitary connections must be ready and water tested for inspection
- Water connection inspection is to be booked with Public Works at 519-736-3664

Footing

- All form work placed and secured
- Soil must be undisturbed with no loose, frozen, or organic material
- A soils report may be required if soil conditions are questionable
- A top of footing elevation certificate* must be presented to the Building Inspector at the time of the inspection. ****Certificates must be prepared by an Ontario Land Surveyor, Professional Engineer or a Certified Engineering Technician****

Backfill / Storm Completion

- All storm piping must have a water test for inspection
- Weeping tile must be covered with clear stone and geo sock, or building paper to prevent ingress of sand
- Storm sewer must be on firm soil, clear stone, or secured to the foundation
- Storm pipe suspended by foundation must be secured with straps and saddles at maximum 16" o/c
- Pipe penetrations through foundation wall must be properly sealed with non-shrinkable grout and tar
- 'Y' and 45° fittings are to be used for vertical to horizontal downspout connections.
- 'TY' fittings are permitted for test tees and cleanouts only
- Two 45° elbows or one 90° 'long sweep' elbow fitting may be used for horizontal installations
- Ensure that a sump pump discharge with overflow is provided. (Refer to diagram)
- All downspouts must be splashed on to grade level. A maximum of one downspout may be connected (usually at main entry walkway)
- Directing ground water into the sanitary sewer is not permitted

Framing

- Provide proper access to all floor levels
- Ensure that all framing is complete including installation of windows, doors and house wrap
- Approved drawings must be available on site including approved pre-engineered roof trusses, floor joist layout and beam drawings
- All steel beams and columns must be bolted and secured
- Exterior columns must be anchored top and bottom
- All truss bracing must be complete for inspection
- Attic hatch opening must be installed

Fire Separations

- Where applicable, required fire separations must be inspected
- ABS piping is not permitted within party walls.

Plumbing

- All residential dwellings must be equipped with a backwater valve (open type) or a sewage ejector where specified. (Refer to diagram)
- All plumbing must be tested with either a water or air test (5 psi) and exposed for inspection
- Water lines and in-floor heating inspections are required to have an air test (100 psi)
- Provide smash plates on all drain lines and waterline where required
- Maximum hot water temperature supplied to fixtures shall not exceed 49 degrees Celsius for dwelling units
- Drain Water Heat Recovery Units (DWHR) must be installed to receive drain water from at least two showers and must be installed in an upright position. (as per submitted SB-12 Compliance requirements)
- Hot Water heating must meet the minimum Energy Efficiency outlined in your SB-12 Compliance package

Radon Rough-In Mitigation

Radon rough-in are required on all residential construction projects. This is a rough-in only in the event through testing there is high levels of Radon the rough in will allow for mitigation equipment to be installed to the rough in pipe.

Rough-in will consist of a 4" (100mm) pipe installed under the slab in the gravel near the centre of the house and terminate in a location that is accessible. A sealed cap must be installed and labelled. The label must indicate a **RADON ROUGH IN**. (refer to diagram)

Heating

A rough heating inspection are required; the following must be completed prior to insulation inspection.

- Grade entrances must have a supply air register at floor level within 5 feet of the door
- Heat ducts in attic spaces, exterior walls and garage areas must be sealed and insulated (min. R-12)
- All return air inlets must be at floor level in basements
- All heating and cooling units must be at least 36" from any side yard
- Insulation of ductwork must be completed for insulation inspection
- Heat Recovery Ventilators (HRV) units required in all new dwellings

Insulation

- All previous inspections are required to be completed and passed prior to insulation inspection
- Building must be weather protected to prevent rain ingress
- All coffered ceilings must have minimum of R-60 insulation
- Insulation stops minimum 16" must be installed at all change of ceiling heights
- Blown-in insulation cannot be installed on sloped ceilings greater than 2.5/12
- Provide blown insulation certificate. Certificate to be located and secured near the electrical panel

Structural Slabs over Cellar

- Slab re-enforcing must be installed as per code, including ties to foundation walls
- Provide moisture protection for all wood in contact with concrete
- Inspection required prior to placement on concrete

Rear Yard Drain and Final Grading

- Rear yard catch basins to be installed as per grade design sheet attached to permit
- Extend solid storm pipe 10'-0" beyond dwelling
- Continuous weep tile to catch basin and tied to storm sewer
- Catch basin to have filter cloth under grate lid until final grading and landscape is completed

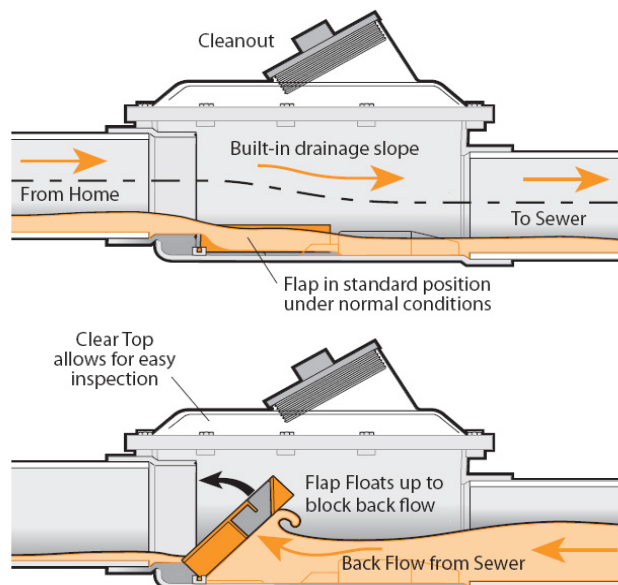
Final Inspection

- A final inspection must be performed before occupancy of all buildings.
- All exterior finishes to be completed
- Grading must be completed as per grading design
- Final grade certificate* must be submitted to the Building Department (The grade certificate should indicate the following elevations: Brick ledge, Finished grades at front and rear of building, catch basin or swale and rear lot line.) ****Certificates must be prepared by an Ontario land Surveyor, Professional Engineer or a Certified Engineering Technician****
- Gas meter to be installed and connected
- All interior finish work completed
- Water meter must be installed and connected
- All smoke and carbon monoxide detectors with strobe lights to be connected and operational
- All stairways to be completed with guard rails and handrails
- Self-closing devices required on doors between garage and house
- All plumbing and heating to be complete and operational
- All cleanouts exposed complete with screw on caps

A final occupancy certificate will be digitally issued through Cloudpermit only if all items are completed. A certificate will not be issued if any deficiencies are safety related (ex. Guards missing).

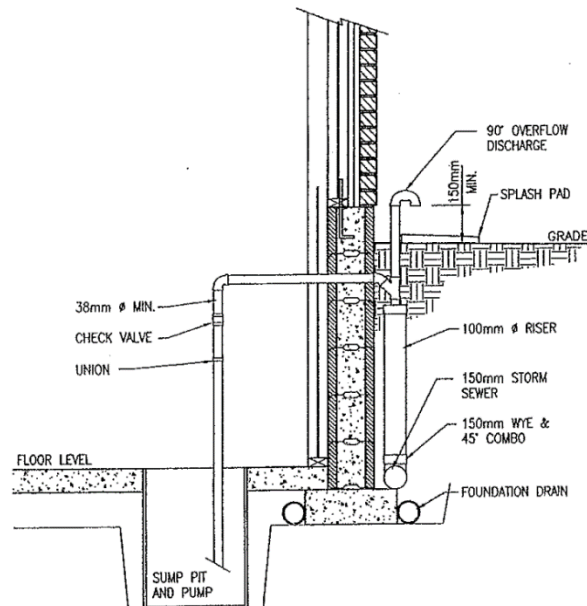
8. How does a back water Valve work?

Your home's sewer system directs water and sewage to flow out of the house. A **backwater valve** will stop water or sewage from flowing into your house should the main sewer line become overloaded. These devices are required in all new constructed homes.



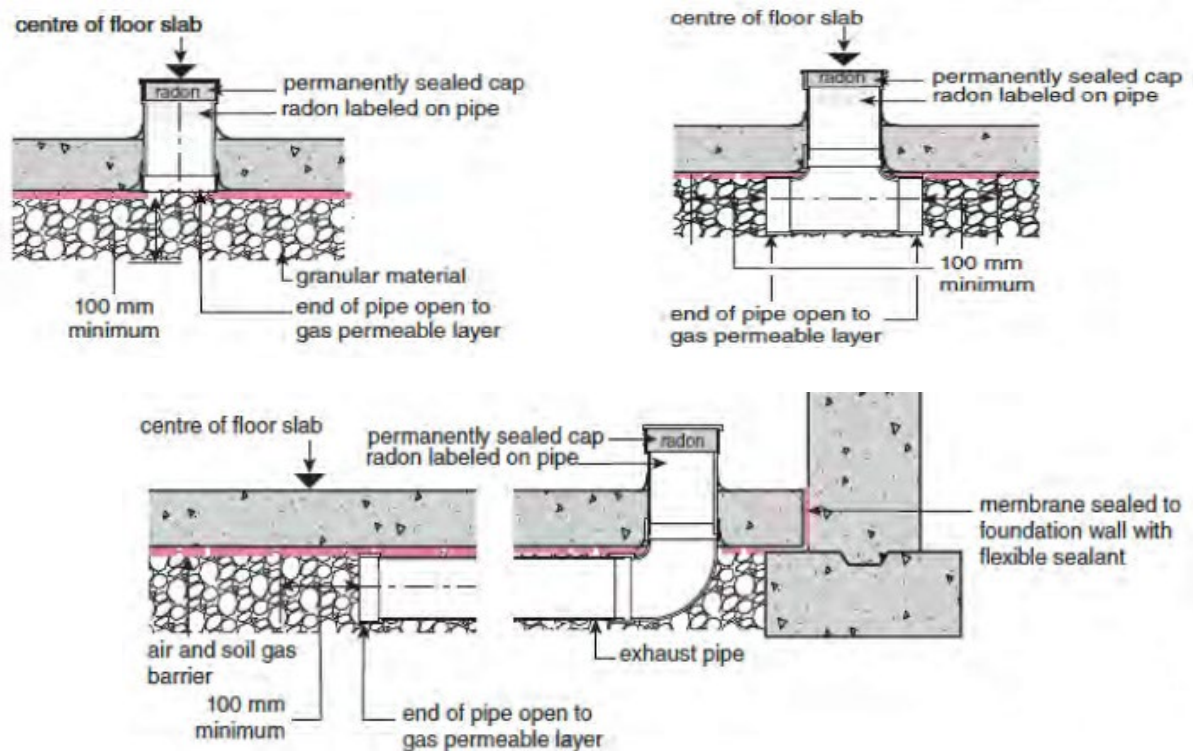
9. Sump Pump Discharge Overflow

This will allow storm water to discharge onto the ground if there is a surge of water to pump out. The attached photo and sketch show how the overflow is to be installed.



10. Radon Rough-in (VOLUME 2 - SB-9)

Rough-in will consist of a 4" (100mm) pipe installed under the slab in the gravel near the centre of the house and terminate in a location that is accessible. A sealed cap must be installed and labelled. The label must indicate a **RADON ROUGH IN**.



11. Window openings for Basement Bedrooms

Any bedrooms created in a basement level in a home must be provided with an egress window or must have direct access to the exterior with a grade entrance. Refer to the drawings below for minimum sizes requirements.

Egress window serving floor areas containing bedrooms

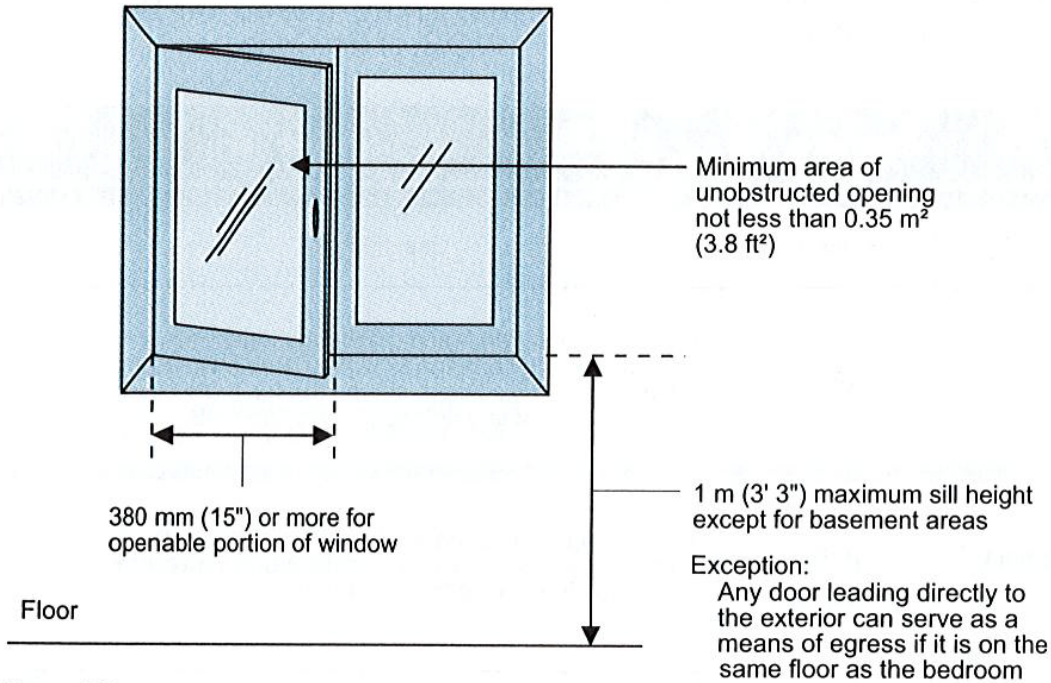


Figure 9.2
Egress Window Requirements

(9.7.1.3.)

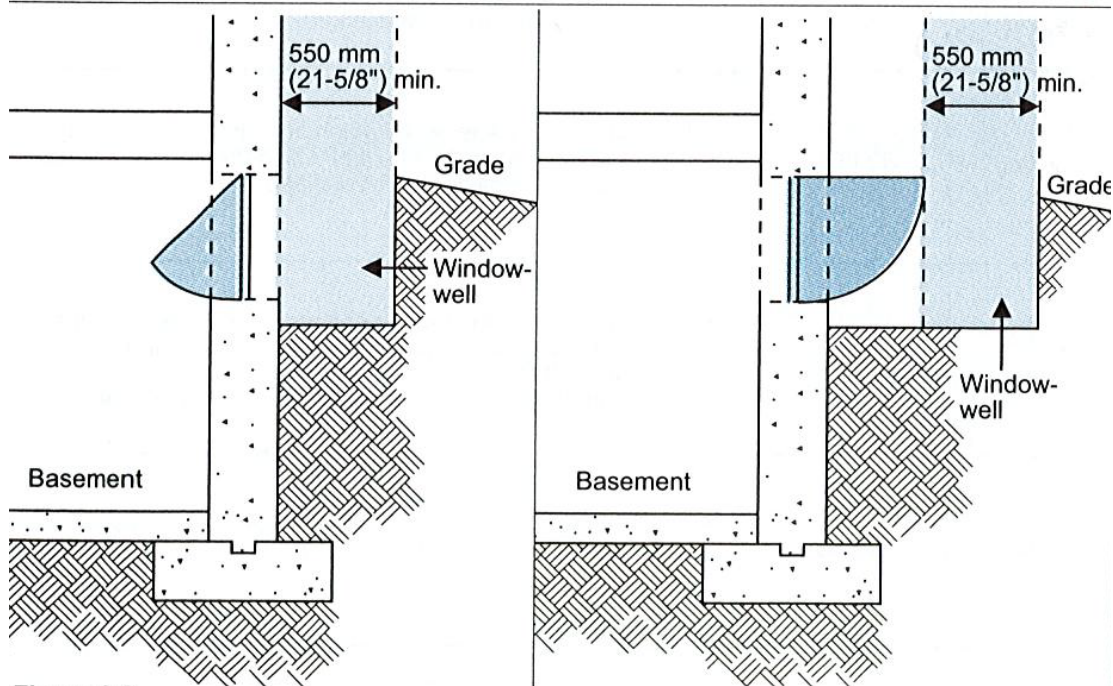
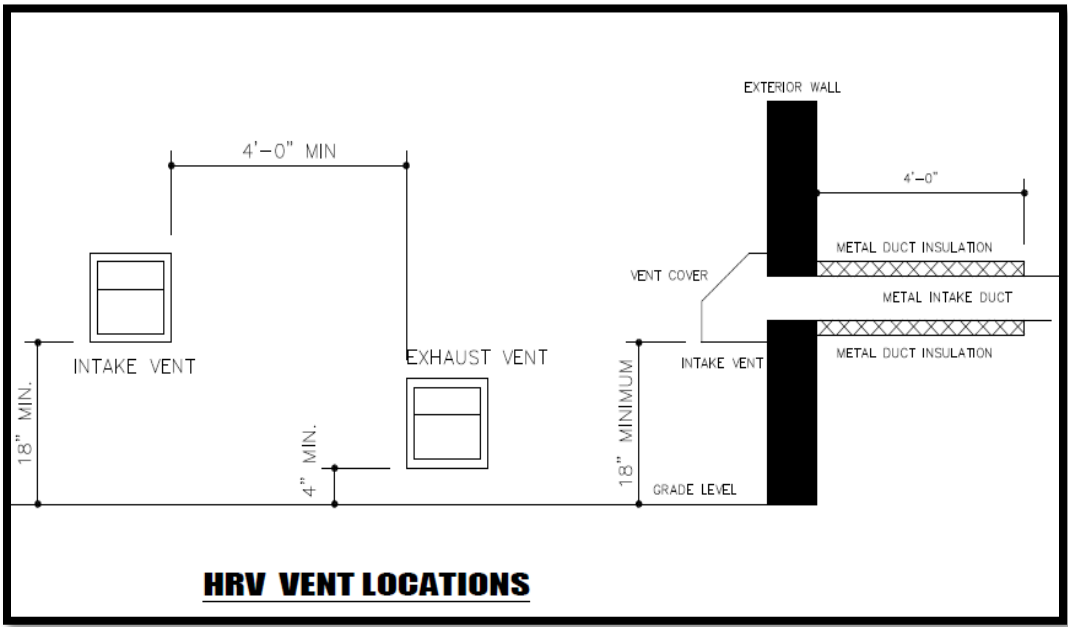


Figure 9.3
Egress Window Openings Into a Window Well

(9.7.1.4.)

12. Heat Recovery Ventilators



13. Ontario Building Code Quick Reference

1. Exterior foundation walls to extend a minimum of 6" above finished ground level (9.15.4.6)
2. Minimum 6" stone bed over and around outside weeping tile. Cover stone with building paper or provide weep tile with sock cover. (9.14.3)
3. Foundation walls must be laterally braced prior to backfill
4. Minimum headroom at beams and ducts in basement 6'5" (9.5.3)
5. Minimum headroom at stairs in dwellings 6'5" (9.8.2.2)
6. Foam plastic insulation shall be covered with an interior finish (9.10.17.10)
7. All entrance doors including doors into attached garages to be resistant to forced entry. with a deadbolt lock and vandal proof hinges (9.7.5.2)
8. Wall construction between garage and dwelling unit shall provide an effective barrier to gas and exhaust fumes (9.10.9.16). Seal all penetrations.
9. Doors between a garage and house shall be tight fitting, weather-stripped and fitted with a self-closing device. (9.10.13.15)
10. All handrails and guards to comply with 9.8 OBC
11. Smoke alarms shall be provided in each bedroom and on each floor level including basements and must be all interconnected and have battery backup and be provide with a visual aid (strobe)(9.10.19.)
12. Carbon Monoxide alarms shall be installed adjacent to each sleeping area (9.33.4.2)
13. Roof trusses that span more than 40'-0" must be provided with an engineer's stamp. (9.23.1.)
14. Attic access hatch must be insulated (min R-20) and weather-stripped (SB-12 2.1.1.7)
15. Maximum hot water temperature supplied to fixtures shall not exceed 49 degrees Celsius (120 F) for all dwelling units. (7.6.5)
16. Laying masonry in cold weather must be protected from the elements and maintain a minimum temperature of 5C (41F) for a duration of 48 hour after installation (9.20.14)
17. Heat Recovery Ventilators (HRV) units are required in all new dwellings
18. Drain Water Heat Recovery (DWHR) units must be installed to receive drain water from at least two showers and must be installed in an upright position as per SB-12
19. All Electrical Installations must be inspected by the Electrical Safety Authority. Separate Inspection Application permit is required.

13. **GENERAL BY-LAW INFORMATION**

The following is for general information only.

The information below is for residential zones within the Town of Amherstburg.

It is the applicant's responsibility to verify all property lines, setbacks, roadways and easements.

Setback requirements

Pool

Minimum side and rear yard	1.5m (5'-0")
Minimum exterior side yard	not permitted

Pump, Filter and Heater

Minimum from side and rear lot lines	1.0m (3'-4")
--------------------------------------	--------------

Fences

Fences must be constructed within property lines and are not permitted on easements and alleys

The minimum height for pool fences	1.2m (4'-0")
The maximum height for all fencing in rear yard	2.0m (6'-6")
The maximum height for fence in front yard	0.915m (3'-0")

Decks

Building permit required if deck more than 24" from grade

Minimum side yard (deck attached to house)	1.5m (5'-0")
Minimum side yard (deck not attached to house)	1.2m (4'-0")
Minimum rear yard (max. into required yard)	1.5m (5'-0")

Sheds (Accessory structures)

Structures over 15m² (161s.f.) – building permit is required

Maximum lot coverage applies. Refer to bylaw.

Proper building drawings and a site plan are required.

Minimum side and rear yard	1.2m (4'-0")
Exterior side yard	not permitted
Maximum building height (to the top peak of roof)	5.5m (18'-0")

Structures under 15m² (161s.f.) – building permit not required

Minimum side and rear yard	1.2m (4'-0")
Exterior side yard	not permitted
Maximum building height (to the top peak of roof)	5.5m (18'-0")

Air Conditioners

Minimum distance from any property line	0.9m (3'-0")
---	--------------



The Corporation of The Town of Amherstburg

Website: www.amherstburg.ca

271 SANDWICH ST. SOUTH, AMHERSTBURG, ONTARIO N9V 2A5

Phone: (519) 736-0012 Fax: (519) 736-5403 TTY: (519) 736-9860

Water Meter Guidelines

Upon applying for a building permit, the infrastructure portion of your build will include the Connection Fee (as per the current User Fee bylaw) and a Water Meter Fee.

The Connection Fee includes and covers the water service line connection to the main and curb box (shut off at the property line) installation. They are typically installed in unison with the other services (sanitary, storm and private side water line) during the excavation stage of your project. The private side water line needs to be inspected by the Water Department prior to the burial. The water is live to the curb box but not to the home at this point.

The Water Meter Fee reflects the type of water meter purchased and the labour involved with the inspection, along with the touchpad connection at a later date.

The water meter will only be available for pick up at the Amherstburg Engineering and Public Works Department (EPW) after the project has passed the insulation/vapour barrier inspection.

Installation of the water meter must be completed by a certified plumber. Once installation is completed, a call is to be made to EPW **(519-736-3664)** to schedule the water meter installation inspection, hook-up of the meter and installation of a transmitter. Once this work is completed an Essex Powerlines water billing account will be opened and billing of water usage and base charges will commence.

RECAP:

- 1) Pay the Water Permit fees (paid in conjunction with the building permit) Connection & Meter fees.
- 2) Pick up water meter at EPW
- 4) A certified plumber will install the water meter
- 5) EPW is called to inspect the installation, hook-up the meter and install a transmitter
- 6) EPW contacts Essex Powerlines to open a water billing account, regular water billing and base charges commence.

Frequently Used Phone Numbers

1. Building Department.....	519-736-5408
2. Planning/Committee of Adjustment.....	519-736-5408
3. Public Works.....	519-736-3664
4. Water Department.....	519-736-3664
5. Clerks Department.....	519-736-0012
6. Finance Department.....	519-736-0012
7. MPAC.....	519-739-9920
8. Essex Power.....	519-737-6640
9. Hydro One.....	1-888-664-9376
10. Enbridge.....	1-866-772-1045
11. Ontario One Call (Call before your dig).....	1-800-400-2255
12. Electrical Safety Authority.....	1-877-372-7233
13. Essex Region Conservation Authority (ERCA).....	519-776-5209
14. County of Essex.....	519-776-6441
15. Windsor Essex County Health Unit.....	519-258-2146
16. Ministry of Transportation.....	519-354-1400
17. Ministry of Environment.....	519-254-2546
18. Ministry of Natural Resources.....	519-354-7340
19. Ministry of Municipal Affairs.....	416-265-4736
20. Windsor Police-Amherstburg Detachment.....	519-736- 8559
21. Amherstburg Fire Service.....	519-736-6500

