

# Building Department Support

 <p><b>Building Plans Review</b></p>	 <p><b>Building Inspections</b></p>	 <p><b>CBO Services</b></p>
 <p><b>Small Community Turnkey Services</b></p>	 <p><b>Coverage and Transition Support</b></p>	 <p><b>Building Department Mentorship</b></p>

RSM Building Consultants is a firm that specializes in support for municipal building departments. We provide an individualized service to municipalities and act as a helping hand when needed.



The team at RSM consists of handpicked experts from across Ontario, each bringing a wealth of knowledge to the table. With a deep-rooted experience in the province's construction field, we possess a proven track record of excellence. Trust our seasoned professionals to guide you, ensuring your projects and building department operations succeed and stand out.

**Expert Review Studies:**

- Building Permit Fees
- Building Bylaws
- Building Policies and Procedures

**Customer Service Support:**

- Permitting Software Integration
- Building Webpage Content Applicant
- Resource Guidelines



📞 519-496-1434

✉ info@rsmbuildingconsultants.com

🌐 www.rsmbuildingconsultants.com

**LEARN MORE**



# When is a Building Permit Required?

The following is a list of common projects that require a building permit. The list is not exhaustive, so if you have any questions about a specific project, please reach out to [info@rsmbuildingconsultants.com](mailto:info@rsmbuildingconsultants.com)

1. Construct a [new building](#)
2. Construct an [addition](#) to an existing building, such as
  - second or third story additions
  - attached garages, carports
  - sunrooms
  - solariums, porches, decks
3. Make [structural or material alterations](#), such as:
  - adding or removing walls (i.e., changing room sizes and/or uses)
  - new windows or doors where there were none before
  - enlarging or relocating existing windows or doors
  - enclosing an existing deck, porch or patio of any size
4. Construct an [accessory structure](#) larger than 10 square metres in gross area, such as:
  - Detached Garage
  - Workshop
  - Carport
  - Pool house or cabana
  - Sheds greater than 15 square meters

If you are constructing an accessory structure and it is attached to an existing building and/or has plumbing, regardless of its size, a building permit is required.

5. Finishing a basement, if the work proposed includes any of the following;
  - structural or material alterations
  - installing or modifying heating and or plumbing systems

- excavating and/or constructing foundations
  - basement underpinning
  - constructing a basement entrance
  - adding a second suite
6. Energy and environmental building improvements, such as:
- roof top storm water retention systems
  - [green roofs](#)
  - structures used in the support of a wind turbine generator with a rated output of more than 3kW
  - solar projects such as installation of solar collector systems and solar hot water systems
7. Construct a [deck](#) more than 60 centimetres (24 inches) above ground
8. Construct a retaining wall more than one metre (3 feet 3 inches) in height provided the retaining wall is on or adjacent to public property (including streets), building entrances, and on private property accessible to the public
9. Constructing a [tent](#) that:
- covers more than 60 metres squared (646 square feet); and/or
  - is attached to a building; and/or
  - is within 3 metres (9 feet 10 inches) from another structure.
10. Demolish or remove all, or a portion of a building,
11. Install or reconstruct a chimney or fireplace,
12. Install a wood burning stove or fireplace,
13. Install or modify [heating](#) and or [plumbing](#) systems,
14. Install a [backwater valve](#),
15. Install a [backflow prevention device](#),
16. Change a building's use (i.e. from residential to office or single dwelling unit house to multi-dwelling unit house). Even if no construction is proposed, if a change of use is proposed a building permit is required.

# When is a Building Permit Not Required?

The following are examples of work which do not require a building permit and are not subject to the provisions of the building code. However, please note that this list is not exhaustive and judgment should be used depending on the situation and circumstances associated with the project. Even if a building permit is not required, compliance with the Zoning Bylaw is required.

1. An uncovered platform (e.g. deck) provided:
  - its finished deck level is not more than 60 cm (24 inches) above the adjacent finished grade; and/or
  - it does not form part of an exit required under the building code; and
  - complies with the Zoning Bylaw.
2. Installing a skylight in an existing building provided:
  - the building is a house or small building (3 storeys or less) and
  - the installation does not require the removal of more than one rafter, joist, or other similar structural member (with the exception of a truss);
3. Re-cladding of a house or small building (3 storeys or less) with non-combustible material other than brick or stone veneer;
4. Adding or replacing insulation;
5. The replacement of windows or doors provided:
  - there is no change in the location or size of the window and/or door;
  - the structural support for the opening (i.e. lintel) is not affected; and
  - a new exit is not created;
6. Replacing a furnace or boiler in a house;
7. The installation of additional cooling systems, gas fireplaces, air cleaners, in-line humidifiers, or hot water tanks in a house;
8. Repairing and replacing plumbing fixtures;
9. Replacing existing roofing material provided no structural work is required;
10. Finishing a basement of a house, if:
  - the work does not include structural or material alterations;

- no additional dwelling unit(s) is (are) created (i.e. a second unit); and
- the work does not include the installation of new plumbing;

11. Undertaking waterproofing repairs to a basement;

12. Installation of cabinetry and millwork.

13. Plastic Sheet Covered Accessory Structures (i.e. snow canopies, driveway tents, automotive canopy) do not require a building permit if installed on or after October 15th and are removed on or before April 15th. Compliance with the Zoning Bylaw is required.

14. Constructing a retaining wall that is on private property, not accessible to the public and/or where the height is less than 1 metre in height at any location.

15. A building permit is not required to install a sump pump.

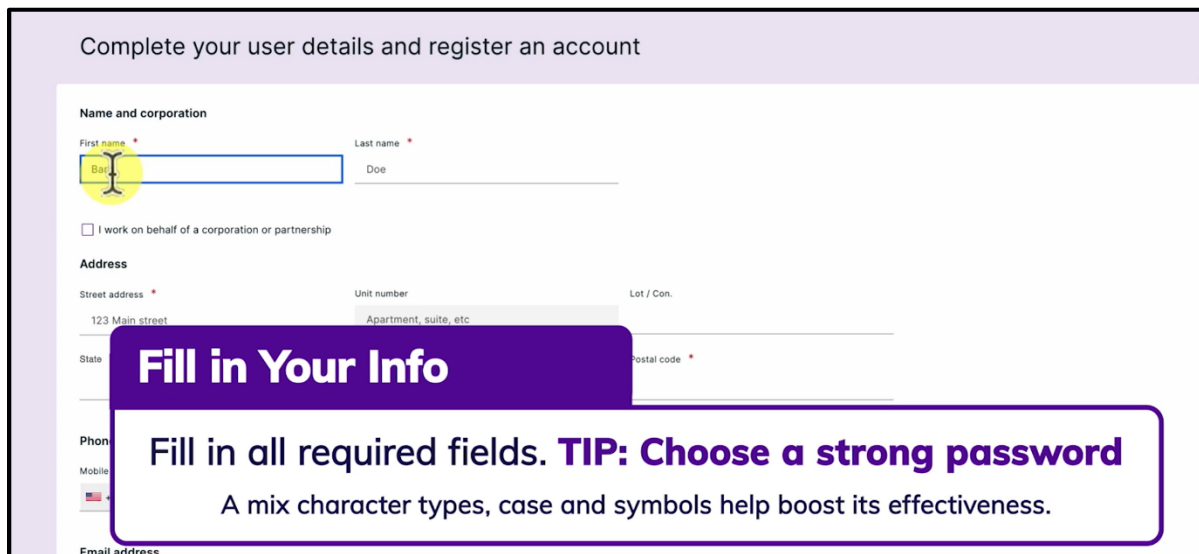
16. A building permit is not required to install a temporary “hoop house” which has roll up plastic tarping, open ends, the hoops are not encased in concrete piers in the ground and the tarping is removed in the winter months. A hoop house is used for agricultural farming purposes only

# How to Submit a Building Permit Application with Cloudpermit

Cloudpermit allows you to apply for and check the status of your application anywhere, and any time. You can start an application and finish it later, receive email updates on the status of your permit application and even request building inspections.

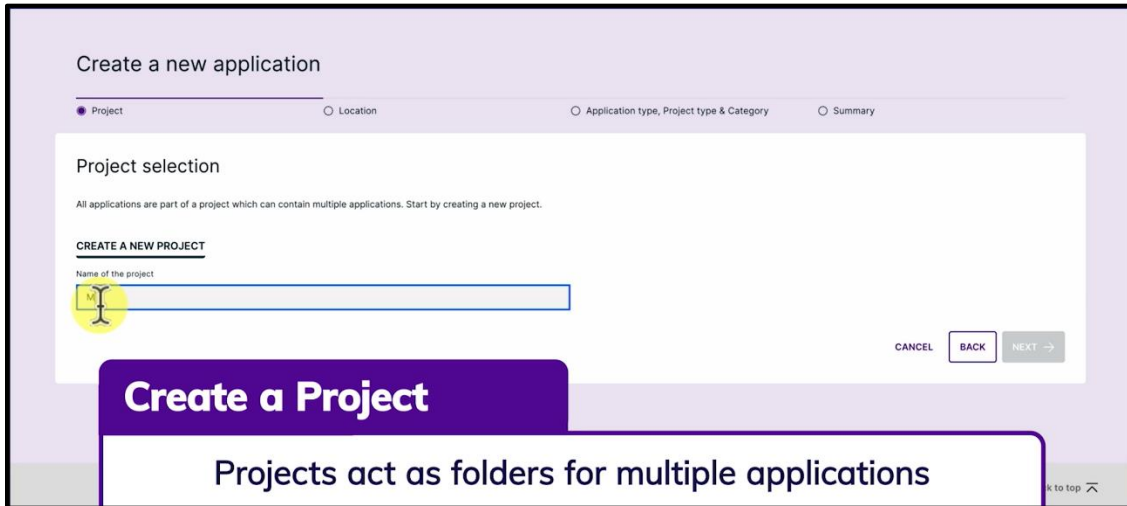
## Getting signed up

1. In your web browser, visit **ca.cloudpermit.com**
2. If you are a first-time user, you will need to register for an account using your email address.
3. After you've registered, you'll need find and click "COMPLETE REGISTRATION" on the registration confirmation email that was sent to you.
4. Fill in all your info on the account details page and choose a strong password.

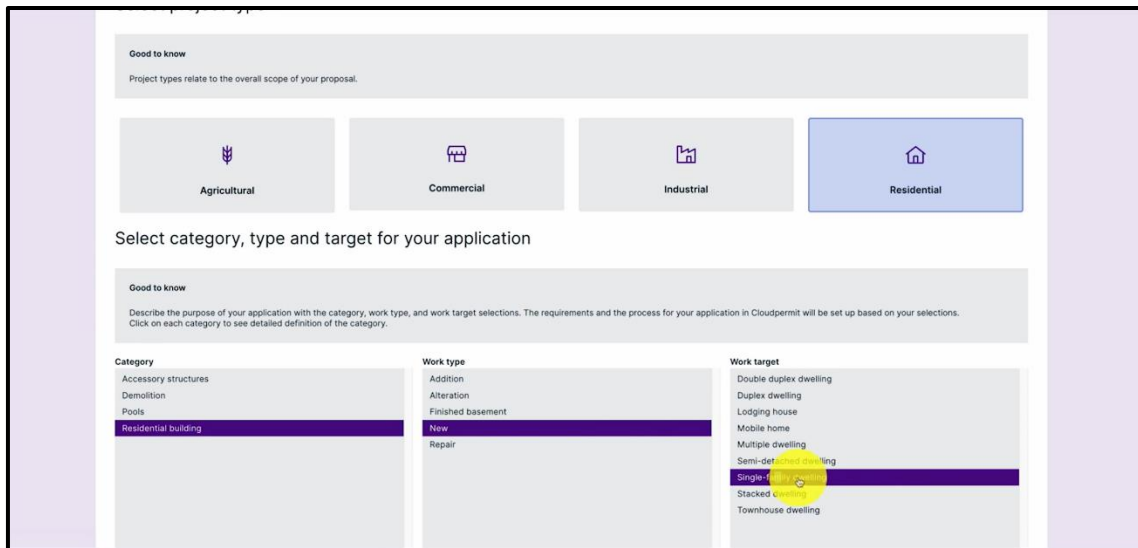
A screenshot of the 'Complete your user details and register an account' page on the Cloudpermit website. The form includes fields for 'Name and corporation' (First name, Last name), 'Address' (Street address, Unit number, Lot / Con., State, Postal code), 'Phone' (Mobile), and 'Email address'. A prominent purple callout box with white text reads: 'Fill in Your Info' followed by 'Fill in all required fields. TIP: Choose a strong password' and 'A mix character types, case and symbols help boost its effectiveness.' The 'First name' field contains the text 'Bar' and the 'Last name' field contains 'Doe'. The 'Street address' field contains '123 Main street' and the 'Unit number' field contains 'Apartment, suite, etc.'. The 'State' and 'Postal code' fields are empty.

## Creating your first application

1. Click the "CREATE YOUR FIRST APPLICATION" Button
2. Create a new project and give it a name – Projects act as folders for applications and multiple applications can be submitted for the same project.



3. Enter the location for the application.
4. Select the application type (building permit or zoning permit).
5. Select the appropriate application type and category.
6. Select the appropriate work type and target.



7. Ensure all the information is correct and accurate and create the application by clicking “FINISH & CREATE”.



## Finalizing Your Application

### Building Permit

**REQUIRED TASKS**

①	①	①	①
Parties	Application	Attachments	Check Payments


You need to complete required tasks to continue to the next phase.

- ① Add required application parties: Property owner
- ① Make sure you have filled in all required form fields.
- ① Application needs to be signed off before submission.

1. Add any additional parties to the application – add their email and give them an appropriate role (builder, designer, property owner, etc.).

### Add party

An invite to collaborate on the application will be automatically sent if you enter an email address. All invited parties will have permission to access and read this application. Invitee will see your name and the address of the property. You can also enter the party details manually, in which case the party will be considered active immediately regardless of whether the invite is ignored, accepted or declined.

CANCEL ✕
SEND INVITE 

Email address

Input details manually and add the party immediately

Give additional permissions to

- Modify application phase
- View all applicable phases (e.g. pre-consultation, application & work)
- Add new applications

Invitee will act in role(s) of

PROPERTY OWNER ✕

Select role(s) \*

- Select -

Personal message to invitee

Personal Message

2. Enter application data – be sure to fill out all required fields and click “BACK TO WORKSPACE” once complete (*note: this page is saved automatically, there is no save button*).

① APPLICATION DATA Close ▾

Work type:  Work target:

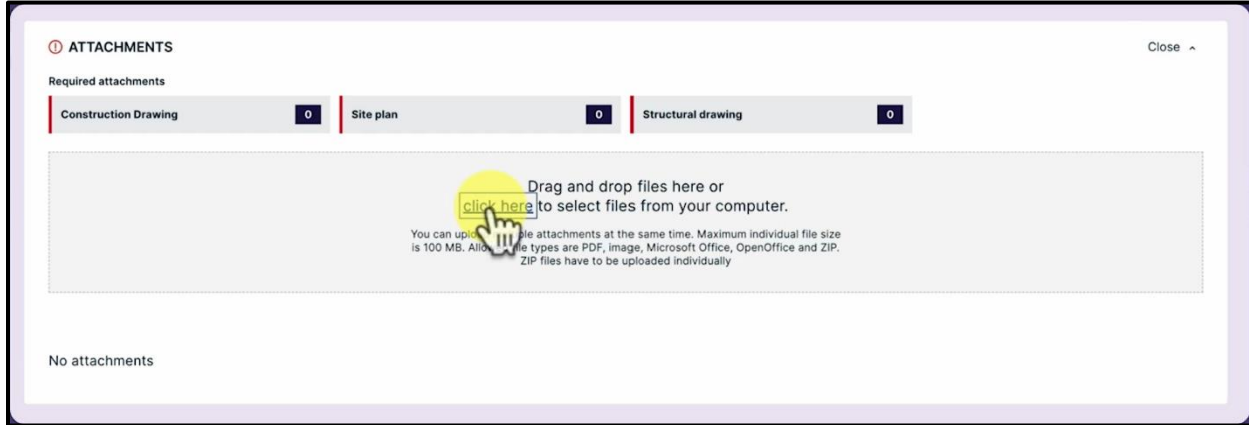
Waiting for customer

Application for building and use permit Draft

MISSING MANDATORY FIELDS



3. Upload the required attachments to your application located at the bottom of the workspace.



**ATTACHMENTS** Close

Required attachments

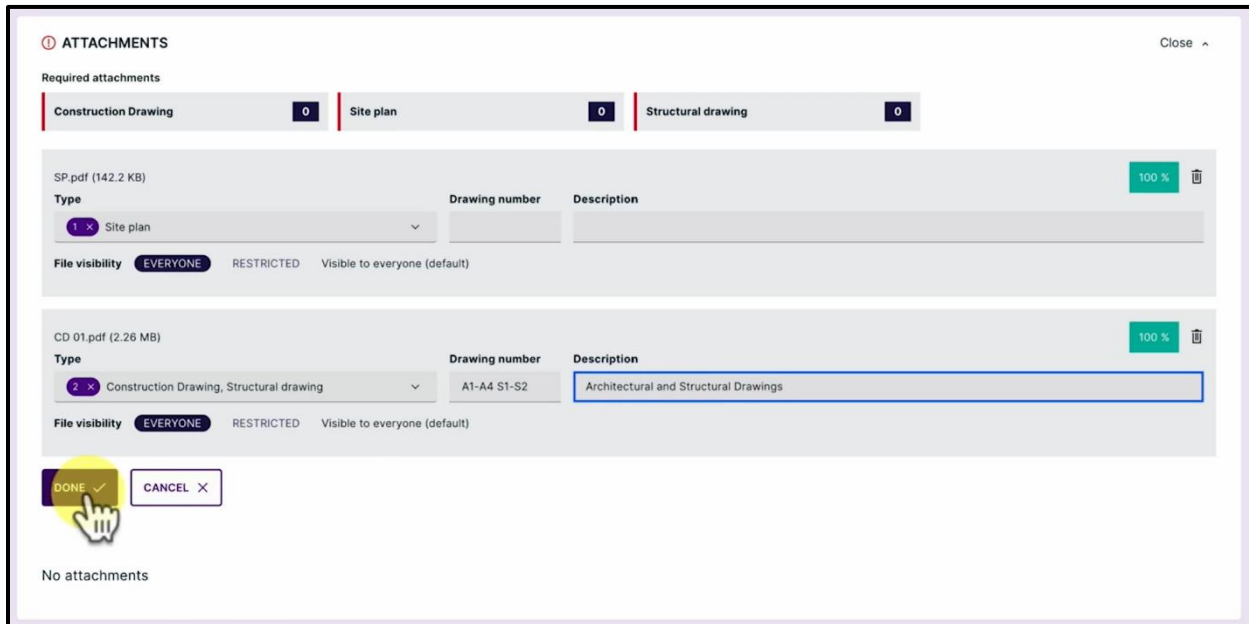
Construction Drawing **0** | Site plan **0** | Structural drawing **0**

Drag and drop files here or [click here](#) to select files from your computer.

You can upload multiple attachments at the same time. Maximum individual file size is 100 MB. Allowed file types are PDF, image, Microsoft Office, OpenOffice and ZIP. ZIP files have to be uploaded individually.

No attachments


- a. Upload the files from your computer or device.
- b. For each file, assign it a file type (more than one if applicable).
- c. For each file, enter the drawing numbers and description.



**ATTACHMENTS** Close


Required attachments

Construction Drawing **0** | Site plan **0** | Structural drawing **0**

SP.pdf (142.2 KB) 100% 


Type **1** x Site plan ▼ Drawing number Description

File visibility **EVERYONE** RESTRICTED Visible to everyone (default)

CD 01.pdf (2.26 MB) 100% 

Type **2** x Construction Drawing, Structural drawing ▼ Drawing number Description

File visibility **EVERYONE** RESTRICTED Visible to everyone (default)

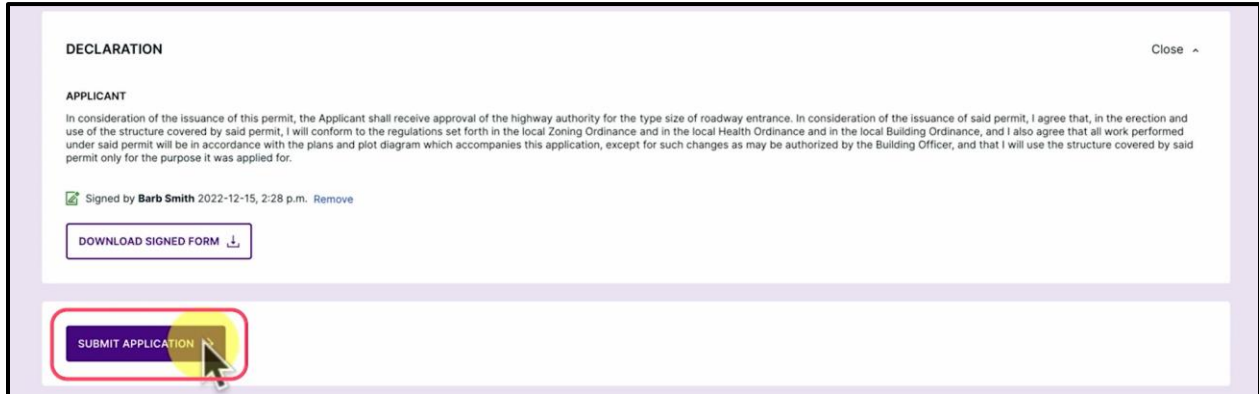
**DONE**  **CANCEL** ×

No attachments

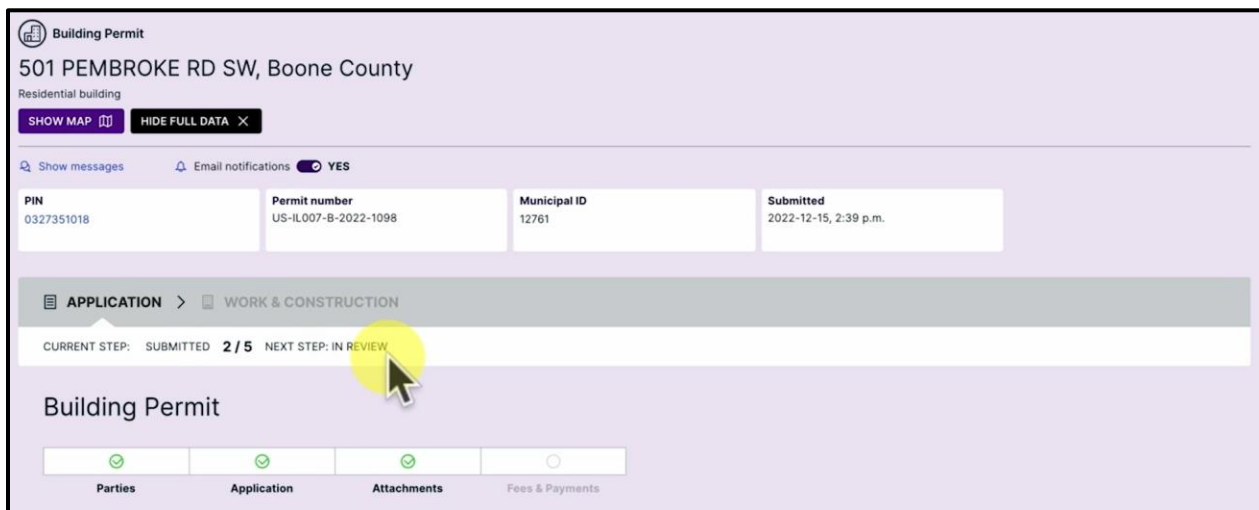
4. Now that all required tasks are complete, click “SIGN OFF APPLICATION” in the top right corner of the workspace.



5. You have the option to download a copy of your application for your records.
6. Click “Submit Application”



7. Your permit application is now IN REVIEW.



# Remote Virtual Inspection Process

Remote Virtual Inspections (RVI) provide benefits to Authority's Having Jurisdiction and customers alike. In certain circumstances, remote virtual inspection may provide a higher quality inspection with an increase in efficiency and cost savings. It will increase the efficiency of the inspection process utilizing modern technology. Hand-held devices such as smartphones and tablets have capabilities for real time, online communication of videos and photos. Use of advanced tools and technologies, combined with the power of such hand-held devices, has made it possible for anyone to observe the construction activities of a jobsite from any location, near or thousands of miles away. Using Remote Virtual Inspection (RVI) allows construction projects to continue without impediment and allows the Authority Having Jurisdiction (AHJ) to continue to provide the vital services needed for construction of safe buildings.

## Scheduling Remote Virtual Inspections

1. Notice can be provided by using Cloud Permit or if you don't have Cloud Permit you can email: [info@rsmbuildingconsultants.com](mailto:info@rsmbuildingconsultants.com). Email notices should include the permit number, address and contact persons information, date of requested inspection and preferred time.
2. All remote virtual inspections require a minimum of 48 hours' notice prior to the requested date.
3. When the notice has been received, RSM staff will send you a meeting invitation by email with the date and time and approximate duration for the RVI. All RVI's are completed using a video conferencing software such as Microsoft Teams.

## Prepare for Remote Virtual Inspection

### SAFETY

Prior to the inspection, ensure that: the jobsite is always safe for the individual(s) using the video device during the remote inspection including all health safety protocols. Make sure the inspection areas are well lit, clear of tripping hazards and debris. The Permit Representative (PR) will be required to wear appropriate personal protective equipment as required by the Ontario Health and Safety Act while on a construction site.

### SITE CONDITIONS

The Permit Representative should be prepared and dressed appropriately to maneuver themselves safely with the video device into areas that may be hard to reach. This



could involve climbing, crawling, and reaching into areas which may be hot, cold, snow covered, slippery, muddy, dirty and or wet.

## TOOLS

Ensure the necessary tools based on type of inspection are readily available. For example, carry a flashlight, tape measure, level, step ladder (for close ups of ceiling). An extending pole for the video device, such as selfie pole, may be very helpful in taking the smartphone or other video device closer to the point of inspection in various places such as very high ceilings.

Prepare the video device prior to the inspection, make sure the device (smartphone, tablet, drone, etc.) is fully charged. The use of a noise-canceling headset is recommended. Ensure that the lens and screen of any device being used to capture video has been cleaned. Dust, grit, smudges, etc., might interfere with the image quality and distort the Building Inspectors (BI) view. To minimize interruptions during the RVI and to ensure that the video feed will be uninterrupted, make sure that all notifications are turned off in the settings of the mobile device used for the RVI. Should the video be interrupted, the inspection could be delayed or be rescheduled. As much as possible, minimize background noise as that can interfere with communication with the Building Inspector.

Have approved plans and revisions if applicable, permit card, and other necessary construction documents available onsite. All features applicable to the required inspection must be visible at the time of the remote inspection. These features must be captured sufficiently and clearly for the Building Inspector to evaluate.

## PERMIT DRAWING AND SITE ORIENTATION (IF APPLICABLE)

When the building permit is issued you will notice that a system of grid lines has been applied to the drawings. This grid system is a communication tool that provides reference areas to the project and allows for the Building Inspector and the Permit Representative to be able to orient themselves and communicate with each other as they navigate the through the inspection together. To reference a section of the project on the drawing simply refer to the lettered line across the top of the drawings with the numbered line down the side of the drawing, this will pinpoint the reference area.

## What to Expect During the Inspection

Begin the inspection at the street view looking at the structure with the address or other required jobsite identification in the video display.

Follow the directions of the Building Inspector with respect to the order and direction of inspection. As the inspection progresses, write down any items that the inspector finds that need to be corrected. Be sure the notes are detailed and ask questions of or seek clarification from the inspector at the time of the RVI. In most cases, the inspector will





relay the results of the inspection before the end of the RVI. Do not cover any work needing corrections until corrections are verified by reinspection.

### **CONNECTION ISSUES**

With RVI's there may be circumstances such as video interruptions, dropped signal, or weather where the inspection could unexpectedly stop, be delayed need to be rescheduled.

If communication stops unexpectedly during the inspection from either party, the procedure will be to retry to enter the zoom meeting or post a comment in the chat if the meeting is not able to continue. If all communication ends without reconnecting to the meeting, please email RSM at your earliest convenience and we will reschedule another RVI for another time.

### **Inspection Results**

Results of the inspection will be communicated by email, entered to the AJH permit database or added to Cloud Permit (as applicable) as soon as practical after the RVI is completed. There may be deficiencies that will need to be corrected prior to covering or proceeding with the next inspection stages. If so, another inspection will need to be scheduled and completed.

