MUNICIPALITY OF HURON EAST

Your Guide to Preparing Permit Drawings

For the majority of projects two sets of the following drawings are required for permit application:
1. Site Plan.
2. Floor Plans.
3. Elevations.
4. Sections.
5. Details
6. Heating system specifications and floor plans.
7. Plumbing detail sets of schematics including connections to existing services.

Refer to the accompanying for the specific drawings you require for your project.

Site Plan

A site plan is a drawing showing the complete property and identifying the structure in relations to the property boundaries and area. The following should be shown on the site plan:

- Title of plan
- Scale
- North arrow
- Lot lines and dimensions
- Street and name of street
- Existing and proposed construction and dimensions
- Setbacks to lot line.
- Wells
- Drains - water courses, etc.
- Proposed driveway

Floor Plan

A floor plan is a top view of the structure as seen if it is cut horizontally a few feet above the floor. One floor plan is required for every floor of the house which is affected by the new construction. Each plan shows the interior layout of the level in question as well as providing the structural framing information for the floor above. In the case of the top floor plan, the roof framing is shown instead. Each plan should include the following information:

- Title of plan
- Scale
- Use of rooms and space
- Overall dimensions
- Extent of new construction including new work within existing building
- Size, type and location of exterior and interior walls and partitions
- Widths, locations and lintel sizes of all openings
- Location, dimensions and direction of stairs
- Size, type spacing and location of structural members
- Sectional arrow
- References to detailed drawings
- Material specifications or notes

Elevations

Elevations show the exterior view of each side of the house. Each elevation is identified by the direction it is facing. It should contain the following:

- Title of elevation
- Scale
- Extent of new and existing construction
- Vertical dimensions of walls, windows and doors
- Grade level
- Exterior wall cladding, finishes and flashing
- Overhang dimensions
- Roof shape, slope and finish
- Rain water leader and eavestrough

Sections

A section presents a view of the house along an imaginary cut through one particular location of the building. It illustrates the typical relationships between the various building components, which are hidden in walls, floors and ceilings. Additional sections may be required at other locations to provide further clarifications. The extent of the sections should correspond with the sectional arrows shown on the plans. It should indicate the following:

- Title of section
- Scale
- Size and type of footings and foundation walls
- Exterior and interior wall construction
- Roof and ceiling construction
- Floor construction
- Grade
- Distance from grade to floor and underside of footing
- Attic and crawl space ventilation.

Details

At times a specific aspect of the project may require further clarification and information. This can be achieved through the use of Detailed Drawings. Detailed drawings are often drawn to a larger scale and should always be referenced in previous plans or sections.

Heating Plans

Each floor plan should show the following information:

- Title of plan
- Scale
- Use of rooms and spaces
- Overall dimensions
- Extent of new construction including new work within existing building
- Capacity and location of electric heating equipment (when used)
- Make, model, capacity and location of existing warm air furnace when using the existing warm air system to heat the new addition
- Location and size of existing ductwork if new ductwork is connected to it
- Location and size of new ductwork and warm air outlets
- Location and size of new return air registers and return air trunk.

A heating system floor plan is a floor plan of the structure as described previously, showing a form of heating system (equipment) being used to maintain indoor temperatures at an acceptable level in winter. A heat loss calculation must be provided showing the amount of heat required to maintain 72 degrees Fahrenheit inside the addition at the outside winter design temperature.

When the existing warm air heating system is used to heat the addition, then the above heat loss calculation will be required in addition to a heat loss calculation of the existing house. Furthermore, a duct sizing calculation for the new ductwork will also be required to be completed.

Further information

If you need any assistance in understanding these requirements, please contact the municipal building department at your convenience. We will be pleased to help you.
Contact numbers are 519-527-1710, toll -free from Brussels or Grey 1-888-868-7513, or fax 519-527-2561.