

# TOWN OF MACKLIN

Revised October 31, 2014

## QUICK REFERENCE – SINGLE FAMILY DWELLING

**A building permit is only valid for 180 days, if the work has not started prior to this period; a new permit must be obtained, unless prior written approval has been granted. All contractors are required to be licensed with the Town and should be listed on the permit. It is the responsibility of the owner and contractor of this project to ensure that all requirements of the National Building Code and the Uniform Building and Accessibility Standards Act are adhered to and followed.**

### **BUILDING PERMITS:**

- One (1) set of detailed blue prints is required and must include basement specifications.
- No construction may commence prior to permits being issued.
- Permits are to be completed and signed by the applicant.
- All construction is to be inspected by the Town's Building Inspector.
- Please allow a minimum of two weeks prior to anticipated start date for application processing.

### **DRAWING REQUIREMENTS:**

- One (1) complete set of construction drawings is required for all dwellings.
- A site plan showing lot and building dimensions, distances to property line and existing structures.
- Floor plan showing all room dimensions, wall types, window and door schedules and room finish schedules.
- Sectional diagrams showing building and wall sections (all construction materials), grade level, floor heights and stair sections.
- Structural drawings showing foundation plans (type, size and dimensions), floor plan, columns, bearing walls, stairs, ramps, roof plan and structural details.

### **INSPECTIONS:**

- All associated fees for building inspection services will form a part of the building permit cost.
- To arrange inspection services please contact the town office at 753-2256.
- Please allow 3 to 4 days notice before inspections are required.
- First inspection to be completed prior to backfilling the basement structure.
- Second inspection to be completed prior to interior insulation being installed.
- Third inspection is to be completed prior to building occupancy.

### **PLOT PLAN:**

- Submit in ink a plot plan drawn to scale on an 8 ½" x 11" paper indicating the direction (north).
- Show the lot size, locations of all existing and proposed buildings and all setbacks.
- Date and sign the plot plan include civic address and legal description.
- Submit a copy of a surveyor's certificate if available.

### **PROPERTY PIN LOCATION:**

- It is the property owner's responsibility to find the property pins.
- The Town of Macklin maintenance employees **may** find property pins but this will be done once and if time is available. This shall be at the discretion of the Town Foreman.

**PROPERTY SET BACKS:**

The minimum set back requirement for the R-1 Residential District. All measurements shall be from the property line.

**Single Detached Dwelling**

Front Yard 6 meters (20 feet)  
Rear Yard 7.5 meters (25 feet)  
Side Yard 1 meter (3.3 feet)  
Side Yard (corner lot 2.5 meters 8.2 feet)

**Accessory Buildings**

Side Yard Doors To Lane 2.0 meters (6.5 feet)  
Side Yard Doors To Street 3.6 meters (12.0 feet)  
Side Yard No Doors 0.8 meters (2.6 feet)  
Maximum Wall Height 4.0 meters (13.0 feet)

Lot Coverage to a maximum of 40 percent or 50% on a corner lot

**SERVICES:**

- The homeowner is responsible for the sewer and water installation from the main service line.
- If pavement and curb have to be destroyed in order for the connection to be made, the homeowner will be invoiced for the cost.
- A utility deposit is required to hook up water. This deposit is refunded by either applying to the final bill, or refunding back to the applicant if account is paid in full.

**MOVED-IN BUILDINGS:**

- All residential homes to be moved into the Town of Macklin require the submission of four (4) exterior pictures (of all sides) and interior pictures to include kitchen, bathroom and living room.

**IMPORTANT NOTES**

- Only one detached garage, not to exceed 83.6 m2 (900 ft2) , is allowed in any residential district.
- Accessory buildings are not to be located in any front yard.
- Accessory buildings are not to exceed the height of 5.0 meters (16 feet).
- Accessory buildings shall be located at least one meter from the principal building.
- No more than two (2) accessory buildings are allowed on a lot in any residential district.
- All listed set backs are minimum requirements.

**PERMITS & INSPECTIONS**

PERMIT NO.: \_\_\_\_\_  
 OWNERS NAME: \_\_\_\_\_  
 PROJECT LOCATION: \_\_\_\_\_

To be Completed and attached to the Building Permit Application Form

**A. Roof**

Roof Material \_\_\_\_\_  
 Roof Sheathing \_\_\_\_\_  
 Rafters \_\_\_\_\_ x \_\_\_\_\_ Spacing \_\_\_\_\_  
 or Engineered Trusses \_\_\_\_\_ Spacing \_\_\_\_\_

**B. Ceiling**

Insulation \_\_\_\_\_  
 Vapour Barrier \_\_\_\_\_  
 Ceiling Joist \_\_\_\_\_ Spacing \_\_\_\_\_  
 Ceiling Material \_\_\_\_\_

**C. Walls**

Double top plate   
 \_\_\_\_\_ x \_\_\_\_\_ Studs at \_\_\_\_\_ on Center  
 Single bottom plate   
 Insulation \_\_\_\_\_  
 Vapour Barrier \_\_\_\_\_  
 Wall Sheathing \_\_\_\_\_  
 Exterior wall finish \_\_\_\_\_  
 Interior finish \_\_\_\_\_

**D. Beam**

\_\_\_\_\_ x \_\_\_\_\_ ply \_\_\_\_\_ x \_\_\_\_\_ species  
 Supported at \_\_\_\_\_ on center  
 \_\_\_\_\_ columns  
 \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ footing

**E. Foundation**

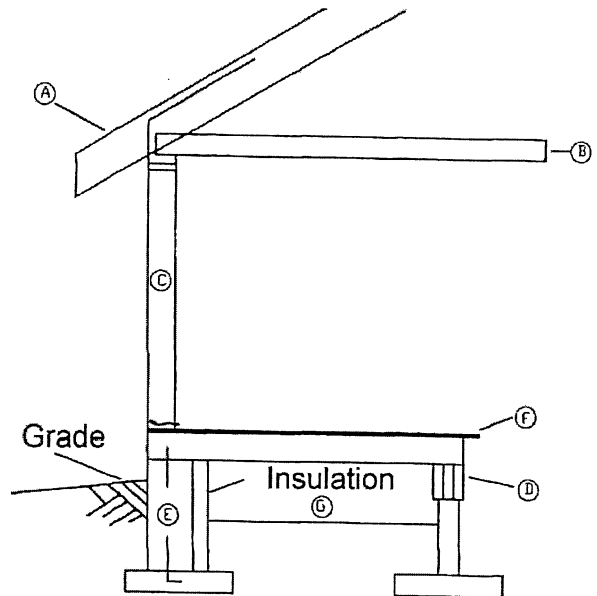
\_\_\_\_\_ inch Concrete foundation wall at least \_\_\_\_\_ ft below grad  
 Footing \_\_\_\_\_ wide \_\_\_\_\_ thick

**F. Floor**

\_\_\_\_\_ x underlay \_\_\_\_\_ sub floor  
 \_\_\_\_\_ x \_\_\_\_\_ Joist at \_\_\_\_\_ on center Species Bridging at 7" on centre

**G. Crawl Space**

2" sand on 6 mil poly or equal   
 Ventilation \_\_\_\_\_  
 Insulation \_\_\_\_\_



Comments: