Planning and Economic Development – Building Division
71 Main Street W – 3rd floor
Hamilton, ON L8P 4Y5
905-546-2424

BUIILDING PERMIT REQUIREMENTS
RESIDENTIAL CARPORTS / COVERED PORCHES

This form outlines the minimum required information to be submitted, in support of a building permit application, in accordance with the Building Code Act and the City of Hamilton Building By-Law. Should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified. All permits are required to meet the requirements of the Zoning By-Law.

Pre Approvals/Documentation (if applicable)

Committee of Adjustment	Niagara Escarpment Commission
Encroachment Agreement	Hamilton Conservation Authority
Ministry of Transportation	Hamilton Conservation Authority
Ontario Heritage Act	Grand River Conservation Authority
ESA	Niagara Peninsula Conservation
Site Plan Control	Wellhead Protection Area

Application (One copy)

- Completed Provincial Application for a Permit to Construct or Demolish
- Schedule 1 completed to show all designer qualifications along with BCIN numbers or signed by homeowner
- Fees as per Building By-law no. 15-058

Provided	N/A	Outstanding

Construction Drawings (Two Copies)

Maximum paper size 24”x 36”
All drawings to be to scale, dimensioned and provide sufficient information for the scope of proposed work
Incomplete Applications will not be accepted for processing

Site Plan (Property Survey)

Show location and dimensions of proposed carport/porch in relation to existing building and setbacks from all property lines.
Show location and distance away from Septic Tank and Septic Bed (if applicable).

Foundation Plan View

Provide location, size and spacing of piers (i.e. sono tubes)
Indicate location, size and spacing of roof framing members (rafters, ceiling joists, beams, ridge board, trusses etc.)

Cross Section/Elevations

Show the attachment between the house and carport/porch, the carport/porch and beams, the beams and posts and piers and indicate size of ledger board.
Indicate height of structure from finished grade to peak of roof.
Show depth and size of piers below grade.

Additional Documentation (Two copies) (if applicable)

Ministers Ruling or BMEC Approvals for innovative materials or systems.
Helical Pier Engineer approved specifications

Notes:

Checked by: Date: