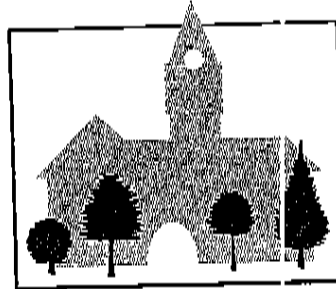


JOHN G. DEWANCKER, P.Eng.
Director, Environmental Services &
City Engineer

IVAR ANDERSEN, P. Eng.
Manager of Operations & Compliance

BRIAN CLEMENT, M.A.Sc. P.Eng.
Manager of Engineering



THE CORPORATION OF THE CITY OF
ST. THOMAS

All correspondence
to be addressed to:
PO Box 520 - City Hall Annex
St. Thomas, Ontario
N5P 3V7
Telephone (519) 631-1680
Fax (519) 631-2130

August 14, 2008

TO: All Contractors
St. Thomas Home Builders Association

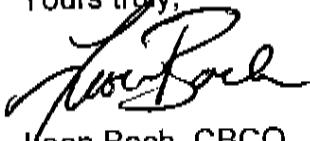
RE: Procedural Changes for Building Permits & Building Code Requirements.

Please review the following building permit application changes and procedures as discussed at the technical standards Committee August 13, 2008.

1. Effective September 1, 2008 the City of St. Thomas will require all building permit applications to be on the Ministry of Housing prescribed forms. You may obtain a copy from Building Services or access the City's web site. (copy attached).
2. Effective September 1, 2008 the City will no longer provide pre-approved sewer, storm and water inspections. You must obtain building and plumbing permits before construction can begin. When you received your plumbing permit call the Works Department at 519-631-0368 ext 10 for an inspection.
3. Effective January 1, 2009 heat, gain/loss calculations, duct design with Schedule 1 Designer information shall be submitted with the building permit application.
4. Enclosed you will find a copy of the new inspection forms. This is a 2 part form which will be used for all inspections and 1 copy will be left on site. We will fax the City's copy to you by the end of the day or first thing on the following business day.
5. Deck permits will not be required for decks less than 24" (inches) above grade. However, the deck must comply with the zoning regulations.
6. Enclosed you will find a copy of the Building Code requirements for handrails. Handrails shall be continuous throughout the length of the stairway. Please review the regulations and call this office if you need clarification.

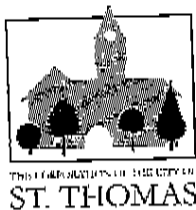
Should you have any questions regarding the above information please contact this office. The next meeting is scheduled for October 8, 2008. Hope to see you there.

Yours truly,



Leon Bach, CBCO
Building Inspector BCIN 19508
City of St. Thomas

cc: Brian Clement, P. Eng., Manager of Engineering
Jeff Jilek, CET., Chief Building Official



City of St. Thomas - Building Division
545 Talbot Street, P.O. Box 520
St. Thomas, ON N5P 3V7
Telephone 519-631-9587
Fax 519-631-2130

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: _____
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
C. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Builder (optional)			
Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	