



City of Sarnia  
Building Department  
255 Christina St N, Sarnia, ON N7T 7N2  
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## HVAC and Electrical Requirements for Building Permits

2023

This policy outlines HVAC Design Requirements and Electrical Requirements that are required to be provided at the time of Building Permit Application for the project types outlined below.

### **HVAC Design Requirements**

#### **Part 9 Residential - Singles, Semis, Duplexes, Triplexes, and Townhouses NEW CONSTRUCTION**

Required at Permit Application:

- Heat Loss/Gain Calculations
- Complete Duct Design Calculations
- Duct Layout Drawings, must match Architectural Plans.
- [Residential Mechanical Ventilation Design Summary form](#)
- Schedule 1: Designer Information Form (Completed by Designer with BCIN# and HVAC-House Ministry Qualifications). Alternatively, the information above could be stamped by an Engineer qualified to practice in the Province of Ontario.

Required at HVAC Rough-in inspection:

- HVAC inspection required by City inspector prior to concealing any portions of HVAC system.

At Occupancy Inspection:

- HRV (if installed) must be balanced and tagged.
- Furnace must be tagged by installer.

#### **Part 9 Residential- Singles, Semis, Duplexes, Triplexes, and Townhouses ADDITIONS AND RENOVATIONS**

**Complete Renovation (gut):**

- Same requirements as new construction noted above.
- HVAC rough-in inspection required, and final HVAC to be inspected at Occupancy.

**Renovation and/or addition which included furnace replacement:**

- Same requirements as new construction.
- HVAC rough-in inspection required.

Renovation and/or addition where gross floor area (of conditioned space) does not increase by **>20%** and existing HVAC system to remain:

- No mechanical information required with application.
- HVAC rough-in inspection required. Supply air outlets and return air outlets to be located as required by Part 6 of the OBC. Applicant can include location of supply and return air outlets on plans.



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### **Other Part 9 Buildings (Small Buildings)**

- HVAC drawings showing layouts within suites and all common areas required at time of application. Ventilation design required.
- HVAC inspection required by City inspector prior to concealing any portions of HVAC system.
- A certification letter from the designer will be required prior to the occupancy inspection.
- Schedule 1: Designer Information Form (Completed by Designer with BCIN# and Building Services Ministry Qualifications). Alternatively, the information above could be stamped by an Engineer qualified to practice in the Province of Ontario.

### **Buildings Requiring Design and Review as per OBC 2012 Div. C 1.2.**

- HVAC drawings are required at the time of permit application (stamped by Professional Engineer qualified in the province of Ontario)
- Field review and inspection required by City inspector and the responsible Mechanical Engineer.

### **Electrical Design Requirements**

**Part 9 Residential**- Singles, Semis, Duplexes, Triplexes, and Townhouses – New, Renovations, and Additions

- No electrical drawings required.

### **Other Part 9 Buildings**

- Drawings showing emergency lighting, exit signs, fire alarms, etc. are required at time of application (2 sets).

\*Note: All above submissions must be provided by a designer with BCIN # and “Small Buildings” Ministry of Municipal Affairs and Housing qualification and completed “Schedule 1: Designer Information” form\*

### **Buildings Requiring Design and Review as per OBC 2012 Div. C 1.2.**

- Electrical Drawings required for entire building (2 sets stamped by Professional Engineer qualified in the province of Ontario)
- Certification from the responsible Professional Engineer