

## PERMIT APPLICATION GUIDELINE

Address: \_\_\_\_\_

Input Agent: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Please check what is being submitted with this application and circle box if information is required but omitted from application:

### 1. SMALL BUILDINGS OTHER THAN RESIDENTIAL

- Completed Application Form (name, date, signature, etc.).
- Designer Form Schedule 1.
- CRCA approval.
- Health Department approval.
- Plumbing Verification Form and Schedule 1 [901-5-5(A)].
- Owner Declaration for plumbing and electrical work if owner doing work him/herself [901-5-5(A)].
- Engineered truss and floor design.
- Accessory Building Declaration [901-4-4]
- MDS – minimum distance separation for new farm buildings or additions to farm buildings.
- Record of Site Condition – for projects that MIGHT have contaminants, if there is no Subdivision, Rezoning or Site Plan approval where such a waiver is handled at those earlier stages.
- SG-7 guard details for new decks and guard replacement.
- Depressurization and estimate for wood-burning appliance installation [901-4-1(a)].
- Plot plan (copy sent to Engineering). Drawings to scale. Scale to be indicated.

Plans include details of:

- Elevation views.
- Plan views per floor.
- Cross-sectional detail to include foundation wall fill height, type of wall, thickness, footing size, floor size, perimeter drain size and location, and gravel bedding.
- Joist sizes, types, spans and spacing.
- Beam size, spans, columns, and footing.
- Full cross-sectional detail for cathedral ceilings or roofs to include joist size, depth of insulation, ventilation air space and access top and bottom, and purlins.
- Bathroom ventilation, attic hatch size and locations, garage door closure, 6 inch drop from house to garage, and other miscellaneous details.
- Truss design and truss layout plan.
- Plumbing and electrical, including 3-way switch for basement stair when secondary entrance provided, or basement finished.
- Fireplace rough-in clearances to combustibles.
- Crawl space ventilation, heights, poly ground sheet and cover, insulation support, heating and access.
- Woodstove and fireplace construction details, including clearances to combustibles and type of chimneys.

### 2. HOUSES – RESIDENTIAL

All of above, as well as:

- Designer Form Schedule 2 required for septic installers.
- Tarion form completed by owner/contractor.
- Mechanical ventilation design [401-4-15], heat loss/heat gain calculations and duct design [901-4-14] and Schedule 1.
- In-floor heating design.
- Building Permit Review checklist.
- Entrance Permit from Engineering Department.
- Water and Sewer Lateral Installer Verification Form.

### 3. LARGE INDUSTRIAL, COMMERCIAL, INSTITUTIONAL (ICI)

All of above, as well as:

- Engineer/Architect Letter of Commitment and General Review [901-5-2].
- Conditional Permit Disclaimer [901-5-8].
- Fire Department copy (date-stamped and sent to Fire) [901-5-13].
- Record of Site Condition (MOE).
- Site plan.
- Sprinkler drawings including hydraulic calculations.

**NOTE: IF APPLICATION IS INCOMPLETE, PLEASE SUBMIT “ACKNOWLEDGEMENT BY APPLICANT OF AN INCOMPLETE APPLICATION” FORM IF A REVIEW IS DESIRED. THE APPLICATION WILL THEREFORE BE EXEMPT FROM TIMELINE REQUIREMENTS.**

# ACKNOWLEDGEMENT BY APPLICANT OF A COMPLETE OR INCOMPLETE APPLICATION

Pursuant to Division C, Sentence 1.3.1.3(1) of the 2006 Building Code

Permit Application No.: \_\_\_\_\_ Location: \_\_\_\_\_ Application \_\_\_\_\_

is complete Applicant signature \_\_\_\_\_ Date: \_\_\_\_\_

A prescreening of the application described above reveals that the application is incomplete in that all applicable laws have not been met, and/or insufficient documents and drawings have been provided, at the time of application. The incomplete items include, but are not necessarily limited to:

## APPLICABLE LAW APPROVALS

Approvals under the *Planning Act* have not been completed

Other outside agencies have not issued approvals for this construction, including:

---

---

---

---

## DOCUMENTS AND DRAWINGS

Required documents and drawings have not been provided, including:

---

---

---

---

According to the building code and the City's building by-law, this incomplete application may be either:

- a) refused since it is not complete, or
- b) accepted and processing commenced, provided the applicant acknowledges in writing that the application is incomplete and waives the time period prescribed in the building code within which the permit must be issued or refused.

## APPLICANT'S WAIVER

I, \_\_\_\_\_ acknowledge that the application described above does

(print name of applicant)

not meet the requirements of 2.4.1.1.B(5) of the building code and hereby waive my right to the permit being issued or refused within the time periods prescribed in the building code. I understand that the items described above must be completed before this application can be fully processed or a permit issued.

I have authority to bind the corporation or partnership (if applicable)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

# 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 <sup>2</sup> )	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. 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 (    )	
D. 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 (    )	

<b>E. Builder (optional)</b>				
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 (     )
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

AGENT OF RECORD LETTER

**(If the Owner is NOT the Applicant)**

(If Multiple Owners, An Authorization Letter from Each Owner is Required)

- PLEASE PRINT -

If an agent is employed the owner(s) must complete the following:

I, (we)

.....

(name(s) of owner, individuals or company)

Being the registered owner(s) of the subject property, hereby authorize .....

(name of agent)

To prepare, submit and obtain a building permit, on my behalf, for the project at:

.....

(property address)

.....

(signature of owner)

.....

(signature of agent)

..... / ..... / .....

(day)

(month)

(year)

# APPENDIX 'A'

Please complete the following information, as it pertains to your Building Permit Application:

**MASON** \_\_\_\_\_ **FRAMER** \_\_\_\_\_

**PLUMBER** \_\_\_\_\_ **MECHANICAL** \_\_\_\_\_

**ELECTRICIAN** \_\_\_\_\_

---

**FIXTURES:** Bath/Shower \_\_\_\_\_ Toilets \_\_\_\_\_ Laundry \_\_\_\_\_

Wash Basins \_\_\_\_\_ Kitchen Sinks \_\_\_\_\_ Other \_\_\_\_\_

---

The following fees will be calculated, based on the information provided on your Building Permit Application:

## -- FEES --

Education Dev. Charge _____	Additional Stage Fee _____	Impost Fee _____
Water Meter Fee _____	Sewer Lateral Inspection _____	Development Charge _____
Building Permit Fee _____	Demolition Permit Fee _____	Lot Grading Deposit _____
Plumbing Fee Total _____	Occupancy Permit _____	Re-inspection Fee _____
	Change of Use Fee _____	
	Building Surcharge _____	

**TOTAL FEE:**

# Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (     )	Fax number (     )	Cell number (     )	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN:       _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm.			
_____		_____	
Date		Signature of Designer	

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

## Schedule 2: Sewage System Installer Information

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Sewage system installer</b>			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )		Cell number (    )
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="margin-left: 100px;">(print name)</p> <p><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p style="text-align: center; margin-top: 20px;">_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Date</span> <span>Signature of applicant</span> </p>			