

# Permit Application Checklist

Pursuant to Section G of an application to Construct or Demolish

Permit Application no.:	Address:	Inspector:
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All Permit applications must be accompanied by drawings and other documents which clearly describe the proposed construction, in order to confirm that it will comply with the building code and other laws. This checklist identifies drawings and documents required.

## ITEMS INDICATED BELOW AS [O] required **MUST BE PROVIDED BEFORE THIS APPLICATION CAN BE PROCESSED**

[Y] provided      [X] not applicable      [O] required

### DRAWINGS & SPECIFICATIONS

#### General Information

- Designer Qualification/Registration Information
- All drawings drawn to scale and fully dimensioned
- Drawing sets required (2)
- Building Plans consistent with Plot/Site Plan
- Application work description consistent with drawings

#### Architectural

- Floor plans for every level showing proposed construction
- All room names identified
- Building elevations
- Building sections & wall sections
- Stairs, landings, decks, guards and handrail details
- Cathedral ceiling/roof details
- Details & construction notes/specifications
- Firewall & fire separation wall sections & details
- Reflected Ceiling Plan/Drop Ceiling
- Woodstove and fireplace construction details
- Professional Seal and Signature (where applicable)
- In floor heating design
- Ontario Building Code Data Matrix

#### Plumbing

- Plumbing and drainage plans showing all fixtures
- Barrier Free washroom details provided
- Roof drainage (where applicable)
- Specifications of plumbing and fire stopping materials
- Professional Seal and Signature (where applicable)
- Plumbing verification form (contractor/owner)

#### Plot Plan/Site Plan/Key Plan

- Plot Plan
- Site Plan approval or variance documents provided
- Key plan of building and adjacent tenant use shown

#### Structural

- Floor system layout
- Roof truss layout
- P.Eng sealed shop drawings (prior to framing for housing)
- Foundation plan
- Structural framing plans (roof, floor)
- Columns, footings and beams structural sections, details and materials
- Pre-engineered structural design (where applicable)
- Professional Seal and Signature (where applicable)

#### Mechanical (HVAC)

- HVAC floor plans for every level (prior to framing for housing)
- Heat loss/gain calculations & duct design
- Equipment Specification
- Mechanical ventilation design summary
- Fire damper locations
- Professional Seal and Signature (where applicable)

#### Electrical & Fire Protection

- Electrical supply & distribution floor plans
- Fire Protection systems (sprinkler, fire alarm, standpipe, hydraulic calculations)
- Construction notes, specifications and schedules

### OTHER DOCUMENTS

- Geotechnical subsoil investigation report
- Commitment to general review by Architects and Engineers
- CCMC/BMEC authorization reports
- Conditional permit disclaimer
- Letter of Use (Industrial/manufacturing uses)
- Accessory Building declaration

- Confirmation of energy efficient design (SB-10, ASHRAE, MNECB, SB-12)
- Applicable Law Compliance Checklist completed
- Record of site condition (MOE)
- Health Unit approval
- MDS – Farm buildings
- Other:

### APPLICANT'S WAIVER

I, \_\_\_\_\_ Name of applicant acknowledge that the application described above does not meet the requirements of 1.3.1.3.(1) of the 2006 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

**A COMPLETE APPLICATION WILL RECEIVE A RESPONSE BETWEEN 2 AND 6 WEEKS DEPENDING ON THE CLASS OF BUILDING AS PER 1.3.1.3 OBC. INCOMPLETE APPLICATIONS WILL BE REVIEWED IN ORDER OF RESUBMISSION. REVIEW OF RESUBMISSIONS WILL BE PROVIDED WITHIN 10 WEEKS.**

# 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:	
<p>Application submitted to: <u>CITY OF KINGSTON</u></p> <p style="font-size: small;">(Name of municipality, upper-tier municipality, board of health or conservation authority)</p>			
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)**

## 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 practice, 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.