

Plumbing Permit Application Checklist

This information sheet has been prepared to assist individuals to complete plumbing permit applications with minimal delay. Plumbing permit applications must be accompanied by plans, specification and documentation which will be considered by the Chief Building Official in determining whether a plumbing permit will be issued.

Permit applications will be considered incomplete if the application is not accompanied by answers to the following questions:

Project Information				
Building Address (Number and Street name)	Plumbing Permit Application No:	Date:		
Home Owner Declaration (where applicable)				
<p>I _____ (Owner) confirm that this application is for a single dwelling unit which I own and occupy, or am building to own and occupy. I shall be performing all of the Plumbing works involved with this application myself, and am responsible for all testing, certification, inspections, liability, and corrections which may be required by any authorities having jurisdiction. If, at any time, during the course of construction, I hire or contract with any other person or company to do any plumbing works pertaining to this project, I shall contact the City immediately, in writing, and provide verification and city license number of those hired or contracted.</p>				
Current Address:	Signature:	Email:		
		Phone:		
Plumbing Contractor Information				
		Licensed Plumber is:	Certified Backflow Installer and Tester	
Plumbing Company Name:	Plumbing Company Address:	Email:		
		Phone:		
Contractor Name:	Contractor City License No.:	Contractor Signature (if not applicant):		
Master Plumber Name:	Master City License No.:	Master Plumber Signature (if not applicant):		
Scope of Work				
Please check (✓) yes or no to the following Questions:			Yes	No
1. Does this application include the installation of a Storm Sewer Lateral? Material Type: _____ Material Size: _____ New: Alteration/Repair:				
2. Does this application include the installation of a Sanitary Sewer Lateral? Material Type: _____ Material Size: _____ New: Alteration/Repair:				
3. Does this application include the installation of a Backwater Valve? Storm: Sanitary:				
4. Does this application include the installation of a Water Service? Material Type: _____ Material Size: _____ Tracer wire: _____				
5. Does this application include the installation of a Backflow Preventer in compliance with B64.10-11 and all other codes? Type of backflow: _____ Check box if part of City's cross connection program:				
6. Is there an existing or new water based fire protection system (standpipe and/or sprinkler) in the Building?				
7. Have you called for Utility Locates (Gas, Hydro, Bell, Cogeco etc.)				
Applicant Declaration				
<p>I _____ declare that:</p> <p style="margin-left: 40px;">(print name)</p>				
<ol style="list-style-type: none"> 1. I am the owner/authorized agent of the owner named in the application for permit 2. The information contained in this checklist, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. 3. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. 4. I confirm that the City will be contacted immediately in writing if I become disengaged from the project listed. 				
_____		_____		
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: <u>CITY OF KINGSTON</u> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
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. 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 ()	

E. 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 ()
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
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): _____				
G. Required Schedules				
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.				
H. Completeness and compliance with applicable law				
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
I. Declaration of applicant				
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.