

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. 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.

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.

PROJECT: _____

PERMIT APPLICATION CHECK LIST

NAME: _____

<u>REQUIRED</u>	<div style="display: flex; justify-content: space-between;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Residential New House</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Residential Addition</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Residential Repairs / Alterations</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Detached Accessory Building</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Decks / Balconies</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Pools</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Comercial Industrial Institutional</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Change of Use</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Other Designated Structures</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Building Relocate</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Demolition</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Solar - Roof Mount > 53.82 sq. ft.</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Soild Fuel Appliance</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">Plumbing</div> </div>												
2 Sets of Plans													
Letter of Authorization													
ORCA													
Species at Risk													
Source Water Protection Area													
Heritage													
Survey													
Site Plan													
Lot Drainage Plan													
Septic Permit													
Entrance Permit													
Road Damage Securities													
Subdivision Agreement													
Water / Sewer Hookup													
Engineering Reports													
Engineered Truss Designs / Lintels / Beams													
Engineered Floor Designs / Lintels / Beams													
Schedule 1 Building Design													
SB-12 - Energy Design Summary													
HVAC Design													
Schedule 1 - HVAC Design													
MDS - Properties near Livestock Farms													
MTO - Properties abutting Provincial Highways													
Utility Disconnect Form													

NOTE:

Not all of the check boxes may apply for your particular project. Please consult the Permit Checklist Explanatory Notes attached.

If you are still not sure, please ask the Building Department for guidance.

If we do not have the required documents, we will not be able to review and complete your permit.

1. **ALWAYS** consult with the Planning Department prior to doing anything else. This will ensure that you can move forward with the proposed project.
2. Gather the necessary documents for submission and check the boxes for your type of project.
3. Submit this checklist with your documents.

PERMIT CHECKLIST EXPLANATORY NOTES

IMPORTANT: Always check with the Planning Department as the first step in your project. There may be zoning and environmental issues which could impact, if or how your project proceeds. You will also be advised as to who to contact for any permits and / or studies that may be necessary.

OBC refers to the Ontario Building Code

2 sets of Plans (3 for Commercial & Industrial)

These are the final construction Plans that will be used to complete your project.

The building department will keep one set for their records and you will receive one set to be kept on the building site.

Letter of Authorization

If you are the owner and are applying for the permit you will not need this.

If you are applying on behalf of the owner, you must submit a letter from the owner authorizing you as their agent.

ORCA (Otonabee Region Conservation Authority)

Certain areas within the township may require permission from ORCA. We require a copy of their decision.

Species at Risk

In certain areas, there may be sensitive or endangered Flora or Fauna. This may impact how or when you build.

Source Water Protection Area

In certain areas, there are stipulations as to what or how you may build to ensure that the community water supplies are protected from contamination.

Heritage

There are designated buildings within the township that require permission from the Municipal Heritage Committee for any exterior alterations and/or additions.

Survey

This is required for Commercial, Industrial and Subdivisions. It is also required for smaller projects where there is a possibility that a project may be built close to a lot line that has not been determined by the survey stakes.

Site Plan

This is required for all projects to show existing structures and where new structures are being proposed . It needs to define the measurements to the lot lines, existing buildings or other structures, wells, septic tanks and beds and driveways. This need not be a surveyed plan for smaller projects with the caveat under **Survey** above.

Lot Drainage Plan

May be shown as part of the Site Plan. Use arrows to show lot drainage from or around all structures. You may not allow drainage onto an adjacent property.

Septic

If you need a septic system, a permit is required from Peterborough Public Health.

Entrance Permit

Required if there is no existing official entrance to your property. This will also generate a street or road address.

Road Damage Securities

Required for Commercial, Industrial or Other Designated Structures.

Subdivision Agreement

Required to develop a subdivision.

PERMIT CHECKLIST EXPLANATORY NOTES

Water / Sewer Hookup

Required for connection to municipal water and sewer. Generally speaking, for individual houses, the contractor will take care of this.

Engineering Reports

May be required for soil analysis or any structural elements that fall outside the scope of the Ontario Building Code specifications.

Engineered Truss Designs

The truss layout is required to check for loading on the walls at the time of the Permit Review process. All of the truss designs are also required during the inspection process.

Lintels are the part of the framing that are over window and door openings. In some cases, lintels fall outside the scope of the Ontario Building code and must be engineered. They will be engineered either as part of the roof design, or separately by someone else. (see engineering reports above)

Engineered Floor Designs

Required when an engineered floor is specified on the drawings.

Beams may be specified as part of a floor package or separately by someone else. (see engineering reports above)

Schedule 1 Building Design

This must accompany the drawings. If the drawing is made by an architect or engineer, it is not required. However, there must be a signed seal on the drawings.

If an owner designs their own project, it is their responsibility to ensure that the design meets the Ontario Building Code (OBC) and that anything beyond the scope of the code is designed by an engineer.

An owner must take responsibility for their own drawings by filling out Parts A & B & D. In the third section of Part D – Declaration of Designer, you will need to write “owner” on the line beside: *“The Design work is exempt from registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification:”*.

SB-12 Energy Design Summary

This is a form filled out by the designer. It specifies the insulation values for various components of the project. It also specifies values for windows, heating, ventilation and water heaters. These values may be taken from tables in SB-12 of the OBC or may be determined by calculations.

HVAC Design

This is required for any building that requires heating and ventilation. It is a series of calculations based on the SB-12 Energy design Summary and the Building Drawings. It is calculated by a qualified individual using specific software. If your heating contractor is not qualified, they will know someone who is.

Schedule 1 – HVAC Design

This is the same form used by the building designer. It must be submitted with the HVAC Design by the qualified designer of that design.

MDS (Minimum Distance Separation)

This is a set of calculations required when a proposed project is close to a livestock farm. It may impact either a proposed building on the property near the farm or the proposed building on a farm near other properties.

MTO (Ministry of Transportation)

This is a permit required for properties abutting provincial Highways.

Utility Disconnect Form

Required to be filled out by the various utilities to confirm that their respective utilities have been disconnected.