

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

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"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings		<input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection		<input type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <input type="checkbox"/> On-site Sewage Systems	
Description of designer's work					
D. Declaration of Designer					
I _____ declare that (choose one as appropriate): <div style="text-align: center;">(print name)</div> <p>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.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>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.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 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. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____ Date</div> <div>_____ Signature of Designer</div> </div>					

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) 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.

Schedule 2: Sewage System Installer Information

A. Project Information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description		
B. Sewage system installer				
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)
C. Registered installer information (where answer to B is "Yes")				
Name			BCIN	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
D. Qualified supervisor information (where answer to section B is "Yes")				
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)		
E. Declaration of Applicant:				
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>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>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"> 1. The information contained in this schedule 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. <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>				

Description	Total #	X	Fixture Units	=	Total Fixture Units
<i>Example Only - Potato Peeler</i>	2	X	3	=	6
Water Closet (Flush Tank Toilet)		X	4	=	
Each Sink or Bathtub		X	1½	=	
Bathtub or Shower		X	1½	=	
Dishwasher if direct connect		X	1½	=	
Clothes Washing Machine		X	1½	=	
Single or double laundry tub		X	1½	=	
Other		X		=	
Total Fixtures					

***** FOR SEWAGE SYSTEM *****

1. Total floor area of all dwellings (from "existing building" section on first page) _____
2. Total fixture units within all Buildings on the property (from section above) _____
3. Total # of bedrooms on the property _____ daily flow rate (determined from "Info Charts") _____ liters/day.
4. Existing soil conditions in sewage area: Soil type _____
 Depth to bedrock/hardpan _____ Depth to high water table _____
 Vegetation _____
5. Describe mantel (down-slope area below sewage system) Existing Vegetation _____
 Soil Type _____ Depth _____ OR soil must be imported Yes ☐ No ☐

CLASS OF SYSTEM (Complete one-refer to the Ontario Building Code)

Class 2 - Grey water Pit Wall Structure: Concrete Block _____ Rock _____ Other _____
 Use Existing Soil _____ OR Import Soil _____ Describe _____
 Dimensions of Pit: Length _____ Width _____ Height _____ Type of Cover _____

Class 3 - Cesspool - describe type of construction _____

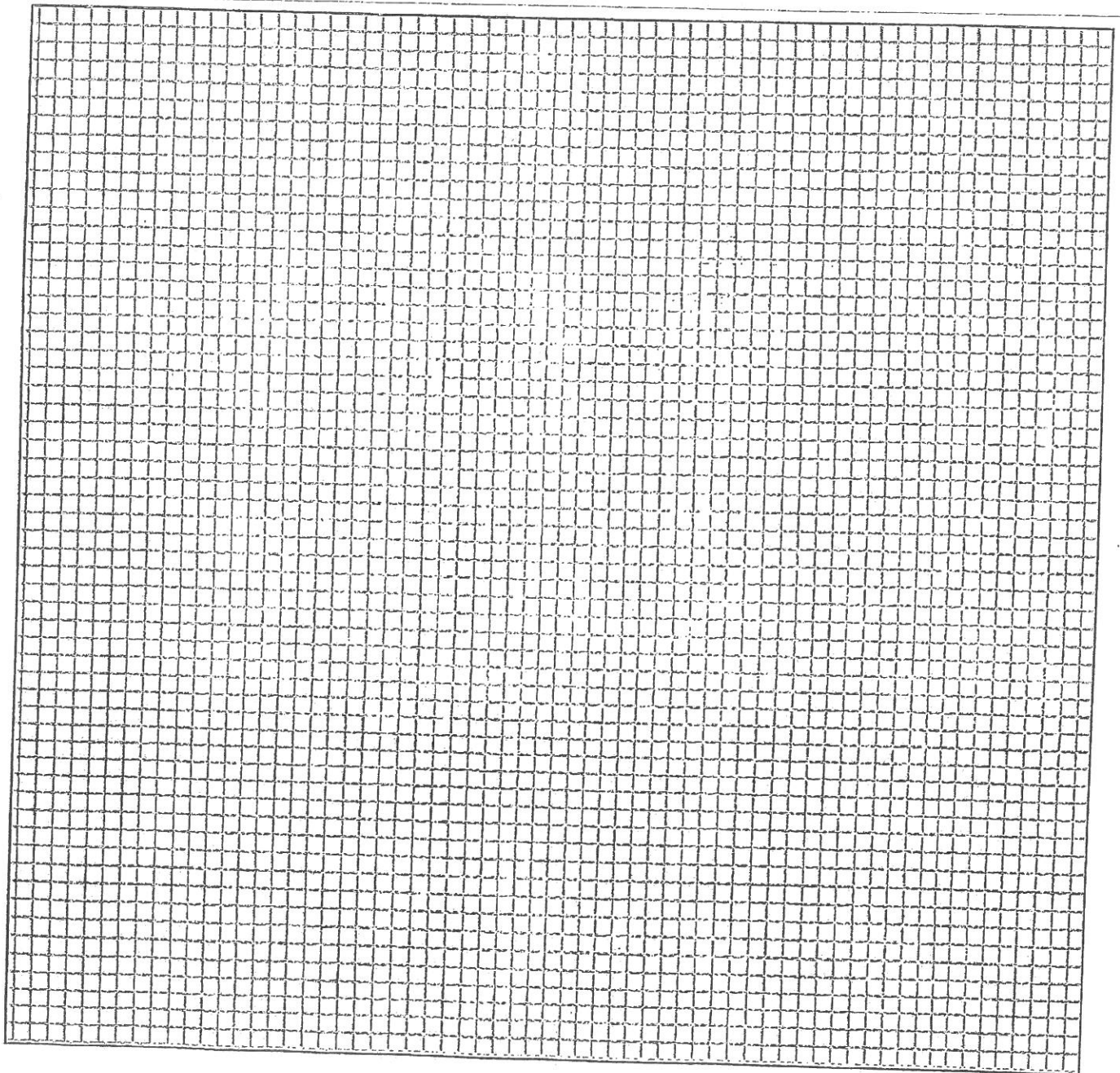
Class 4 - Filter Bed (Proof of approved Filter Material must be provided): Area of Filter Medium (sq. M) _____
 No. of runs of tile _____ Header _____ OR Distribution Box _____ Use of Existing Tank _____
 OR New Gov't approved _____ Concrete _____ Polyethylene _____ Size (L) _____

Class 4 - Trench Bed: Dug into existing soil _____ OR Imported Soil _____ Describe _____
 Total length of tile (M) _____ No. of runs of tile _____ Header _____ OR Distribution Box _____
 Use of existing tank _____ OR New Gov't approved _____ Concrete _____ Polyethylene _____ Size _____

Class 4 - Aerobic: Manufacturer & Model _____ Daily Flow Rate Capacity (L) _____ Primary Tank
 Size (L) _____ Secondary Tank Size (L) _____ Bed Size (Sq. M.) _____

SITE PLAN

The Site Plan must show all the following and be drawn to scale: Property lines & topographical features - water courses/bodies/swamps/cliffs, bare rock, slope degree and direction, existing and proposed structures, driveways wells (state if dug, bored or drilled - including neighbours), existing and proposed sewage system(s) - tank & field orientation, mantle area, details of existing system if it remains in use, if constructing a Class 2, show reserve area for a Class 4





North Algona Wilberforce Township

1091 Shaw Woods Road

RR #1 Eganville, Ontario K0J 1T0

Tel: 613-628-2080

Fax: 613-628-3341

WHY DO I NEED INSPECTIONS?

Inspections are a service you pay for through the Construction Permit Fee. Proper building inspections protect the interests of both the individual and the community. The Building Department ensures that all construction in the municipality meets the Building Code's minimum standards for fire and structural safety standards. The review by the Chief Building Official also ensures the plans comply with the regulations of the local municipal zoning by-laws as well as all other applicable laws and regulations.

Please note: If the contractor or designer obtains the building permit on your behalf, it is still the building/property owner who is ultimately responsible for complying with all building requirements.

WHAT HAPPENS IF I BUILD AND INSTALL SEPTIC SYSTEM WITHOUT A PERMIT?

Building without a permit is against the law and is subject to fines or penalties regulated in the Province of Ontario's Building Code Act. A person who is convicted of an offence is liable to a fine of not more than \$25,000 for a first offence and to a fine of not more than \$50,000 for a

subsequent offence.

CONTINUING OFFENCE

Every person who fails to comply with an order made by a Chief Building Official is guilty of an offence and on conviction, in addition to the penalties mentioned above, is liable to a fine of not more than \$10,000 per day for every day the offence continues after the time given for complying with the order has expired.

AIM AND APPLICATION OF THE GUIDE

This guide is intended to help you, the homeowner, to better understand the steps to follow in obtaining a Construction Permit. It also outlines what is expected of you during construction.

This is a guide only and is not intended to be a substitute for the Municipal Building By-Law. If you have any questions, please contact, Jill Hamelin, Chief Building Official, Township of North Algona Wilberforce Municipal Office, 1091 Shaw Woods Road, Eganville. You can also reach her at 613.628.2080.

APPLICATION GUIDE

STEP 1: WHEN DO I NEED A CONSTRUCTION PERMIT?

Construction Permits are required for the following:

- Any new buildings or structures, including farm buildings;
- Adding a carport, garage, rooms or another storey to an existing building;
- Adding structural features such as a balcony, canopy or dormer, or enclosing a porch;
- Excavating to construct a new or full basement under an existing house;
- Constructing any accessory building or structure over 10 square metres (100 square feet) such as a garage or utility building;
- Installing or replacing windows/doors if existing opening is to be altered;
- Doing renovations or repairs or undertaking structural changes such as removing a loadbearing partition or wall;
- Signs having structural components;
- Change of use or occupancy of a building
- Installation of wood stoves or wood furnaces;
- Installation or replacement of any plumbing fixtures that require the extension or removal of supply on the drainage plumbing;
- Installation or replacement of exterior cladding, i.e.: siding, brick, if replacement is not of similar material.

A Demolition Permit is required if you are tearing down a building or part of a building.

STEP 2: HOW DO I APPLY?

You will be required to complete and sign an Application Form. This form is available at any Municipal Office or on-line at obc.mah.gov.on.ca. You may also be required to submit other information depending on the type of construction project you propose.

(1) Site Plan (Plot Plan or Survey)

- Required for any new buildings, additions or accessory buildings
- Should be drawn to scale (preferable in metric) if not to scale all measurements are needed.

(2) Building Plans or Drawings

- Required for new buildings, additions, accessory buildings and structural alterations;
- One (1) set of Plans to be submitted;
- Measurements may be in metric or imperial;
- Plans may vary depending on the type of construction, but typically include:

Foundation Plan

- i Plan to be fully dimensional showing size and location of beams, bearing walls or support columns (including footings) and foundation thickness. Specify type of material to be used, e.g. concrete block, poured concrete, wood, or other;
- ii Indicate size of floor joists above including span and centres;
- iii Indicate stair location including required framing around stairs.

Floor Plan

- (i) One Floor Plan per storey;
- (ii) Plan to be fully dimensioned with rooms and spaces identified;
- (iii) Identify doors and windows including sizes, rough openings and size of lintels over;
- (iv) Identify plumbing fixtures, either by note or symbol;
- (v) Indicate stair location including required framing around stairs.

Cross Section:

Showing foundation, wall and room assembly, with all materials fully identified.

Elevation Drawings

Complete set of Elevation Drawings showing all four sides including exterior finish and indicating grade levels, decks, entranceways, and finished floor to finished ceiling; height etc.

Revisions to Plans

Any changes that should occur to the plans should be verified with the Chief Building Official in advance for approval.

(3) Water and Sewage Systems

A review of Sewage System is required for addition or change of use of building.

(4) Plumbing Permit:

A Plumbing Permit is required for the installation of any (new) plumbing fixtures or plumbing and drainage system. A Plumbing Permit is also required if you remove or extend the supply of water or drainage lines.

(5) New Home Warranty Registration Number

A New Home Warranty Registration Number is required where a person other than the homeowner is the builder or general contractor.

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A New Home Warranty Registration Number is required where a person other than the homeowner is the builder or general contractor.

STEP 3: ARE THERE ANY OTHER MATTERS I SHOULD CONSIDER?

Other matters you should consider prior to construction or renovation include:

Bell Canada	For telephone connections and the location of buried cable;
ICG Utilities	For propane gas connections and pipe connections;
Heritage Buildings	For buildings designated or to be designated for historical or architectural value, contact the Municipal Office;
Insurance	For coverage during construction, contact your Insurance Agent;
Ontario Hydro	For electrical permits and inspections which are required for any electrical wiring.

STEP 4: WHAT ARE MY OBLIGATIONS DURING CONSTRUCTION?

- (1) Post your Construction permit so that it is visible from the street
- (2) Keep a copy of your Building Plans on the construction site
- (3) Notify the Chief Building Official at least forty-eight (48) hours in advance of any needed inspections. The following inspections may be required:
 - (a) Excavation and site
 - (b) Prior to pouring footings
 - (c) Footings
 - (d) Before backfilling foundation
 - (e) Framing
 - (f) Insulation/vapour barrier
 - (g) Ductwork/piping/heating/air conditioning
 - (h) After fireplace rough-in, if applicable
 - (i) Plumbing
 - (j) Interior
 - (k) Occupancy
 - (l) Final

The number of inspections for new construction will differ from project to project. Two (2) inspections may be required for insulation as main floors and basements are usually insulated at different times. Large commercial projects may involve multiple inspections of each type due to the complexity of the projects.