

**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>B. Applicant</b> <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner<br>Applicant is:  |               |  |          |
| Last name  | First name    | Corporation or partnership                 |          |
| Street address   |               | Unit number                                | Lot/con. |
| Municipality   | Postal code   | Province                                   | E-mail   |
| Telephone number<br>(    )   | Fax<br>(    ) | Cell number<br>(    )                      |          |
| C. 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<br>(    )   | Fax<br>(    ) | Cell number<br>(    )                      |          |
| D. 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<br>(    )   | Fax<br>(    ) | Cell number<br>(    )                      |          |
| E. 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   |               |  |          |

# Building Design Information

|   |                                      |                                  |                                   |   |
|---|--------------------------------------|----------------------------------|-----------------------------------|---|
| <b>F. Planning</b>  |                                      |                                  |                                   |   |
| Zoning designation:   |                                      | Minor variance (if applicable)   |                                   |   |
| <b>Set Backs :</b>  | Side Yard :                          | Rear Yard:                       | Front Yard:                       |   |
|   | Min:                                 | Min:                             | Min:                              |   |
| <b>G. Services details</b>  |                                      |                                  |                                   |   |
| Water   | <input type="checkbox"/> Municipal   | <input type="checkbox"/> Private | Sewers                            | <input type="checkbox"/> Municipal <input type="checkbox"/> Private |
| Heating   | <input type="checkbox"/> Gas         | <input type="checkbox"/> Oil     | <input type="checkbox"/> Electric | <input type="checkbox"/> Other                                      |
| <b>H. Design Criteria</b>   |                                      |                                  |                                   |   |
| Classification of Building  | Group A, B, C, D, E or F             | Division 1, 2 or 3               | Building sprinklered              | <input type="checkbox"/> yes  |
| <input type="checkbox"/> Non-Combustible  | <input type="checkbox"/> Combustible | # of storeys                     | Mezzanine as storey?              | Mezzanine area  |
| <b>Building Dimensions</b>  | Length                               | Width                            | Area                              | Height  |
| Facing # of streets?  | Occupant Load                        | Alarm system & type              | <input type="checkbox"/> yes      |   |
| Required FRR (fire resistance rating)   | Floors                               | Roof                             | Mezzanine                         |   |
| <b>2 (TWO) SETS OF PLANS TO BE SUMMITTED, Plans may include</b>   |                                      |                                  |                                   |   |
| Site Plan   | Structural Plan                      | Landscaping Plan                 | Foundation Plan                   | Floor Plan  |
| HVAC Plan   | Plumbing                             | Sections                         | Specifications                    | Elevations  |
| <b>I. 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>J. Attachments</b>   |                                      |                                  |                                   |   |
| i. Attach documents establishing compliance with applicable law as set out in Article 1.4.1.3. of Division A.<br>ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.<br>iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.<br>iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made. |                                      |                                  |                                   |   |
| <b>K. Declaration of applicant</b>  |                                      |                                  |                                   |   |
| I _____ certify 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.

| <b>A. Project Information</b>   |  |   |        |
|---|--|---|--------|
| Building number, street name  | Unit no.   | Lot/con.  |        |
| Municipality  | Postal code  | Plan number/ other description                    |        |
| <b>B. Individual who reviews and takes responsibility for design activities</b>   |  |   |        |
| Name  | Firm   |   |        |
| Street address  | Unit no.   | Lot/con.  |        |
| Municipality  | Postal code  | Province  | E-mail |
| Telephone number<br>(     )   | Fax number<br>(     )                                  | Cell number<br>(     )                            |        |
| <b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>  |  |   |        |
| <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  |  |   |        |
| <b>D. Declaration of Designer</b>   |  |   |        |
| 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.<br>Individual BCIN: _____<br>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.<br>Individual BCIN: _____<br>Basis for exemption from registration: _____                               |  |   |        |
| <input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.<br>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.<br>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.

**DEMOLITION INFORMATION**

**A. Site Plan**

showing neighbouring homes    Water and sewer    Powerlines    All services

**B. Size of Structure:**

Square Footage \_\_\_\_\_    Number of Floors \_\_\_\_\_

**C. Method of Demolition**

By Hand    Explosion    Mechanical    Demo under 2.3.2.3 OBC

## 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<br>(    )  | Fax<br>(    ) | Cell number<br>(    )                      |          |
| <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="text-align: center;">(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;">_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p> |               |  |          |

## **A Guide To Building Within The Limits Of The Temiskaming Municipal Building Association**

The following is a checklist guide for applying for building permits. The applicant is responsible for completing the Application Form and providing other required information, such as;

- Survey from Ontario Land Surveyor.
- Private sewage systems permit from Temiskaming Health Unit or Ministry of the Environment.
- Private water system approval (Ministry of Environment well record)
- Copy of Contractor's written estimate(s).
- Notice of Excavation of Work Affecting adjoining property.
- Entrance Permit (municipal level)
- 2 Sets of Building Plans and Specifications including:
  - Site Plans
  - Floor Plans
  - Foundation Plans
  - Framing Plans
  - Roof Plans
  - Reflected Ceiling Plans
  - Sections and Details
  - Building Elevations
  - Electrical Drawings
  - Heating, Ventilation & Plumbing Plans
  - A proper location survey prepared by an OLS at the completion of the foundation.
- Professional design
- Proof of Zoning Compliance when moving a building. (Building relocation only)
- Evidence of Confirmation to O.P.P. at least 5 days prior to work (Building Relocation only)
- "*Letter of Service Availability*" from Ontario Power Generation (Ontario Hydro)
- Ministry of Transportation entrance and/or building permit.
- Ontario New Home Warranty Program registration

WHAT OTHER DEPARTMENTS OR AGENCIES MAY BE ASKED TO COMMENT ON THE APPLICATION?

Other Departments or Agencies may be interested in your application to ensure that your proposal meets favourably with their regulations. Examples of those Departments or Agencies are as follows:

*PHYSICAL SERVICES (PUBLIC WORKS)*

To ensure that the sanitary sewer service, water service, driveways (access control), culverts, property grade and drainage will be properly addressed by the applicant.

*DEVELOPMENT SERVICES*

This Department will determine if the proposed work will comply with the Official Plan and Zoning By-law.

*MINISTRY OF TRANSPORTATION*

For any proposed work near highways under the jurisdiction of the Ministry of Transportation.

*TEMISKAMING HEALTH UNIT*

A certificate of Approval will be required for any development within areas not serviced by the municipality in respect to septic systems. In these circumstances no Building Permit can be issued without a Certificate of Approval.

**NOTE:** If unsure about meeting compliance please feel free to contact Building Department at 705-563-2375, or drop in at 35 10<sup>th</sup> St. Earlton ON.