

# Application for a Permit to Construct or Demolish

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

<b>For use by Principal Authority</b>				
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)				
<b>A. Project information</b>				
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. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
		Applicant is:	Owner or	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	
<b>D. Owner (if different from applicant)</b>				
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 (if known)</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. New home construction licensing requirement</b>				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence 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.			Yes	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> .			Yes	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.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	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., 12th Floor. Toronto, ON M7A 2J3 (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	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <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"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of Designer</span> </p>			

**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 Professional Engineers Ontario.

## 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?			
Yes (Continue to Section C)		No (Continue to Section E)	
		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	Fax		Cell number
<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>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"> <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>			

# Attachment / Attachement

## 1. Plumbing and Heating / Plomberie et Chauffage

Plumbing / Plomberie: # of fixtures / # de fixtures \_\_\_\_\_ Heating system / Type de chauffage \_\_\_\_\_

Water / Aqueduc: Municipal \_\_\_\_\_ Well / Puits \_\_\_\_\_ -Wood stove / Poêle à bois \_\_\_\_\_ -Oil appliance / Appareil l'huile \_\_\_\_\_

Sewers / Égout: Municipal \_\_\_\_\_ Septic tank / Réservoir \_\_\_\_\_ -Gas fire place / Foyer au gas \_\_\_\_\_ -Fire place / Foyer \_\_\_\_\_

## 2. Size of building and Setback requirements / Grandeur du bâtiment et exigence des marges de recul

Proposed / Proposé: W \_\_\_\_\_ L \_\_\_\_\_ H \_\_\_\_\_ Existing / Existant: W \_\_\_\_\_ L \_\_\_\_\_ H \_\_\_\_\_

Setbacks / Marges de recul: Side yard right / Cour latérale droite \_\_\_\_\_ Side yard left / Cour latérale gauche \_\_\_\_\_  
Rear yard / Cour arrière \_\_\_\_\_ Front yard set back / Cour avant \_\_\_\_\_

Type of soil / Genre de sol: \_\_\_\_\_

Minimum / Minimum: Side yard right / Cour latérale droite \_\_\_\_\_ Side yard left / Cour latérale gauche \_\_\_\_\_  
Rear yard / Cour arrière \_\_\_\_\_ Front yard set back / Cour avant \_\_\_\_\_

Type of zoning / Genre de zonage: \_\_\_\_\_

## 3. Detailed Plot Plan / Plan de localisation

Please use a separate sheet for your detailed plot plan. / Veuillez utiliser une feuille séparée pour votre plan de localisation.  
Your detailed plot plan should include the following / Votre plan de localisation doit inclure les éléments suivant:

- Property lines that bound the lot (lot shape) / Les lignes de propriété qui délimite le terrain (forme du terrain).
- The width of the lot frontage / La largeur de la façade du terrain
- The area of the lot / La superficie du terrain
- The street(s) adjacent to the lot / La ou les rues adjacentes au terrain
- Existing buildings on the property (house, garage, shed, pool, deck, etc.) as well as the proposed building, list the use of the buildings / Les bâtiments existants sur la propriété (maison, garage, remise, piscine, terrasse, etc.) ainsi que le bâtiment proposé, inscrire l'utilisation des bâtiments
- Include the dimensions of each building and the number of square feet / Inclure les dimensions de chaque bâtiment et le nombre de pieds carrés
- The distance between the proposed building and other buildings, septic fields, wells, hydro poles / La distance entre le bâtiment proposé et les autres bâtiments, champ septique, puit, poteaux hydroélectriques
- Distance from proposed building to property lines (front, sides, rear) / La distance entre le bâtiment proposé et les lignes de propriété (avant, côtés, arrière)
- Location of the entrance / Emplacement de l'entrée
- Location of well. If not, indicate if you are on the municipal water supply / Emplacement du puit. Sinon indiquer si vous êtes sur l'aqueduc municipal
- Location of the septic field. Otherwise indicate if you are on municipal sewer / Emplacement du champ septique. Sinon indiquer si vous êtes sur les égouts municipaux
- Include natural features (e.g. slope, stream, river, etc.) / Inclure les éléments naturels (ex. : pente, ruisseau, rivière, etc.)
- Include any other relevant elements (e.g. hydro poles, right of way, etc.) / Inclure tout autre élément pertinent (ex. : poteaux hydroélectriques, droit de passage, etc.)
- The North / Le Nord
- Specify the unit of measurement (feet or meters) / Spécifier l'unité de mesure (pied ou mètre)
- Do not use aerial photos / Ne pas utiliser de photo aérienne

