

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"/> 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			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p style="margin-left: 40px;">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 style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p style="margin-left: 40px;">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 style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p style="margin-left: 40px;">The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">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. <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">Date Signature of Designer</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 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="margin-left: 100px;">(print name)</p> <p style="margin-left: 40px;">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 style="margin-left: 40px;">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 style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">Date Signature of applicant</p>			

Building Permit Fee Calculation Breakdown

Residential			Sub-Total
New Construction and Additions	Main Floor Area @ \$1.67/ft. ²	ft. ²	\$
	Second Floor Area @ \$1.67/ft. ²	ft. ²	\$
	Garage ₍₁₎ Area @ \$0.42/ft. ²	ft. ²	\$
	Porch ₍₂₎ Area @ \$0.42/ft. ²	ft. ²	\$
Renovations	0.9% of Construction Value	\$	\$
Total			\$

Plumbing Permit		
Base Fee	\$150.00 Flat Fee	\$

Minor Residential Structures			Sub-Total
Decks ₍₄₎ & Gazebos ₍₅₎	\$92.00 Flat Fee (each)	(#)	\$
Outdoor Wood Furnace/ Wood Boiler	\$92.00 Flat Fee (each)	(#)	\$
Water & Sewer Connection	\$92.00 Flat Fee		\$
Total			\$

Non-Residential			Sub-Total
New Construction & Additions	Group A – Assembly Occupancy ₍₆₎ @ \$1.67/ft. ²	ft. ²	\$
	Group B – Institutional Occupancy ₍₇₎ @ \$1.67/ft. ²	ft. ²	\$
	Group D – Business & Personal Service Occupancy ₍₈₎ @ \$1.21/ft. ²	ft. ²	\$
	Group E – Mercantile Occupancy ₍₉₎ @ \$1.21/ft. ²	ft. ²	\$
	Group F – Industrial Occupancy ₍₁₀₎ • Farm Buildings & Un-serviced Storage Buildings (max. \$1000.00) @ \$0.23/ft. ² • Other Industrial Buildings @ \$0.74/ft. ²	ft. ²	\$
Minor Non-Residential Structures ₍₁₁₎	\$309.00 Flat Fee (each)	(#)	\$
Designated Structures ₍₁₂₎	Retaining Wall - \$9.73/Linear Metre Telecommunications Towers - \$500 Flat Fee Solar for Family Dwelling - \$120.00 Flat Fee Solar for Other Occupancies - \$120.00 Flat Fee • Each Panel - \$10.00/Panel		\$
Renovations	0.9% of Construction Value	\$	\$
Total			\$

Revised October 1, 2018

Grand Total	\$
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Minimum Permit Fees:

Group C Residential Occupancies	\$115 except where a Flat Fee Applies
Group A, B, D, E & F Occupancies	\$235 except where a Flat Fee Applies

Additional fees, charges and/or deposits may apply prior to issuance, based on further review of drawings, file content and other by-laws.

See Reverse Side for Definitions and Explanations

Definitions and Explanations

- 1 Garage Area – includes Garages, Carports, and Storage Sheds.
- 2 Porch - A Structure with a roof and at least one side that is open and unenclosed, that is accessed by stairs from grade and which provides access to the First Storey of a Dwelling Unit.
- 3 Number of Fixtures - implies number of drains.
- 4 Deck - A roofless, unenclosed Structure, accessory to a Dwelling, consisting of a platform raised 0.6m or more above Average Finished Grade, supported by the ground with or without steps to provide access to the ground.
- 5 Gazebo - A freestanding roofed Building which is not enclosed, except for screening or glass and which is utilized for the purposes of relaxation in conjunction with a residential Dwelling but shall not include any other Use or activity otherwise defined or classified in this By-law.
- 6 Group A (Assembly Occupancy) - is for a gathering of persons for civic, political, travel, religious, social, educational, recreational or like purpose, or for the consumption of food or drink (i.e. child care facility, motion picture theatre, indoor swimming pool, etc.).
- 7 Group B (Institutional Occupancy) - means the occupancy or use of a (Group B, Division 1-building or part thereof by persons who: receive supervisory care (Division 1), receive special care and treatment (Division 2), or are dependent on others to release security devices to permit egress (Division 3) (i.e. hospital, nursing home, group home, etc.).
- 8 Group D (Business & Personal Service Occupancy) - means the occupancy or use of a (Group D) building or part thereof, for the transaction of business or the rendering or receiving of professional or personal services (i.e. bank, medical office, beauty parlour, etc.).
- 9 Group E (Mercantile Occupancy) - means the occupancy or use of a (Group E) building or part thereof for the displaying or selling of retail goods, wares or merchandise (i.e. department store, supermarket, shop, etc.).
- 10 Group F (Industrial Occupancy) - means the occupancy or use of a (Group F, Divisions 1-3) building or part thereof for the assembling, fabricating, manufacturing, processing, repairing or storing of goods and materials (i.e. distillery, tire storage, warehouse, etc.).
- 11 Minor Non-Residential Structures – Temporary Tents, Commercial Solar Panels, School Portables, Temporary Pre-Fabricated Trailers, etc.
- 12 Designated Structures – Telecommunication Towers, Retaining Walls, Residential Solar Panels, Other Similar Structures, etc.