

# 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 (optional)</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. 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.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration 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., 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	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 Association of Professional Engineers of 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="text-align: center;">Date <span style="margin-left: 200px;">Signature of applicant</span></p>			

This form is used to confirm approvals from other agencies that are required before a building permit can be issued. It is the responsibility of the applicant to obtain these approvals.

Address	Application No.	Date Received	
		Yes	No
<b>Construction and Fill Permits</b> <input type="radio"/> Nottawasaga Valley Conservation Authority / Lake Simcoe Region Conservation Authority			
Is the property in the regulated areas? (NVCA / LSRCA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building and Land Use Permits</b> <input type="radio"/> Ontario Ministry of Transportation / County of Simcoe			
Is the property within 45 metres of a highway or 180 metres from any highway intersections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the property within 395 metres of a controlled highway intersection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this a major traffic generating project located within 800 metres of a highway?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the property need access from a county road?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Environmental Approvals</b> <input type="radio"/> Ontario Ministry of Environment			
Is a record of site condition (RSC) required to be filed because of a change to more sensitive land use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the property a former waste disposal site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this a renewable energy project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Clean Water Act</b> <input type="radio"/> Nottawasaga Valley Conservation Authority / Lake Simcoe Region Conservation Authority			
Does the project involve construction of a new building or addition within a Well Head Protection Area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Agriculture and Farms</b> <input type="radio"/> Ontario Ministry of Agriculture and Food			
Is the Building Permit application for the construction of a new or an expansion of a livestock barn or a renovation resulting in an increase in livestock capacity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the Building Permit application for the construction of a new dwelling unit within a rural or agricultural zone, or within 1000 metres of an existing livestock facility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this a milk processing plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Education / Child Care Centres</b> <input type="radio"/> Ontario Ministry of Education			
Is a daycare proposed in any part of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is this permit for the demolition of a school operated by the public or separate school boards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Seniors Centres</b> <input type="radio"/> Ontario Ministry of Community and Social Services			
Is this a seniors project where Ontario Government Funding is being sought?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electrical Conductor Clearance</b> <input type="radio"/> Electrical Safety Authority			
Are any overhead electrical conductor wires within 3.7 meters of the proposed building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DECLARATION</b>			
I have considered the list of applicable laws in the Ontario Building Code and as described above, and do hereby declare that:			
<input type="checkbox"/>	1.	None of these applicable law approvals apply to this project.	
<input type="checkbox"/>	2.	Applicable laws checked with a 'yes' apply to this project, and approval documents are submitted with this application.	
<input type="checkbox"/>	3.	Applicable laws checked with a 'yes' apply to this project, however all approval documents have not yet been obtained.	
The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation or partnership with respect to this application (if applicable).			
Name: _____		Signature: _____	Date: _____

# Contact Information for Other Agencies

## Conservation Authority Permits

Development within certain conservation regulated areas requires a construction and fill permit from the conservation authority before any building permit can be issued. The NVCA or the LSRCA will confirm whether or not your property falls within the regulated area.

### **Nottawasaga Valley Conservation Authority (NVCA)**

P: 705-424-1479

E: [admin@nvca.on.ca](mailto:admin@nvca.on.ca)

E: [permits@nvca.on.ca](mailto:permits@nvca.on.ca)

### **Lake Simcoe Region Conservation Authority (LSRCA)**

P: 905-895-1281 or 1-800-465-0437

E: [info@LSRCA.on.ca](mailto:info@LSRCA.on.ca)

Permits & Regulations Department

## Road Entrance Permits

County authorization is required for the construction of any buildings which require a new entrance on any County Road.

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.

### **Country of Simcoe**

P: 705-735-6901 or 1-800-263-3199

E: [info@simcoe.ca](mailto:info@simcoe.ca)

Transportation & Engineering Department

### **Ontario Ministry of Transportation**

P: 416-235-5385 or 1-866-235-5385

Regional Corridor Management Office \*Central Region\*

## Environmental Approvals

Ministry of Environment approvals are required where a property of industrial or commercial use is change to more sensitive residential or parkland use, for major government, industrial and commercial projects where defined by regulation, properties formerly used for landfill or waste disposal, or renewable energy projects.

### **Ontario Ministry of Environment**

P: 416-314-8001 or 1-800-461-6290

E: [EAASIBGen@ontario.ca](mailto:EAASIBGen@ontario.ca)

Access Environment

## Rural Approvals and Compliance

The *Nutrient Management Act, 2002*, requires any building project relating to livestock housing or manure storage facility to have an approved Nutrient Management Strategy (NMS) before a building permit will be issued. This applies to all farms that generate more than five nutrient units and are proposing to build, expand or renovate.

### **Ontario Ministry of Agriculture, Food and Rural Affairs**

P: 1-877-424-1300

E: [ag.info.omafra@ontario.ca](mailto:ag.info.omafra@ontario.ca)

Approvals and Compliance

## Child Care Centres

Ministry plan approval is required if a new building is proposed to be used as a day nursery, an existing building is proposed to be used, altered or renovated for a day nursery, or if an existing day nursery is altered or renovated.

### **Ontario Ministry of Education**

P: 1-888-576-4444

Canada Business Ontario

## Seniors Centres

Reports must be submitted to the Minister and approval obtained for all seniors centres to which government funding applies.

### **Ontario Ministry of Community and Social Services**

P: 1-888-789-4199

## Electrical Conductor Clearances

Certain minimum distances must be maintained from overhead electrical conductors, depending on their voltage.

### **Electrical Safety Authority**

P: 1-877-372-7233



# Applicable Law Appendix Part 2

This form is used to inform the applicant of the necessary approvals from departments within the Town that are required before a building permit can be issued.

The Building Department will circulate the application to these departments.

Address	Application No.	Date Received	
		Yes	No
<b>Town Planning Department</b>			
Will the proposal require a review for zoning by-law compliance?		<input type="checkbox"/>	<input type="checkbox"/>
<b>Town Engineering Department</b>			
Will the proposal require a review of the lot grading?		<input type="checkbox"/>	<input type="checkbox"/>
Will the proposal be subject to a site plan approval? (not applicable for single family residential properties)		<input type="checkbox"/>	<input type="checkbox"/>
Will the proposal require new municipal service hook-ups? (water/sewer)		<input type="checkbox"/>	<input type="checkbox"/>
<b>Town Fire Department</b>			
Will the proposal require a review for fire code compliance? (Basement apartments, commercial cooking hoods, sprinkler systems, and any construction on institutional, commercial, and industrial structures etc.)		<input type="checkbox"/>	<input type="checkbox"/>
<b>Town Finance Department</b>			
Will the project be subject to development charges? (New residential, institutional, commercial, industrial, or additions to institutional, commercial, or industrial)		<input type="checkbox"/>	<input type="checkbox"/>
<b>Town Public Works Department</b>			
Is there a proposed new entrance to the property on a municipal road?		<input type="checkbox"/>	<input type="checkbox"/>
Will your proposal require a road occupancy permit? (Partially or fully blocking town roads, or sidewalks while you construct or demolish)		<input type="checkbox"/>	<input type="checkbox"/>
<b>Town Heritage Committee</b>			
Will there be alterations or demolitions proposed to a significant listed structure or a designated heritage structure?		<input type="checkbox"/>	<input type="checkbox"/>

**DECLARATION**

I have considered the list of applicable laws in the Ontario Building Code and as described above, and do hereby declare that:

- 1. None of these applicable law approvals apply to this project.
- 2. Applicable laws checked with a 'yes' apply to this project, and approval will be required from the applicable departments before a building permit can be issued.

**I understand that these approvals are obtained internally and are required to deem this proposal a complete application. I understand that the target timelines outlined in the Ontario Building Code do not begin until the internal and external approvals are obtained.**

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation or partnership with respect to this application (if applicable).

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Contact Information for Internal Departments

### Planning Department

P: 705-435-3900 ext. 1301

E: [lartmstrong@newtecumseth.ca](mailto:lartmstrong@newtecumseth.ca)

Leah Armstrong, Planning and Engineering Clerical Assistant

### Engineering Department

P: 705-435-3900 ext. 1301

E: [lartmstrong@newtecumseth.ca](mailto:lartmstrong@newtecumseth.ca)

Leah Armstrong, Planning and Engineering Clerical Assistant

### Fire Department

P: 705-435-3900 ext. 1425

E: [ecanzio@newtecumseth.ca](mailto:ecanzio@newtecumseth.ca)

Elaine Canzio, Fire Clerk

### Finance Department

P: 705-435-3900 ext. 1261

E: [pthorne@newtecumseth.ca](mailto:pthorne@newtecumseth.ca)

Patricia Thorne, Financial Analyst

### Public Works Department

P: 705-435-3900 ext. 1427

E: [hbrethet@newtecumseth.ca](mailto:hbrethet@newtecumseth.ca)

Heather Brethet, Roads and Fleet Administrative Clerk

### Heritage Committee

P: 705-435-3900 ext. 1808

E: [vliao@newtecumseth.ca](mailto:vliao@newtecumseth.ca)

Vanessa Lio, Heritage Lead



Agent Authorization

Only the owner or authorized agent of the owner may submit an “Application for a Permit to Construct or Demolish” along with all other required plans and approvals to the Building Standards Department. This completed form must accompany the submission to the Building Standards Department as representation of the owner’s approval of an authorization.

As the owner of \_\_\_\_\_  
(Property Address)

- I understand that the application for any permit (i.e. Building, Plumbing, HVAC, and Septic) must be signed by the Owner of the property for his/her Authorized Agent. This procedure also applies to the Contractor’s Agents.
- I understand that I may designate a third party to sign the application for a permit on my behalf. This person’s only responsibility or function is to acquire a permit on my behalf.
- I am aware that the responsibility for the construction and compliance to codes and Applicable Laws are entirely mine and I accept the same.

Therefore, as the owner of the above listed property,

I do hereby authorize \_\_\_\_\_ to apply/obtain a building permit in my  
(Please Print)  
name by affixing my name followed by their signature on the application.

Owner name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner’s Address: \_\_\_\_\_

Proposed Project Address: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_