

# 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="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p>			



# Municipal Form 6 Building Permit Fee Calculation Form

BP # \_\_\_\_\_

This form must be completed in order to calculate permit fees associated to the proposed renovations or new construction.

**Building Type:** \_\_\_\_\_ **No. of Bedrooms:** \_\_\_\_\_  
 (i.e. Single Family Dwelling, Accessory Building, Agricultural Building)

**Construction Type:** \_\_\_\_\_  
 (i.e. New Construction, Renovation/Alteration)

**Heating System:** Primary: \_\_\_\_\_  
 Secondary: \_\_\_\_\_

Building Size:	New Construction	Renovation	Sq. Ft
Basement:			
Main Floor:			
Second Floor:			
Detached /Attached Garage:			

**No. of Solid Fuel Burning Woodstoves / Fireplaces:** \_\_\_\_\_

**Deck / Porch / Veranda Size:** \_\_\_\_\_ Sq. Ft.

\_\_\_\_\_ Sq. Ft.

**Water Meter & Trench Inspection** \_\_\_\_\_

**Engineered Lot Grading** \_\_\_\_\_

**Fixtures: (incl. roughed-in plumbing)**

Fixtures related to the proposed renovation or new construction

Description	Fixture Count
Bathtub	
Shower	
Vanity sinks	
Water closet	
Kitchen sink	
Washing Machine	
Laundry Tub	
Dishwasher	
Other	
<b>Total Fixtures</b>	

I certify the above information is correct and corresponds with the permit drawings and documents, and acknowledge I shall notify the Chief Building Official of all revisions.

\_\_\_\_\_  
Signature (Owner or Agent)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Revised: December 18, 2019

## **TECHNICAL BULLETIN - Engineered Lot Grading Requirements**

The following is a summary of when Engineered Lot Grading plans are required for review and approval by Development Engineering as part of a Building Permit Application.

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**Engineered Lot Grading** – is the Site Plan providing Grading / Drainage and Servicing detail, completed by a Competent Designer – Professional Engineer (P.Eng.), a Certified Engineering Technologist (C.E.T.) or an Ontario Land Surveyor (OLS) and approved by the Township's Development Engineering Department. \* **Design Checklist Attached**

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### **When Engineered Lot Grading Shall Be Required:**

For Single Detached, Semi-Detached & Townhouse Dwellings, Detached Accessory Buildings and Additions to Existing Buildings:

1. **All Lots** contained within an Unassumed Plan of Subdivision;
2. **All Lots** contained within an Assumed Plan of Subdivision;
3. **All Lots** defined as Infill Development – Urban / Settlement Areas / Rural (see 3.20.2);
4. **All Lots** defined as Waterfront / Shoreline Development Areas (see 3.20.3);
5. **All Lots** less than 0.20 hectares (0.5 acres) in size;
6. Additions having a ground floor area **in excess of** 22.3m<sup>2</sup> (240sq. ft.);
7. Accessory buildings having a ground floor **in excess of** 22.3m<sup>2</sup> (240sq. ft.);
8. Construction **closer than** 3.0 m (10 feet) to the property line;
9. Changes to existing grades (shaping / cut / fill) of **more than** 30cm (12") in elevation within 3.0m (10ft.) of the Property Line;
10. Changes to Driveway - location / width / length / grade;
11. Changes to Septic System - location / size / grade;
12. **Any lot** where the Chief Building Official / Manager, Development Engineering determines Engineered Lot Grading is required as part of a Planning Application or due to existing grades, driveway extensions, topography, slope stability issues, etc.

## When Engineered Lot Grading **IS NOT** required:

1. On **all other** lots where the lot has an area greater than 0.2 ha / 0.5 acre  
**and**
2. Where the proposed dwelling, addition or accessory building is **greater than** 3.0m / 10 ft. from a lot line;  
**and**
3. Where the addition or accessory building is **less than** 22.3m<sup>2</sup> (240sq. ft.);
4. On lots where **only** decks or porches / sun decks that are elevated (constructed above grade) are being applied for;
5. On lots where a building is being replaced (whether by fire or demolition) and is located **on the same footprint and** at the same elevations and grade;
6. For Agricultural buildings.

## Process:

Upon Township approval of and issuance of the Zoning Certificate and where applicable, Development Services staff will advise land owners or their agent of the following:

1. A Building Permit application is submitted;
2. The Engineered Lot Grading Plan is required at the time of Building Permit Application;
3. A Competent Designer (P.Eng., OLS, C.E.T.) is required to complete the Engineered Lot Grading Plan;
4. Engineered Lot Grading Plans are to be prepared in accordance with the Township of Oro-Medonte Development Engineering Policies, Process, and Design Standards (By-law 2016-068 – Revised Sept. 2019). The Township's internal design checklist is attached;
5. The fee of \$1,000.00 (or as the most recent Fees and Charges By-law requires) is payable upon submission of the Building Permit Application;

## Fees and Refund:

As per the amended fees by-law the applicable fee is \$1,000.00 (or as the most recent Fees and Charges By-law requires).

Once Final Lot Grading is completed, the Township shall undertake a Site Inspection for Final Grading Approval; any remaining portion of the fee shall be refunded to the Applicant.

## Engineered Lot Grading Design Checklist



Applicants Name: \_\_\_\_\_

Contact Information of Designer / Consultant: \_\_\_\_\_

Lot Info / Municipal Address \_\_\_\_\_

Submission Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Submission / Revision #: \_\_\_\_\_

Description	Yes	No	N/A
Signature / Seal of Lot Grading Plan Designer * Notice of Review and Approval by Engineer of Record in accordance with a Subdivision Agreement (if required) *			
Design Date and Submission #			
North Arrow and Key Plan			
Metric Scale of Drawing - of a typical engineering scale			
Geodetic Benchmark - Location and Elevation			
Dimensioned Property Limits / Boundaries and Lot Corner Elevations			
Location and Typical Detail of Silt and Sediment Control Measures			
Typical Swale Cross Section(s) – Side yard, Mid-yard and Cut-off (as req'd)			
Location, Elevation, Flow Direction and % Grade of all Swales			
Location of Engineered Fill			
Location of Environmentally Protected Areas / Waterbodies / Shoreline			
Location of Existing Trees to be Retained			
Top and Bottom of Slope / Topographic Detail (For Septic Location - As Necessary)			
Location and Type of all Utility Services (Natural Gas, Bell, Hydro and Cable TV etc.)			
Location of Municipal Water Service OR			
Location of Private Well and 15.0m Setback Radius			
Location of Municipal Sanitary Sewer Service OR			
Location of Private Sewage System – Septic Bed, Tank and Grade Elevations			
Location and Dimensions of Municipal or Utility or Drainage Maintenance Easements			
Driveway - location, proposed % grade, width and curb cut locations			
Driveway Culvert – location, size, length, material, elevations and % grade			
Elevations of Road Grade (edge of road and centre line) adjacent to all Lot Lines			
Elevations of and % grade of Road Side Ditches adjacent to all Lot Lines			
Street Furniture – Hydrants, Streetlights, Bell / Cable Hydro Pedestals / Poles, etc.			
Building(s) Location - Lot Line Setback Distances and Building Grade Elevations			
House Type / Lot Type e.g.: Walk-out Basement / Split Lot			
Location of Internal Catch Basins / Soak Away Pits inc. Grate and Invert Elevations			
Location of Sump Pump discharge (not discharging to driveway or over septic tank)			
Location of all Rainwater Leaders / Downspouts (not discharging to driveway)			
Finished First Floor elevation (F.F.F.)			
Top of Foundation Wall elevation (T.F.W.)			
Finished Basement Floor elevation (F.B.F.)			
Underside of Footings elevation (U.S.F.)			
Finished Garage Floor elevation (F.G.F.)			
Underside of Footings Garage elevation (U.S.F.G.)			
Location and Elevation of all Entrances including # of Risers			
Location and Elevation of all Walkways, Patios, Deck and Porches			
Location and Elevation of Retaining Walls (Top of Wall and @ Grade)			