



## BUILDING PERMIT GUIDELINE - RESIDENTIAL

	Description	Required	Submission Status	Comments
<b>Applicable Law</b>	County of Simcoe			<b>If applicable</b>
	Ministry of Transportation ( <i>MTO</i> )			<b>If applicable</b>
<b>Forms</b>	Building Permit Application	✓		
	Schedule 1: Designer Information	House	✓	
		HVAC - House	✓	
	Energy Efficiency Design Summary	✓		
<b>Plans</b>	Site Plan	✓		
	Foundation Plan	✓		
	Floor Plan	✓		
	Exterior Elevations	✓		
	Roof Framing Plan			<b>If applicable</b>
	Cross Section(s)	✓		
<b>Engineered Products</b>	Truss Layout & Profiles - Eng. Sealed			<b>If applicable</b>
	Floor Layout			<b>If applicable</b>
	Beam Specifications			<b>If applicable</b>
	Alternative Railing / Decking <i>CCMC approval when not designed per SB-7</i>			<b>If applicable</b>
	ICF – Insulated Concrete Forms <i>CCMC approval &amp; manufacturer's details</i>			<b>If applicable</b>
<b>Misc.</b>	Heat Loss Calculations	✓		
	Ventilation Summary	✓		
	Letter of Agent			When application not signed by owner
	Permit Fee	✓		As per Fee By-law calculated during permit review.



Electronic submission of application, and all plans and reports in PDF format.

# 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 <sup>2</sup> )		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
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 (    )
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 (    )

<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.



# TOWNSHIP OF TAY

## Building Services Division

450 Park Street, P.O. Box 100, Victoria Harbour, ON L0K 2A0  
Phone (705) 534-7248 Fax (705) 534-4493



## AUTHORIZATION FOR AN APPLICATION

### FOR A BUILDING PERMIT

### BY A PERSON OTHER THAN THE LEGAL OWNER

I \_\_\_\_\_, being the legal owner of the  
subject property located at \_\_\_\_\_  
in the Township of Tay, hereby authorize \_\_\_\_\_  
to apply for a building permit for work to be done on this property.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Owner

Personal information contained on this form/document/application is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy* legislation and will be used for the purpose for which it was collected. Questions about this collection should be directed to the Clerk of the Township of Tay.