# BUILDING PERMIT GUIDELINES

## ADDITION – FOUNDATION

## RENOVATION OR DEMOLITION

| | Description | | Required | Status | Comments |
|---|---|---|---|---|---|
| **Applicable Law** | County of Simcoe | | | ☐ | **If applicable** |
| | Ministry of Transportation *(MTO)* | | | ☐ | **If applicable** |
| **Forms** | Building Permit Application | | ✓ | ☐ | |
| | Schedule 1: Designer Information | House Buildings | ✓ | ☐ | |
| **Plans** | Site Plan | | ✓ | ☐ | |
| | Foundation Plan/Slab Details | | ✓ | ☐ | |
| | Floor Plan | | ✓ | ☐ | |
| | Exterior Elevations | | ✓ | ☐ | |
| | Roof Framing Plan (if framed) | | | ☐ | Stamped by an Engineer |
| | Cross Section | | ✓ | ☐ | |
| **Engineered Products** | Beam Specifications (Floor Truss) | | | ☐ | **If applicable** |
| | ICF – Insulated Concrete Forms<br>CCMC approved & manufacturer's details | | | ☐ | **If applicable** |
| **Other** | Letter of Agent | | | ☐ | When application is 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.

Comments:

# 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

☐ 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 | |

## E. Builder (if known)

| 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. New home construction licensing requirement

| | | |
|---|---|---|
| i. Is the proposed construction for a new home as defined in the *New Home Construction Licensing Act, 2017*? If no, go to section G. | ☐ Yes | ☐ No |
| ii. Is a licence required under the *New Home Construction Licensing Act, 2017*? | ☐ Yes | ☐ No |

iii. If yes to (ii) provide licence 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). | ☐ Yes | ☐ No |
| 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 *Building Code Act, 1992*, 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 *Building Code Act, 1992.* | ☐ 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 *Building Code Act, 1992* 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 |

## 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., 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.

## 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]

| | | |
|---|---|---|
| ☐ 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

## D. Declaration of Designer

I _____ declare that (choose one as appropriate):
(print name)

☐ 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.

Individual BCIN: _____

Firm BCIN: _____

☐ 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.

Individual BCIN: _____

Basis for exemption from registration: _____

☐ The design work is exempt from the registration and qualification requirements of the Building Code.

Basis for exemption from registration and qualification: _____

I certify that:

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.

_____ _____
Date Signature of Designer

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.

# 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.