

BUILDING PERMIT GUIDELINE - RESIDENTIAL

Description			Required	Submission Status	Comments
able w	County of Simcoe				If applicable
Applicable Law	Ministry of Transportation (M	of Transportation (MTO)			If applicable
	Building Permit Application		✓		
Forms	Schedule 1: Designer Information	House	✓		
		HVAC - House	✓		
	Energy Efficiency Design Summary		✓		
Plans	Site Plan		✓		
	Foundation Plan		✓		
	Floor Plan		✓		
	Exterior Elevations		✓		
	Roof Framing Plan				If applicable
	Cross Section(s)		✓		
	Truss Layout & Profiles - Eng. Sealed				If applicable
erec	Floor Layout				If applicable
Engineered Products	Beam Specifications				If applicable
Eng	Alternative Railing / Decking CCMC approval when not designed per SB-7				If applicable
	ICF – Insulated Concrete Forms CCMC approval & manufacturer's details				If applicable
Misc.	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.

F.Y.I.

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 r	number (if differer	nt):		
Date received:		Roll nun	nber:			
Application submitted to:						
(Name of munic	ipality, upper-tier mun	nicipality, bo	ard of health or cor	servatio	n authority)	
A. Project information						
Building number, street name Unit number Lot/con.						Lot/con.
Municipality Postal code			Plan number/other description			
Project value est. \$			Area of work (m ²)			
B. Purpose of application						
exist	tion to an ing building		tion/repair	D	emolition	Conditional Permit
Proposed use of building	Curr	rent use of building				
Description of proposed work						
C. Applicant Applicant is:	Owner or		Authorized age			
Last name	First name		Corporation or p	partners	snip	
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 p	partners	ship	
Street address	1				Unit number	Lot/con.
Municipality	Postal code		Province		E-mail	
Telephone number ()	Fax ()				Cell number	

E. Builder (optional)							
Last name	First name	Corporation or partnersh	nip (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)						
Plan Act? If no, go to section G.	 i. Is proposed construction for a new home as defined in the Ontario New Home Warranties Plan Act? If no, go to section G. 						
ii. Is registration required under the Ontar	ii. Is registration required under the Ontario New Home Warranties Plan Act?						
			<u>.</u>				
iii. If yes to (ii) provide registration number	(s):						
G. Required Schedules							
i) Attach Schedule 1 for each individual who rev	iews and takes respons	ibility for design activities.					
ii) Attach Schedule 2 where application is to con-	struct on-site, install or re	epair a sewage system.					
H. Completeness and compliance with a	applicable law						
i) This application meets all the requirements of			Yes	No			
	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).	application and required	u scriedules, and all require	eu				
Payment has been made of all fees that are r			Yes	No			
regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.							
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, Yes No							
resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992.</i>							
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.							
iv) The proposed building, construction or demolition will not contravene any applicable law. Yes No							
I. Declaration of applicant							
(2 sint 2 2 2 2)			d	eclare 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 Firm Name 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 C1 House HVAC - House **Building Structural Small Buildings** Plumbing - House **Building Services** Large Buildings Detection, Lighting and Power Plumbing – All Buildings Complex Buildings Fire Protection On-site Sewage Systems Description of designer's work Declaration of Designer 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.

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.
- 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.

Signature of Designer

TOWNSHIP OF TAY

Building Services Division

450 Park Street, P.O. Box 100, Victoria Harbour, ON LOK 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	$\underline{}$, being the legal owner of the
subject property located at _	
in the Township of Tay, here	by 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.