

BUILDING PERMIT GUIDELINES

<u>ADDITION – FOUNDATION</u>

RENOVATION OR DEMOLITION

Description		Required	Status	Comments	
Applicable Law	County of Simcoe				If applicable
Ministry of Transportation (MTC		tion (MTO)			If applicable
us	Building Permit Application		✓		
Forms	Schedule 1: Designer Information	House Buildings	✓		
	Site Plan		✓		
	Foundation Plan/Slab Details		✓		
Plans	Floor Plan		✓		
₫	Exterior Elevations		✓		
	Roof Framing Plan (if framed)				Stamped by an Engineer
	Cross Section		✓		
Engineered Products	Beam Specifications (Floor Truss)				If applicable
Engir Proc	ICF – Insulated Concrete Forms CCMC approved & manufacturer's details				If applicable
<u>.</u>	Letter of Agent				When application is not signed by owner
Other	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 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						
New construction Addition to an existing building			tion/repair	D	emolition	Conditional Permit
Proposed use of building Curr			building			
Description of proposed work						
C. Applicant Applicant is:	Owner or		Authorized age			
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 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 partnership (if appli					
Street address		Unit number	Lot/con.				
Municipality Postal code Province		Province	E-mail				
Telephone number	Fax		Cell number				
	()						
• • • • • • • • • • • • • • • • • • • •	F. Tarion Warranty Corporation (Ontario New Home Warranty Program)						
 i. Is proposed construction for a new home as defined in the Ontario New Home Warranties Plan Act? If no, go to section G. 				No			
ii. Is registration required under the Ontar	io New Home Warrantie	s Plan Act?	Yes	No			
			<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 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.							
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 Building Code Act, 1992.							
iii) This application is accompanied by the information and documents prescribed by the applicable by-				No			
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.