

Building Permit Submission Checklist

Application Form

Please ensure that all sections of the Application are complete by following the checklist below.

1. ☐ Permit fee (Make sure it is for Bonnechere Valley or North Algona Wilberforce)

Section A – Project Information

- ☐ Address
- ☐ Project Value
- ☐ Area of Work

Section B – Purpose of Application

- ☐ Type of Construction
- ☐ Proposed Use
- ☐ Description of Work

Section C – Applicant

- ☐ Name and Mailing Address
- ☐ Phone Number and Email Address

Section D – Owner

- ☐ Must be filled out only if the owner is different from applicant

Section E – Builder (Optional)

- ☐ Must be filled out if builder is different from owner/applicant

Section F – Tarion Warranty Corporation

- ☐ Must be filled Yes or No

Section G – Completeness and Compliance with Applicable Law

- ☐ Must be filled Yes or No

Section H – Declaration of Applicant

- ☐ Must be signed and dated

2. Schedule 1: Designer Information

Section A – Project Information

☐ Address

Section B – Individual Who Reviews and Takes Responsibility for Design Activities

☐ Name and Mailing Address

☐ Phone Number and Email Address

Section C – Design activities undertaken by individual identified in Section B [Building Code Table 3.5.2.1. of Division C]

☐ A box must be checked

☐ Description of Designers Work

Section D – Declaration of Designer

☐ Must be signed and dated

3. Schedule 2: Sewage System Installer Information

☐ Must be filled if application is for a new or reinstallation of septic system

Other: Schedule Energy Efficiency Design Summary

☐ Must be filled if application is for a new home or addition

Other: Owners Authorization Form

☐ Must be filled if application is submitted by agent/applicant (other than owner)

4. A site Plan sketch must be attached and include the following:

☐ the boundaries and dimensions of the subject land and any easements

☐ the location, size, and type of all existing and proposed buildings and structures on the subject land

☐ the distance of the buildings or structures from the front yard lot line, rear yard lot line, and the side yard lot lines

☐ the approximate location of septic tank and bed, wells, and all natural and artificial features on the subject land

5. ☐ 1 set of construction drawings.

Township of Bonnechere Valley and North Algona Wilberforce

Owner's authorization, if the owner is not the applicant.

I (we) _____ of _____

Owner(s)

Village / Town

in the _____ do hereby authorize

County / Region

_____ to act as my agent in this application.

Name of agent

Signature of Owner _____

Signature of Owner _____

Date _____

Mark Schroeder

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Email: cbo@eganville.com

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 (optional)				
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. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
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): _____				
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). 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
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., 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.
Municipality			Lot/con.
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 ☐ Small Buildings ☐ Large Buildings ☐ Complex Buildings ☐ HVAC – House ☐ Building Services ☐ Detection, Lighting and Power ☐ Fire Protection ☐ Building Structural ☐ Plumbing – House ☐ Plumbing – All Buildings ☐ 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 Association of Professional Engineers of Ontario.

Energy Efficiency Design Summary

(Part 9 Residential)

This form is used to summarize the energy efficiency design of the project. Information on completing this form is on the reverse

For use by Principal Authority	
Application No:	Model/Certification Number

A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

B. Compliance Option

☐ <i>SB-12 Prescriptive</i> [SB-12 - 2.1.1.]	Table: Package: A B C D E F G H I J K L M (circle one)
☐ <i>SB-12 Performance*</i> [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
☐ <i>Energy Star®*</i> [SB-12 - 2.1.3.]	* Attach BOP form
☐ <i>EnerGuide 80®*</i>	* House must be evaluated by NRCan advisor and meet a rating of 80

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
☐ Zone 1 (< 5000 degree days)	☐ ≥ 90% AFUE	☐ Gas ☐ Propane ☐ Solid Fuel
☐ Zone 2 (≥ 5000 degree days)	☐ ≥ 78% < 90% AFUE	☐ Oil ☐ Electric ☐ Earth Energy
Windows+Skylights+Glass Doors		Other Building Conditions
Gross Wall Area = m ²	% Windows+ _____ %	☐ ICF Basement ☐ Walkout Basement ☐ Log/Post&Beam
Gross Window+ Area = m ²		☐ ICF Above Grade ☐ Slab-on-ground

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach *Energy Star* BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors¹	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		Mechanicals	
Walls Above Grade		Space Heating Equip. ²	
Basement Walls		HRV Efficiency (%)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES 1. Provide U-Value in W/m2.K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	
Slab (all ≤600mm below grade, or heated)			

E. Performance Design Verification [complete applicable sections if *SB-12 Performance*, *Energy Star* or *EnerGuide80* options used]

SB-12 Performance: The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ Gj (1 Gj =1000MJ) The annual energy consumption of this house as designed is _____ Gj The software used to simulate the annual energy use of the building is: _____ The building is being designed using an air leakage of _____ air changes per hour @50Pa.	
Energy Star: BOP form attached. The house will be labeled on completion by:	
Energy Star and EnerGuide80: Evaluator/Advisor/Rater Name:	Evaluator/Advisor/Rater Licence #:

F. Designers [names of designers who are responsible for the building code design and whose plans accompany the permit application]

Architectural	Mechanical
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