



Building Permit Application Checklist

COMMERCIAL / INDUSTRIAL Construction & Renovation



This checklist provides property owners with a summary of the Building Permit submission requirements for undertaking a commercial or industrial building project.

Requirements at time of submission:

- Provincial Building Permit Application:
 - i) Application for a Permit to Construct or Demolish (2 sides)
 - ii) Schedule 1: Designer Information
- Site Plan (showing distances to property lines, existing and proposed structures and any major land features such as rivers, ponds, etc.)
- Entrance Permit / Civic Number Application *and/or* County Setback Permit (*if applicable*) www.sdg.on.ca
- Two (2) copies of building drawings showing proposed construction and may include a written description detailing all work to be done (*Architectural and/or Engineering plans and specifications where applicable*)
- Letters of Undertaking and Certificate of General Review (*where applicable*)
- Memorandum of Understanding (if value of construction is over \$50,000.⁰⁰)
- Location of and modifications to: interior partition walls, fire separations, mechanical systems, sprinkler systems, cooking systems, etc.
- Site Plan Agreement (if applicable)
- Plumbing, Mechanical and Electrical plans
- Truss/Floor Layout
- All Applicable Fees
- Ministry of Labour *Notice of Project* form required when project value is over \$50,000.⁰⁰ (<http://www.labour.gov.on.ca/english/hs/forms/index.php>)

Office Use

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**** Please allow twenty (20) business days for the review of your application. If more information is required you will be contacted by the building department. A permit will not be issued until all relevant documentation is received. ****



Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: TOWNSHIP OF NORTH DUNDAS (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			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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 different from applicant)				
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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> 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> .			<input type="checkbox"/> Yes	<input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> 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.	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]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> 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: _____			
<input type="checkbox"/> 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: _____			
<input type="checkbox"/> 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) d) 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.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()		Cell number ()
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="margin-left: 100px;">(print name)</p> <p><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule 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. <p style="margin-top: 20px;">_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> Date Signature of applicant </p>			

FREQUENTLY ASKED QUESTIONS??

This is a guide only and is intended to help you, the homeowner/builder, to better understand the steps to follow in obtaining a Building Permit, it is not a substitute for the Municipal Building By-law. It also outlines what is expected of you during the course of construction. If you have any doubts or questions, please contact the Building Inspector, at the Municipal Office, 636 St. Lawrence Street, Winchester, (613) 774-2105.

Fees and Permit requirements are regulated by the Township's Building By-law 99-12.

When Do I Need a Building Permit?

Building Permits are required for the following:

- Any new buildings including farm buildings and structures
- Adding a carport, garage, rooms or another storey to an existing building
- Adding structural features such as a balcony, decks, a canopy or dormer, or enclosing a porch
- Excavating to construct a new or full basement under an existing house
- Constructing any accessory building over 10 sq. metres (100 sq. ft.) such as a garage or utility building
- Doing renovations or repairs of any kind, including the addition of a bedroom in a basement, or undertaking structural changes such as removing a load bearing partition or wall
- Signs having structural components or over 7.5 metres in height, retaining walls over 1 metre in height, antennas or towers over 16 metres, pools deeper than 3.5 metres, and dishes or solar collectors over 5 metres²
- Changing the use or occupancy of a building
- Installation of wood burning equipment and/or chimneys
- Installation of a public pool
- Installation or alteration of any building system such as plumbing, heating, ventilation or any life safety systems
- When a building or structure is to be moved

A demolition permit is required if you are tearing down a building or part of a building. A farm building (located on a farm) does not require a demolition permit.

Why Do I Need a Building Permit?

To ensure that construction within the municipality meets with standards set out in the Ontario Building Code, and in doing so protects the Public's Health, Safety and Welfare. Building Officials use Building Permits as a vital step in their enforcement of codes. The value of your home or business investment could be reduced if it does not meet with the code requirements.

How Do I Apply?

You will be required to complete and sign an application form. This form is available at the Municipal Office. You may also be required to submit other information depending on the type of construction project you propose (refer to the check list provided to determine what common types of information are required for various projects).

What Is A Site Plan? (A plot plan or survey showing a "bird's eye" view of the property)

- Municipal address
- Lot and Concession number
- Use of building
- Location of all buildings
- Lot dimensions
- Set backs from rivers, ponds, property lines
- North Arrow
- Vehicle access (drive way)
- Retaining walls (if applicable)
- Right-of-way (if applicable)
 - Easements
 - Location of septic system

- Location of well
- Location of ground source heat pump (if applicable)
- Drainage plan showing how the water will be draining away from the building
- Location and discharge of sump pump

Can I Draw My Own Building Plans Or Drawings?

Yes, plans are required for new buildings, additions, accessory buildings and structural alterations, the following information must be included for each of the plans:

- 2 sets of plans to be submitted; one set will be returned to you to be kept on the construction site at all times
- Measurements may be in metric or imperial
- Plans may vary depending on the type of construction but generally should include:

A. Foundation Plan

- All dimensions
- Floor framing, size and spacing
- Beams, columns (sizes)
- Stair location, number of steps or height of steps
- Foundation wall
- Footings
- Partitions
- Door, windows (sizes)
- Plumbing fixtures
- Furnace
- Floor drain
- Lintels
- Cross bridging
- Use of space
- Scale of plans

B. Floor Plan

- All dimensions
- Floor framing, size and direction (Submit Manufacturers Floor Layouts)
- Beams, lintels, and columns (sizes)
- Stair location, number of steps or height of steps
- Partitions
- Doors, windows (size)
- Plumbing fixtures
- Cross bridging
- Intended use of spaces (names of rooms)
- Roof framing (upper floor), size and direction of framing, include ridge lines and valleys
- Fireplace/stove and chimney locations
- Scale of plans

C. Fire Separations

- Plans to show locations, rating and construction detail

D. Roof Plans

- Truss and Floor Layouts from the Manufacturer must be submitted with your application. The engineered shop drawings for trusses and manufactured floor joists may be provided at the time of your framing inspection.

E. Building Elevations

- Finishing details of the exterior
- Accurate grade location

- Steps and handrails
- Deck and porch construction details
- Windows, doors
- Roof Pitch
- Chimney height

F. **Plumbing Drawings** (except for detached dwelling units)

- Schematic of all drains and vents
- Fixture locations and details of grab bars and stall sizes for Barrier Free washrooms

G. **Cross Sections**

- Scale of plans
- Vertical height dimensions
- Identify all materials used in walls, roof and floor construction
- Stair sections (dimensions)
- Roof pitch
- Construction details
- Exterior grade
- Lintels, Beams, columns
- Roof overhang
- Dimensions of materials

What Do I Need For My Water And Sewage Systems?

Certificate of Approval for Sewage System

- Certificates are required for the installation or enlargement of any private sewage system i.e. septic tank and tile field
- Copy of certificate must be submitted to the Building Inspector before a Building Permit can be issued
- In the case of an addition, change of use, etc., a letter of approval is required (form enclosed)

Do I Need A Plumbing Permit?

- A Building Permit is required for the installation of any plumbing fixtures or modification to any plumbing and drainage systems
- Plumbing inspections are required

Do I Need A New Home Warranty Registration Number?

A registration number is required for new house construction where a person other than the homeowner is the builder or general contractor (form enclosed). You are not a builder or general contractor unless you are specifically arranging, organizing, and paying for each of the trades.

What Does A Building Permit Cost?

Building Permit fees are set by By-law, you may ask for a copy of the By-law or call the department to get an estimate of costs. The types of fees will vary but include building inspections, entrance permits, civic addresses, development charges, health permits, electrical permits, etc.

When Do I Need To Contact The Conservation Authority?

Whenever you plan to build within the flood plane or in an area that is likely to flood once in a 100 years. This can be difficult to tell because this flood line is not usually visible on the ground. If you are not sure then call either the South Nation Conservation Authority or the Rideau Valley Conservation Authority depending on which river takes the water run off from your property.

What Are Development Fees?

Development fees are established by By-law for new development on a property, the fees help offset the costs of

municipal infrastructure effected by expanding development. The fees are due before a Building Permit may be issued.

Are There Any Other Matters I Should Consider?

- Bell Canada - for telephone connections and the location of buried cable
- Insurance - contact your own agent for coverage during construction
- Ontario Hydro - electrical permits and inspections are required for any electrical wiring
 - information about a hydro service for your property or the location of buried cable is available by contacting Hydro One.
- Location of - Make sure that location of services will not affect future plans, ie. Garages, decks, pools, additions, sewage/water systems, play ground equipment, fencing, etc.

What Are My Obligations During Construction?

1. POST your Building Permit so that it is visible from the street.
2. KEEP a copy of your Building plans on the construction site.
3. NOTIFY the Building Inspector at least 48 hours in advance of the stage of construction requiring notice indicated on the Building Permit.
4. NOTIFY the Building Inspector of any proposed changes to your building plans. These will require approval prior to changes.

When Can I Occupy The Building?

When notice of the date of completion is given to the Chief Building Official and a final inspection has been made.

Can I Occupy an Unfinished Building?

Occupancy of an unfinished building may be granted provided the conditions of the Ontario Building Code are met, e.g. Fire and Life Safety components, water & sewage components, etc.

Why Do I Need Inspections?

Proper inspections will help ensure that construction is safe and that it meets code requirements. This will help protect your investment and contribute to a better standard of development for the community.

What Happens If I Build Without A Permit?

Building without a permit is against the law and is subject to fines or penalties set out in the *Building Code Act* and the *Provincial Offences Act*. Furthermore, the cost of issuing a permit where construction has begun is double the standard permit fee. The Chief Building Official may also ask for engineering inspections on the existing building or parts thereof before a permit can be issued. This is an unwise and expensive proposition, don't do it.

NOTE: The issuing of a Building Permit doesn't in any way relieve the Owner or his agent from complying with all the rules and regulations of the Zoning By-laws, the Ontario Building Code, or any other applicable law.