

RESIDENTIAL New Home

This checklist provides homeowners a summary of the Building Permit submission requirements for constructing a new home.



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.)
- ☐ Two (2) copies of building drawings showing proposed construction (including elevations, floor plans, a foundation plan, a cross section and details unique to the proposed structure)
- ☐ Septic Permit (South Nation Conservation Authority: 613-984-2948) **or** Water & Sewer connection application (Chesterville and Winchester)
- ☐ Deed
- ☐ Truss/Floor Joist Layout or other engineered product
- ☐ Mechanical Ventilation Summary (*worksheet provided*)
- ☐ Entrance Permit / Civic Number Application *and/or* County Setback Permit (*if applicable*) www.sdg.on.ca
- ☐ New Home Warranty "Declaration of Application for Building Permit" (Tarion)
- ☐ Memorandum of Understanding for creating a dwelling unit **or** on Performance Fees (*form provided*)
- ☐ Energy Conservation Matrix (*worksheet provided*)
- ☐ All Applicable Fees
- ☐ Request for Early Design Review (*if application incomplete at submission*)
- ☐ 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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- ☐

For electrical permits please contact:



For a new service layout please contact:



For locates please contact:



**** Please allow ten (10) 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 Warranties 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				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p>Date Signature of applicant</p>				

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]				
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> House</div> <div style="width: 33%;"><input type="checkbox"/> HVAC – House</div> <div style="width: 33%;"><input type="checkbox"/> Building Structural</div> <div style="width: 33%;"><input type="checkbox"/> Small Buildings</div> <div style="width: 33%;"><input type="checkbox"/> Building Services</div> <div style="width: 33%;"><input type="checkbox"/> Plumbing – House</div> <div style="width: 33%;"><input type="checkbox"/> Large Buildings</div> <div style="width: 33%;"><input type="checkbox"/> Detection, Lighting and Power</div> <div style="width: 33%;"><input type="checkbox"/> Plumbing – All Buildings</div> <div style="width: 33%;"><input type="checkbox"/> Complex Buildings</div> <div style="width: 33%;"><input type="checkbox"/> Fire Protection</div> <div style="width: 33%;"><input type="checkbox"/> On-site Sewage Systems</div> </div>				
Description of designer's work				
D. Declaration of Designer				
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</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. I have submitted this application with the knowledge and consent of the firm. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;">_____</div> <div style="width: 70%;">_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;">Date</div> <div style="width: 70%;">Signature of Designer</div> </div>				

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:					
I _____ declare that: (print name)					
<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;					
OR					
<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.					
I certify that:					
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.					
_____			_____		
Date			Signature of applicant		

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.

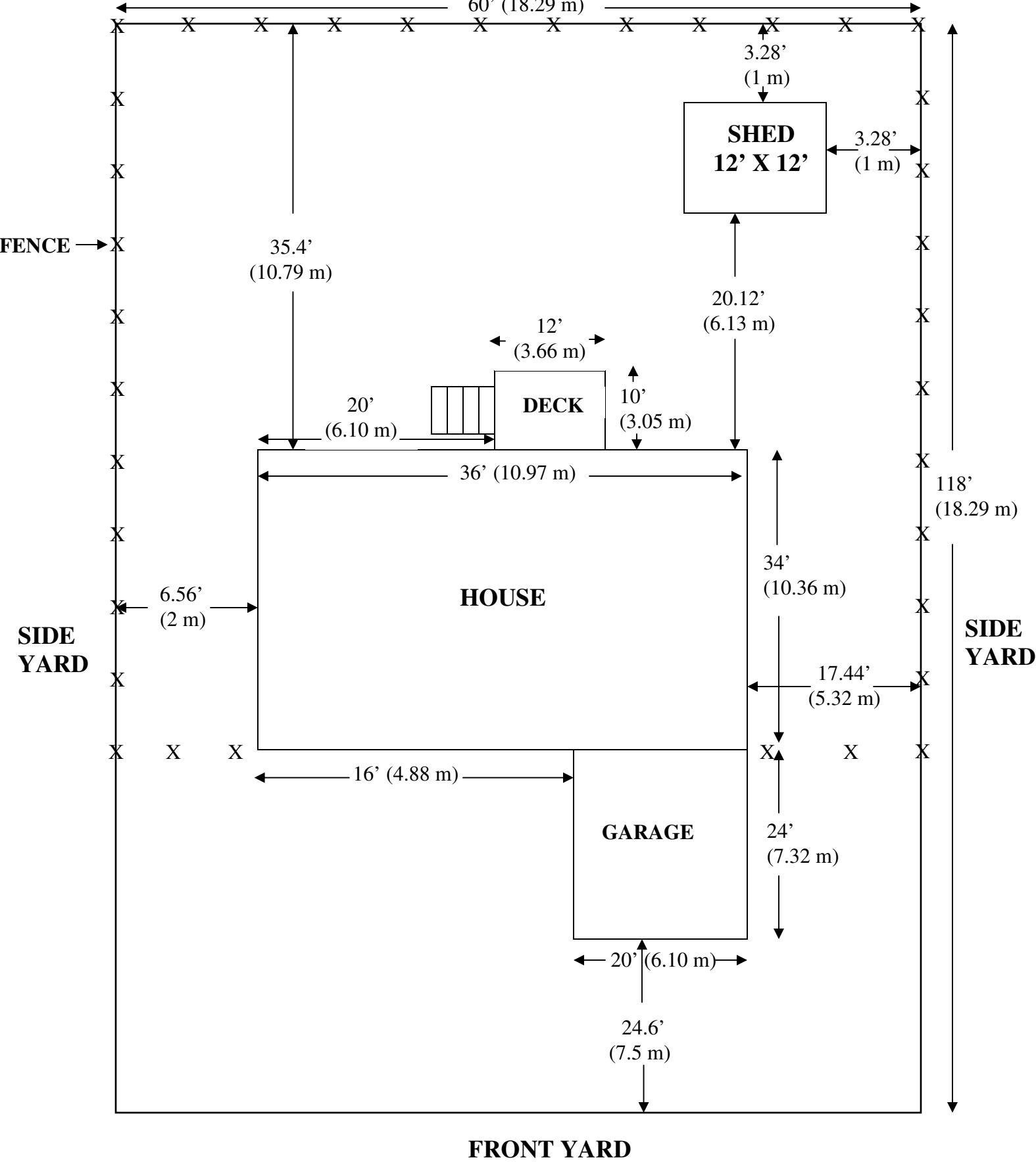
What Happens If I Build Without A Permit?

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.

**SAMPLE
SITE PLAN**

REAR YARD



RESIDENTIAL MECHANICAL VENTILATION DESIGN SUMMARY

For systems serving one dwelling unit & conforming to the Ontario Building Code, O. Reg 159/93

Location of Installation

Lot # _____ Plan # _____
Roll # _____
Township _____
Address _____

System Design Option

- ☐ 1 Exhaust Only/Force Air System
☐ 2 HRV with Exhaust Ducts/Forced Air System
☐ 3 HRV Simplified Connection to Forced Air System
☐ 4 HRV Full Ducting/Not Coupled to Forced Air System
☐ Part 6 Design

Builder

Name _____
Address _____
City _____
Phone # _____ Fax # _____

Total Ventilation Capacity 9.32.3.3 (1)

Bsmt & Master Bdrm _____ @ 10 L/s _____ L/s
Other Bedrooms _____ @ 5 L/s _____ L/s
Bathrooms & Kitchen _____ @ 5 L/s _____ L/s
Other Rooms _____ @ 5 L/s _____ L/s
TOTAL _____

Installing Contractor/Designer Certification

Name _____
Address _____
City _____
Phone # _____ Fax # _____

I hereby certify that this ventilation system has been designed in accordance with the Ontario Building Code.

Date _____ HRAI# _____
Signature _____

Principal Ventilation Capacity 9.32.3.4 (1)

Master Bedroom _____ @ 15 L/s _____ L/s
Other Bedrooms _____ @ 7.5 L/s _____ L/s
TOTAL _____

Principal Exhaust Fan Capacity

Model _____ Location _____
_____ L/s _____ Sones ☐ HVI

Combustion Appliances 9.32.3.1 (1)

- a) ☐ Direct vent (sealed combustion) only
b) ☐ Positive venting induced draft (except fireplaces)
c) ☐ Natural draft, B-vent or induced draft fireplace
d) ☐ Solid Fuel (including fireplaces)
e) ☐ No Combustion Appliances

Heat Recovery Ventilator

Model _____
_____ L/s High _____ L/s Low
_____ % Sensible Efficiency @ -25° C ☐ HVI

Heating System

☐ Forced Air ☐ Non Forced Air ☐ Electric Space Heat

House Type 9.32.3.1 (2)

- ☐ I Type a) or b) appliances only, no solid fuel
☐ II Type I except with solid fuel (including fireplace)
* ☐ III Any Type c) appliance *COMPLETE WORKSHEET 2
☐ IV Type I, or II, with electric space heat
* ☐ Other: Type I, II, or IV no forced air *WORKSHEET 2

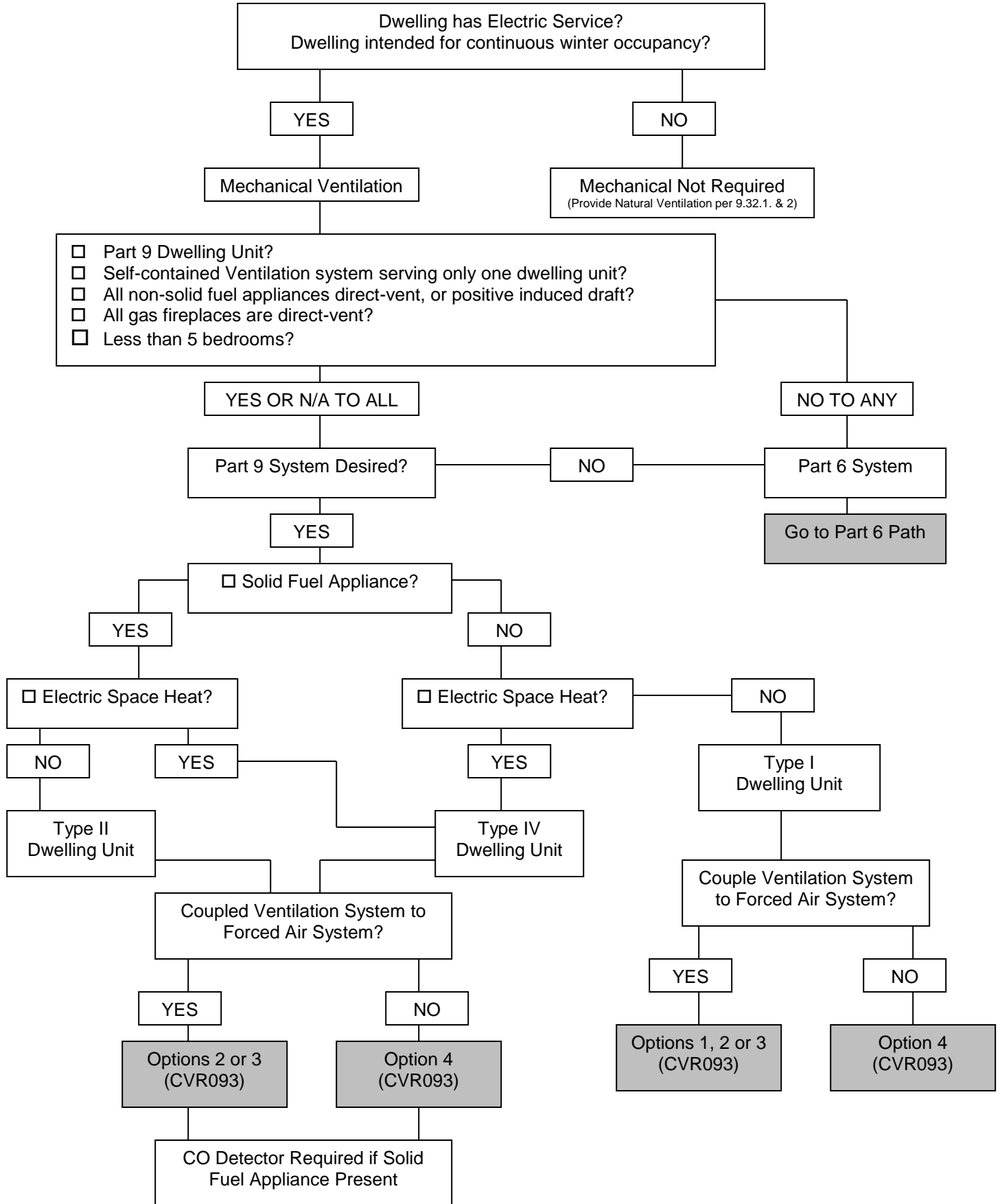
Supplemental Ventilation Capacity

Total Ventilation Capacity _____ L/s
Less Principal Capacity _____ L/s
Required Supplemental Vent. Capacity _____ L/s

Supplemental Fans 9.32.3.5

Location	Model	L/s	Sones	HVI
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

VENTILATION DECISION PART (PART 9)



RESIDENTIAL MECHANICAL VENTILATION RECORD

For Certification of Design and Performance of Residential Ventilation Systems (CSA F326)

W2

A	HEATING SYSTEM/ COMBUSTION APPLIANCES	<input type="checkbox"/> Forced Air	<input type="checkbox"/> Non Forced air	Roll #:	Permit #:	LOCATION
		<input type="checkbox"/> Electric	<input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Other	Lot & Plan:		
		<input type="checkbox"/> No Combustion Appliances <i>No Depressurization Limit</i>		Civic address:		
		<input type="checkbox"/> Solid Fuel (including Fireplaces) <i>5 Pa. Depressurization Limit</i>		Name:	House ID#:	
B	EXHAUST EQUIPMENT	<input type="checkbox"/> Direct Vent (sealed combustion) <i>No Depressurization Limit</i>		Address:		BUILDER
		<input type="checkbox"/> Positive Venting Induced Draft <i>5 Pa. Depress. Limit</i>		City:	P.C.	
		<input type="checkbox"/> Natural Draft or B-Vent Atmospheric <i>5 Pa. depressurization limit</i>		Phone:	Fax:	
		Lowest Depressurization Limit _____ Pa.		Email Address:		
C	TOTAL VENTILATION CAPACITY (TVC)	<input type="checkbox"/> Clothes Dryer(s) (150 cfm default)		Name:	HRAI #:	DESIGNER
		<input type="checkbox"/> Downdraft Cook Top (220 cfm default)		Address:		
		<input type="checkbox"/> Other (exhaust) (over 150 cfm)		City:	P.C.	
		Depressurization test/Calc. Required? Yes No		Phone:	Fax:	
D	EXHAUST CAPACITY	Continuous		Email Address: Other #		INSTALLATION CHECKLIST
		Minimum Continuous Exhaust		I certify this ventilation system design to be in accordance with:		
		Kitchen(s) @ 60 cfm = cfm		<input type="checkbox"/> CSA F326 M-91		
		Bathroom(s) @ 20 cfm = cfm		<input type="checkbox"/> R-2000		
E	INTERMITTENT	Minimum Intermittent Exhaust		Signature: Date:		MEASURED TVC SYSTEMS
		Kitchen(s) @ 100 cfm = cfm		<input type="checkbox"/> Controls Functioning <input type="checkbox"/> Fans operating and clean		
		Bathroom(s) @ 50 cfm = cfm		<input type="checkbox"/> Filters Clean <input type="checkbox"/> Flow measuring stations		
		Total cfm		<input type="checkbox"/> Dampers Accessible <input type="checkbox"/> Insulated ducts sealed		
F	TVC SYSTEM	Location: _____		<input type="checkbox"/> Drain loop and connection <input type="checkbox"/> Label supply/exhaust hood		INSTALLER
		Manufacturer/Model: _____ HVI rated		<input type="checkbox"/> Distribution to all habitable rooms (non forced air)		
		Design Airflow _____ cfm high _____ cfm low		<input type="checkbox"/> Forced air system <input type="checkbox"/> Continuous mode <input type="checkbox"/> Interlocked		
		HRV/ERV % Sensible Efficiency @ 0°C _____ watts		<input type="checkbox"/> Kitchen intake grease filter <input type="checkbox"/> Kitchen exh. 40" to range		
G	ADDITIONAL (exhaust)EQUIPMENT	HRV/ERV % Sensible Efficiency @ -25°C _____ watts		<input type="checkbox"/> Exhaust 4" above grade <input type="checkbox"/> Supply 18" above grade		MEASURED TVC SYSTEMS
		TVC system SUPPLY airflow measured _____ cfm High _____ cfm Low		<input type="checkbox"/> Supply intake 6' from exhaust (recommended)		
		TVC system EXHAUST airflow measured _____ cfm High _____ cfm Low		<input type="checkbox"/> Supply intake 3' from other exhaust		
		Name: HRAI #:				
H	LOCATION	Address:		City: P.C.		INSTALLER
		Phone: Fax:		Email Address:		
		I certify this ventilation system install to be in accordance with:				
		CSA F326 M-91		R-2000		
I	BUILDER	Signature: _____ Date: _____				MEASURED TVC SYSTEMS
J	DESIGNER	Signature: _____ Date: _____				MEASURED TVC SYSTEMS
K	INSTALLATION CHECKLIST	Signature: _____ Date: _____				MEASURED TVC SYSTEMS
L	MEASURED TVC SYSTEMS	Signature: _____ Date: _____				MEASURED TVC SYSTEMS
M	INSTALLER	Signature: _____ Date: _____				MEASURED TVC SYSTEMS

Prepared By:	HRAI #:	Job Name:
Signature:	Date:	Job #: Official Use:

CONCEPTUAL DESIGN PLAN - REQUIRED INFORMATION CHECKLIST

W-0

House Plans: ☐ Floor plans ☐ Framing plans
☐ Elevations ☐ Site plan

Heating System: ☐ Forced warm air
☐ Baseboard ☐ Radiant

Combustion Appliances

Draft Type

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

Ventilation Strategy:

Distribution Strategy:

Basic System Type:

- ☐ Exhaust only (worksheet W-1A)
☐ Balanced-combined with forced air (worksheet W-1B)
☐ Balanced-direct ducted (worksheet W-1C)

Method of Dealing with Pressure Imbalances:

Control System:

Special Customer Requirements:

Ventilation Equipment:

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |

Other Exhaust Appliances: (list)

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |

Prepared By:

HRAI #:

Job Name:

Signature:

Date:

Job #:

Official Use:

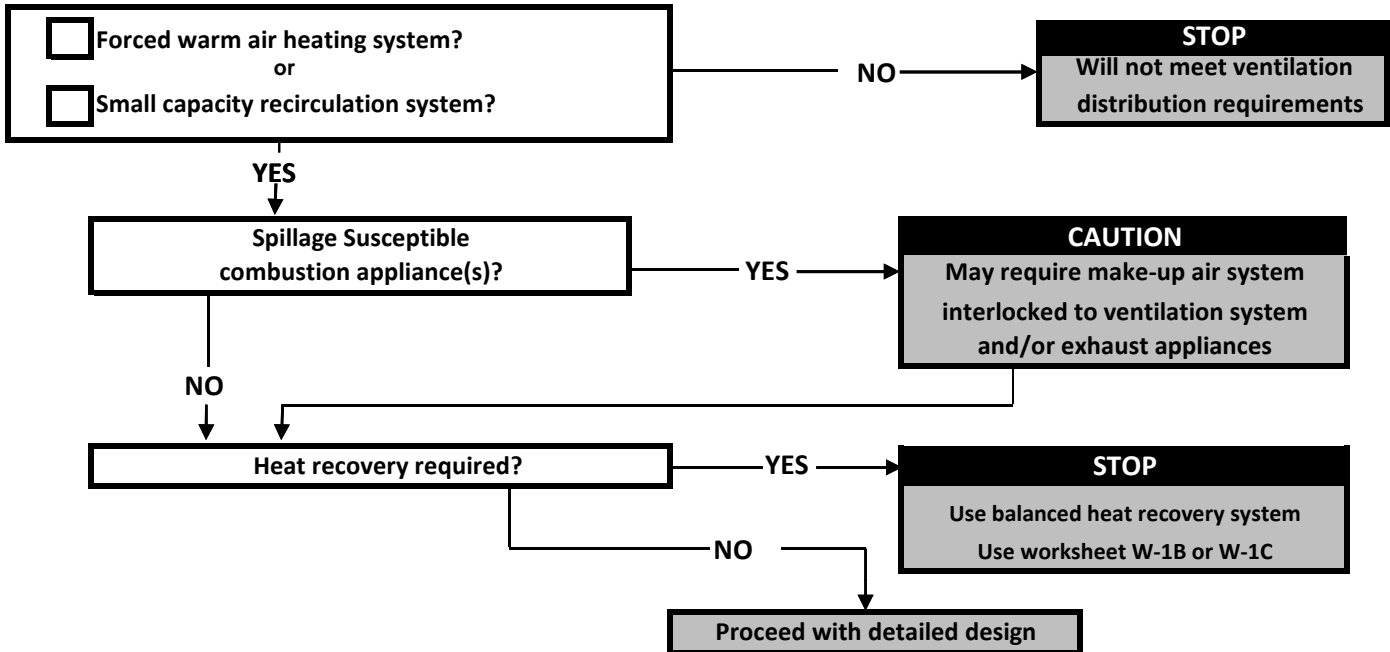


DETAILED DESIGN PLAN **Exhaust Only System**

W-1A

FEATURES

- Central or local exhaust fans
- Make-up air by infiltration



✓ = required, X = not required

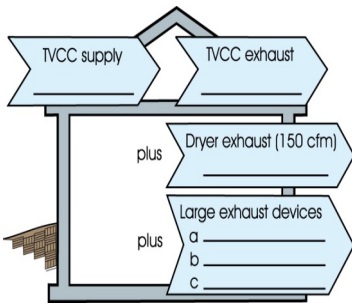
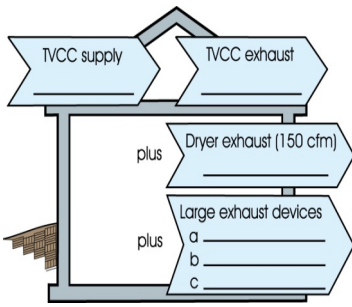
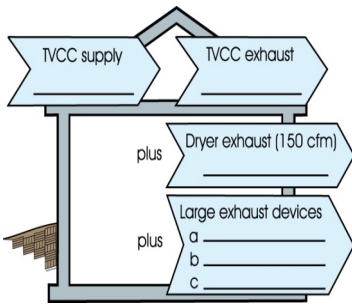
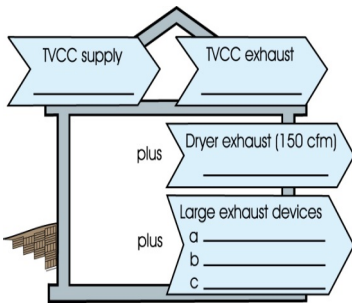
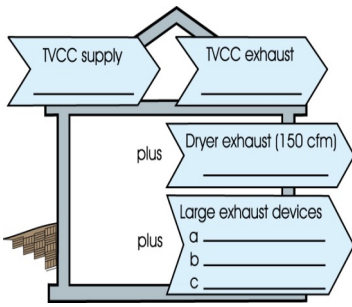
DETAILED DESIGN TASKS:

worksheet #

<input type="checkbox"/>	Ventilation capacity	Ventilation Record	W-2
<input type="checkbox"/>	Exhaust requirements	Ventilation Record	W-2
<input type="checkbox"/>	System layout, recirculation system (forced warm air or small capacity recirculation)	<input type="checkbox"/>	plan
<input type="checkbox"/>	Imbalance at TVCC (exhaust larger than supply) <input type="checkbox"/> or field test		W-3A
<input type="checkbox"/>	Imbalance at CEC (only if spillage susceptible appliances) <input type="checkbox"/> or field test		W-3C
<input type="checkbox"/>	Check mixed air temperature and preheater size (make-up air connected to forced air)		W-4B
<input type="checkbox"/>	System layout, grille size, door undercuts (central exhaust fan)	<input type="checkbox"/> plan + <input type="checkbox"/>	W-5
<input type="checkbox"/>	Select fan and size ducts (single-duct fans, range hoods, bath fans etc., if required)		W-6A
<input type="checkbox"/>	Select fan and size ducts (central fan if required)		W-6B
<input type="checkbox"/>	Select fan and size ducts (small capacity recirculation system, if required)		W-6B
<input type="checkbox"/>	Size powered air intake/make-up air duct (if required)		W-6C
<input type="checkbox"/>	Size furnace outside air duct (if required)		W-6D
<input type="checkbox"/>	Size passive make-up air duct (if required)		W-6E
<input type="checkbox"/>	Describe control strategy		W-7
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Other		

Prepared By:	HRAI #:	Job Name:	
Signature:	Date:	Job #:	Official Use:



IMBALANCE @ CEC (Critical Exhaust Condition) for systems with spillage susceptible combustion appliances				W-3C line #
1. FLOOR AREA			Total Floor Area _____ ft²	301
<div style="text-align: center; font-size: small;">(total heated floor area including basement; count crawl space at 1/2 actual area)</div>				
2. ASSUMED AIR CHANGES PER HOUR AT 50 PASCAL'S				302
<div style="display: flex; justify-content: space-between; font-size: small;"> <div> Tight R-2000 0.5 ACH Atlantic (new) 1.5 ACH or actual test _____ </div> <div> Typical R-2000 1.0 ACH Other provinces (new) 1.4 ACH </div> <div> Prairies/North (new) 1.0 ACH Older homes 2.5 ACH </div> </div>				House ACH50 _____
3. COMBUSTION APPLIANCE DEPRESSURIZATION LIMIT				320
OTHER LIMIT = flow factor If spillage susceptible = -5pa, <div style="display: flex; justify-content: space-between; font-size: small;"> <div> -5 to -10pa 0.022 -10 to -20pa 0.036 -20 to -30pa 0.059 -30 to -40pa 0.080 -40 to -50pa 0.101 -50 and over 0.143 </div> <div> flow factor = 0.022 if "other" appliance, limit = manufacturer's rating = _____ pa for flow factor use chart at left </div> </div>				Depressurization Limit @ CEC _____ pa
<div style="display: flex; justify-content: space-between; font-size: small;"> <div> -5 to -10pa 0.022 -10 to -20pa 0.036 -20 to -30pa 0.059 -30 to -40pa 0.080 -40 to -50pa 0.101 -50 and over 0.143 </div> <div> Flow Factor _____ </div> </div>				321
4. ALLOWABLE NET EXHAUST				322
Floor Area (301) _____ ft ² x ACH50 (302) _____ x Flow Factor(321) _____ =				Allowable Net Exhaust @ CEC _____ cfm
5. ACTUAL NET EXHAUST				323
<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> TVCC Exhaust _____ cfm - minus TVCC Supply _____ cfm + plus Dryer Exhaust (default 150) _____ cfm + plus Large Exhaust Device over 150 cfm (a) _____ cfm + plus Large Exhaust Device over 150 cfm (b) _____ cfm + plus Large Exhaust Device over 150 cfm (c) _____ cfm = equals _____ Actual Net Exhaust @ CEC _____ cfm </div> </div>				324
<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> Dryer Exhaust (default 150) _____ cfm + plus Large Exhaust Device over 150 cfm (a) _____ cfm + plus Large Exhaust Device over 150 cfm (b) _____ cfm + plus Large Exhaust Device over 150 cfm (c) _____ cfm = equals _____ Actual Net Exhaust @ CEC _____ cfm </div> </div>				325a
<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> + plus Large Exhaust Device over 150 cfm (b) _____ cfm + plus Large Exhaust Device over 150 cfm (c) _____ cfm = equals _____ Actual Net Exhaust @ CEC _____ cfm </div> </div>				325b
<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> + plus Large Exhaust Device over 150 cfm (c) _____ cfm = equals _____ Actual Net Exhaust @ CEC _____ cfm </div> </div>				325c
<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> Actual Net Exhaust @ CEC _____ cfm </div> </div>				326
6. REQUIRED MAKE-UP AIR FLOW				327
<div style="display: flex;"> <div style="border: 1px solid black; padding: 5px; width: 25%; font-size: small;"> Note: If Actual Net Exhaust is less than Allowable Net Exhaust no action is required. </div> <div style="margin-left: 20px;"> Actual Net Exhaust @ CEC (line 326) _____ cfm - minus Allowable Net Exhaust @ CEC (line 322) _____ cfm = equals _____ Required Make-Up Airflow @ CEC _____ cfm @ Depressurization Limit (line 320) _____ pa </div> </div>				327
7. DESCRIPTION OF MAKE-UP AIR SYSTEM				328
<div style="display: flex; justify-content: space-between;"> <div> 8. ON-SITE TEST DEPRESSURIZATION TEST </div> <div> <input type="checkbox"/> Required <input type="checkbox"/> Not Required </div> </div>				328

Prepared By: _____	HRAI #: _____	Job Name: _____
Signature: _____	Date: _____	Job #: _____ Official Use: _____

PRIVATE SEPTIC SYSTEMS INFORMATION FOR INSPECTION

Application forms can be picked up at:

SOUTH NATION CONSERVATION AUTHORITY
38 VICTORIA STREET
FINCH, ONTARIO
K0C 1K0
1-613-984-2948

NOTE:

For renovations and additions over 15% of gross floor area, or additional bedrooms and bathrooms, applicant must contact South Nation Conservation to determine if existing sewage system is adequate.

Visit www.nation.on.ca/development/septic-program for more information.



Ontario Agence
Clean Ontarienne
Water Des
Agency Eaux

SEWAGE AND WATER CONNECTIONS

Note: Please disregard those points which do not apply to your specific situation or municipality.

1. A sewer and water connection permit is required before the installation can proceed & is to be acquired from the Municipal/Building Dept.
2. A minimum of forty-eight hours notice must be given to the Ontario Clean Water Agency before a connection can commence.
3. All necessary equipment to complete the connections must be on site before the actual excavation begins. This will be verified by the Ontario Clean Water Agency inspector.
4. The Ontario Clean Water Agency requires that once a connection has begun it must be followed through to completion without interruption or delay.
5. The following equipment must be on site before the installation of the lines begin:
 - a) Trash pump or equivalent with sufficient discharge and suction line in order to discharge any water within the trenches.
 - b) A ladder in order to enter the trench or trenches
 - c) All necessary material to complete installation (plumbing fittings)
 - i) Sewer pipes 1-ABS Schedule 40 181-1
2-PVC SDR 35 B182-1
3-PVC SDR 28 B181-2
 - ii) Water pipes 1- 3/4" type K soft copper
2- 3/4" polyethylene 160 psi B137-1
 - d) Inflatable ball with sufficient air line to reach the top of the stand pipe, and air pump (for testing)
- Note * Only elbows not exceeding 45 degree elbows or sweeping bends shall be used for the sewage line where an elbow is required. No 60 or 90-degree elbows will be permitted.*
- e) Sufficient gravel or sand, crushed aggregate of 3/4" must be immediately available to complete all work.
6. At no time during installation of the sewage line shall ground water or any foreign material be allowed to enter the sanitary sewer system.
7. If both sewer and water lines are to be run in the same trench there must be a minimum of eighteen (18) inches separation between the two lines. (At no time shall one line be placed above the other.

Sewage and Water Connections

- 8) Before any lines are laid, a minimum of six (6) inches of $\frac{3}{4}$ " crushed stone or sand must be placed in the trench. (In areas where water is a problem, it is wise to utilize gravel and not sand.)
- 9) All excavations must be carried out as identified under the Occupational Health and Safety Act which states the following:
 - a) All dirt removed from the trench must be kept a minimum of two (2) feet from the edge of the trench.
 - b) All trenches in excess of four (4) feet in depth shall be sloped at one to one slope above the four (4) foot mark or a trench box must be used.
- 10) Inspection and testing of all lines must be completed before any piping is covered.
- 11) If a connection is to be made to a pressurized water main, it shall be completed using the proper tools and equipment only (pressurized tap – sewer saddle).
- 12) Testing of the sewer line shall be completed by inserting an inflatable ball downstream of the flushing "Y" and then filling the complete line with potable water. This test has a duration of fifteen (15) minutes. **This testing procedure is the responsibility of the installer.**
- 13) Testing of the water line is completed by installing a valve on the end of the water line inside the house, opening the curb stop, bleeding out the air, and then checking for leaks.
- 14) Upon completion of testing and inspection, lines shall be covered with a minimum of twelve (12) inches of $\frac{3}{4}$ " crushed stone or sand.
- 15) The sewage cleanout cover must be marked with a metal peg a minimum of three (3) feet long, clamped to the side of the riser pipe which is cut off slightly below grade.
- 16) Sewer pipes running from the property line to the building may be reduced by 1" diameter in relation to the pipe running to the property line from the main sewer line. However, at no time, shall there be a pipe less than four (4) inches in diameter utilized.
- 17) If the sewage and water lines are to be run in a driveway, valve box casings should be installed around the curb stop and sewage cleanout. Please see attached sheets A and B for reference. (These valve boxes are available through local plumbing supply companies, i.e. Emco, BestMar and Westburne and Wolseley).

Sewage and Water Connections

- 18) Where a sewage or water line is to be connected to a new home where no previous service lines to the property exist, the homeowner or contractor must accept responsibility for costs related to run the line from the mains to the property line. All road surfaces are to be restored to their original condition within 60 days.
- 19) Should damage to the curb stop or sewer cleanout occur during back filling or construction, the homeowner shall incur the cost relating to the repair of these damages.
- 20) Water meter remote to be installed on the driveway side of the residence prior to the installation of insulation vapor barrier or any interior wall covering.
- 21) All (re) construction to Ontario Standards.

Note: Attachment C will indicate a typical 5-inch to 4-inch sewer line connection.

If there are any questions or concerns, please do not hesitate to contact an Ontario Clean Water Agency staff member at 613-448-3098.

NEW WATERMAIN INSTALLATION REQUIREMENTS

Contractor/Developer to provide the following to OCWA staff:

- 1) "Form 1" (Record of Watermains Authorized as Future Alteration) completed and signed.
- 2) As Constructed Drawings.
- 3) Verification that installation was performed in accordance with the most current versions of Ontario's Watermain Disinfection Procedure & the AWWA Standard for Disinfecting Water Mains (C651), including field notes where applicable, as per the requirements of the Drinking Water Works Permit.
- 4) Verification that pressure testing was performed as per engineer specifications. Please include specs and field notes.

Contractor/Developer verification of adherence to Ontario's Watermain Disinfection Procedure & the AWWA Standard for Disinfection of Water Mains (C651):

- ☐ All materials used were rated NSF or equivalent.
- ☐ Care was taken to prevent foreign materials from entering the pipe during construction.
- ☐ Flushing (and swabbing if deemed necessary) was performed to eliminate foreign material which may have entered the water main.
Field notes attached including time/date of action(s) undertaken.
- ☐ The water main was superchlorinated and flushed with the water being discharged from the main having been dechlorinated upon entry into the environment.
Field notes attached including calculation for chlorine dosage, and time/date of action(s) undertaken.
- ☐ The existing distribution system was protected from backflow at all times.
- ☐ Two sets of clean bacteriological sample results* were obtained, results attached.
**Prior to final connection to the distribution system.*

PLEASE NOTE:

- All metals parts must have: anodes attached, denso paste applied, with denso profiling mastic & petrolatum tape.
- Anodes to be attached to curb stop valve boxes & the curb stop extension rods shall be stainless steel.

Signature _____

Date _____

** The above checklist is meant as a guideline only. It is the responsibility of the contractor to ensure all requirements (regulatory or otherwise) are met during the construction & installation of new water mains.



SANITARY SEWER / WATER CONNECTION

APPLICATION AND RECORD

No. _____

The undersigned hereby requests the Corporation of the Township of North Dundas to make the necessary service inspection and authorize sanitary sewer and/or water service for the premises on the _____ side of _____ Street, Lot No. _____ of Block _____.

Civic Address: _____

In the Township of North Dundas owned by: _____

Occupied by: _____

I further agree to conform to the provisions of all By-Laws or regulations of the Corporation of the Township of North Dundas in respect of such sanitary sewer and/or water service rate schedules.

Signature of Owner: _____

Dated this _____ Day of _____, _____.

Service rate effective date _____, _____.

Permit fee (\$75.00) collected on _____, _____ by _____

Note: The applicant must call Ontario Clean Water Agency at 613-448-3098, 48 hours in advance to arrange an inspection of the new service. If the service is installed without the proper inspection, the applicant may have to uncover the service to allow the inspection to take place at the applicant's expense.

NOTE: Only OCWA personnel are authorized to operate the water valve at your property line! Plumbers are not authorized to operate this valve. You must contact OCWA at 613-448-3098 to have the water turned on. Your service rate will become effective the day OCWA turns on the water. If you have the water turned on by someone else, the start date for billing purposes will be the date of this permit!

THE CORPORATION OF THE TOWNSHIP OF NORTH DUNDAS
636 St. Lawrence St., Winchester, Ont.
K0C 2K0
613-774-2105

SCHEDULE "D"
This is Schedule "D" to By-law Number 01-2006 respecting

Agreement for Early Design Review

I, the undersigned, recognize that my application is incomplete and that, I am willing to wait for a response while the Building Department does a preliminary review of the plans and specifications in an effort to help me organize my construction project. I do not expect nor will I be requesting the Township to issue a permit within the time specified in article 2.4.1.1B. of the Ontario Building Code.

I also understand that complete applications will take precedence over my incomplete application, and that I may have to wait longer than usual for a response from the Building Department.

Further, the information provided is only preliminary and may change or require additional information based on this early design review. Therefore, I will not expect a faster turn-around time on my permit application, when I do finally submit, a complete and proper application.

Date: _____

Phone Numbers: _____

Name: _____

Signature: _____

Electronic Construction Notice of Project

Why not file your next Construction Notice of Project on line?

Now, in just minutes, you can file a Notice of Project electronically.
You can manage your own secure, personalized account on the MOL website.

Register once, and identifying information displays automatically whenever
you sign in.

The eNOP is easier, faster, secure – and it's free!

Visit <https://www.enop.labour.gov.on.ca> today.

*For general information regarding Construction Health and Safety forms, visit
http://www.ontario.ca/en/information_bundle/conproject/ONT04_020916.*

Declaration of Applicant for Building Permit

Regarding the *Ontario New Home Warranties Plan Act*, R.S.O. 1990, Chapter O.31, as amended

1. EVERY APPLICANT MUST COMPLETE BOX A.

PLEASE PRINT

Property Description:		FOR USE OF PRINCIPAL AUTHORITY ONLY	
Lot*: _____		Application #: _____	
Plan/Concession*: _____		Permit #: _____	
Municipal Address*: _____			
for multiple requests, please <u>attach</u> Multiple Permit Request form – Schedule A			
Municipality: _____			

2. COMPLETE BOX B OR C, WHICHEVER IS APPLICABLE

B	
here applicant is building to sell (“vendor”/”builder”) or contracting as a “builder”	
Tarion Warranty Corporation (Tarion) Ref. No.: _____	Tarion Expiry Date: Y Y M M D D
Position*: _____	
(*if the applicant is a corporation, print position of the representative signing)	
Declaration: I*, _____	
(vendor/builder representative) have read and understand the provisions of Section 8(2) of the <i>Ontario Building Code Act</i> , as well as the relevant provisions of the <i>Ontario New Home Warranties Plan Act</i> , on the reverse side of this statement. I declare the above information to be true and correct. *I have the legal authority to sign this declaration.	
Signature of the Vendor/Builder Representative	Date

C	
(SEE IMPORTANT INFORMATION ON REVERSE SIDE)	
here applicant is building to occupy (“owner” *) and is acting as the general contractor	
Declaration: I, _____	
(applicant) have read and understand the provisions of Section 8(2) of the <i>Ontario Building Code Act</i> , as well as the relevant provisions of the <i>Ontario New Home Warranties Plan Act</i> , on the reverse side of this statement. I declare that I am not acting as a “vendor” or “builder”; nor am I contracting with a “builder” to construct or manage the construction of this “home”. I understand that this home is not eligible for enrolment or coverage under the <i>Ontario New Home Warranties Plan Act</i> and a warranty claim to Tarion Warranty Corporation (Tarion) cannot be made for this home, by me or by any subsequent purchaser of this home.	
Signature of Applicant	Date
_____	_____
Current address	*Please provide name(s) and address(es) or telephone number(s) of construction consultant(s)/manager(s), if any.
_____	_____
Current Telephone	_____
_____	_____

Original to be retained by Municipality

Pink Copy to Enforcement Department - Tarion



APPLICATION FOR ENTRANCEWAY AND CIVIC (911) NUMBERING

TOWNSHIP OF NORTH DUNDAS
Box 489, 636 St. Lawrence Street
Winchester, ON K0C 2K0
T - 613-774-2105 F - 613-774-5699

NAME (of landowner): _____

NAME (of applicant): _____

ADDRESS: _____ PHONE: _____

IS A CIVIC NUMBER REQUIRED YES ☐ or NO ☐

LOCATION:

LOT # _____, CON. # _____, ROLL # _____

TOWNSHIP ROAD _____ SIDE OF ROAD _____

BETWEEN CIVIC NUMBER _____, and _____

SPECIFICALLY _____ metres _____ (N,S,E,W) of _____

PURPOSE OF APPLICATION

Alteration or change in use of
an existing entranceway: ☐ OR Permanent entranceway ☐

CLASSIFICATION OF ENTRANCEWAY

Commercial ☐ Agricultural to farm ☐ Residential ☐

A cheque in the amount of \$100.00 (entranceway) and/or \$75.00 (civic) payable to the Township of North Dundas (refundable should the application be denied) shall accompany this application.

I/We hereby apply to the Corporation of the Township of North Dundas for permission to construct an entranceway described above and to hereby agree to conform to the Township's conditions, standards and specifications governing entranceways.

DATE _____ SIGNATURE _____

OFFICE USE ONLY

CIVIC NUMBER ASSIGNED # _____

DATE FEE COLLECTED: _____ \$100.00 Entrance
_____ \$ 75.00 Civic Number

PERMISSION GRANTED AND APPROVED SPECIFICATIONS

Entranceway Dimensions:

Width of the entranceway at ditch/curbline _____

If a pipe is required, the pipe shall be new
galvanized steel or plastic SP nominal thickness _____

_____ metres long _____ mm in diameter

Nº 000694

TERMS AND CONDITIONS OF PERMIT ON REVERSE

<p>TERMS AND CONDITIONS OF PERMIT FOR ENTRANCEWAY</p>
--

This permit is subject to the following terms and conditions:

- a) Payment of the entrance permit fee is \$100.00 and/or civic number fee is \$75.00.
- b) The full cost of the entranceway shall be borne by the applicant/owner.
- c) The entranceway shall be designed and constructed so that no water shall be directed from it onto the travelled portion of the Township Road.
- d) No installation shall take place between December 1st and April 15th, unless a specific exemption is obtained by the Road Superintendent.
- e) Inspection is required by authorized North Dundas Township Roads Department personnel during construction. For inspection of the entranceway installation please contact North Dundas Township Roads Department at 774-2105 (Note: that at least forty-eight (48) hours notice is required to book inspection).
- f) Failure to comply with any or all of the requirements, the standards of this permit shall result in the entranceway being declared an obstruction and either:
 - (i) rectification of the deficiency, or
 - (ii) full removal of the entranceway/obstruction by the Township at the expense of the owner.
- g) The Township will not accept maintenance of substandard work, which includes installations exceeding the lengths specified; pipe other than in the entrance location (such as in lawns or driving surfaces).
- h) This entranceway is not to be construed as comment on future severance applications.
- i) For civic number application in the rural areas, the sign and post will be supplied and installed by the Township. In the Villages and Hamlets the homeowner is responsible for posting their own civic number.
- j) Any person(s) contravening any provision of By-law 13-2005 shall be subject to penalties contained therein which include costs and a fine of up to \$2,000.00.

SCHEDULE "I"

This is Schedule "I" to By-law Number 01-2006 respecting

Memorandum of Understanding

I, the undersigned, have read and understand the following conditions and responsibilities regarding the fees that I have paid to the Township for my Building Permit. I understand that a portion of the fee may be refunded to myself once I have completed the construction to the satisfaction of the Building Code and with Schedule "B" of the Building By-law.

It is my responsibility to ensure that the Township has inspected the construction as required by Sub-section 2.4.5. of the Ontario Building Code (O.B.C.), and that failure to do so may be reflected in the refundable amount as determined in Schedule "B" of the Township's "Building By-law." I will provide the Township with two (2) working days notice for the following prescribed inspections:

All Buildings including Residential and Part 9 Buildings

- ☐ Readiness to construct footings (before concrete is poured)
- ☐ Completion of the footings and foundation before commencement of backfilling
- ☐ Completion of structural framing including openings for duct work, piping, and electrical installations
- ☐ Completion of insulation, air barrier and vapour barrier including all duct work and ventilation
- ☐ Completion of heating and air-conditioning systems
- ☐ Commencement of the construction of masonry fireplaces and masonry chimneys, factory-built fireplaces and certified chimneys, stoves, add-on furnaces and solid fuel burning appliances
- ☐ Completion of Life Safety Systems and the installation of health components required to permit occupancy by sentences 2.4.3.1.(2) and 2.4.3.2.(1) of the O.B.C.
- ☐ Other _____

Non-Residential or Part 3 Buildings

- ☐ Substantial completion and testing of all required fire separations and closures and all fire protection systems including standpipe, sprinkler, fire alarm and emergency lighting systems
- ☐ Substantial completion of venting and air-contaminant extraction equipment
- ☐ Substantial completion of exterior cladding, fire access routes and site grading
- ☐ Of the readiness for inspection and testing of building sewers and building drains, water service pipes, drainage and venting systems, water distribution systems, and plumbing fixtures/appliances
- ☐ Completion of building *prior to Occupancy*
- ☐ Completion and availability of drawings of the building as constructed

I agree that the Township may deduct from any refundable portion of my permit fee, amounts to cover the costs associated with extra inspections or design review, due to changes made after the initial plans review by the Township, or due to non-compliance with the Ontario Building Code after any requested inspection.

The Township is authorized to deduct \$100.00 from any refundable portion of my permit fee for every twelve (12) month anniversary of the date of issuance of the Building Permit.

Furthermore, I have read and agree to the terms set out in Schedule "B" to this by-law as to how, when, and what deductions may be calculated against any refundable portion of the permit fee.

I agree to complete all authorized and/or required work of the Building Permit, and that all legal costs of the Township, in an effort to gain compliance with the Building Code or Subdivision Agreement, shall be deducted from any available refund.

I hereby completely release the Township and its agents, employees and workmen from any and all claims for damages or otherwise, which may arise as a result of the actions herein authorized and taken by them.

(full name - please print)

(signature)

(date)

SCHEDULE "B"
This is Schedule "B" to By-law Number 01-2006
respecting

Calculation of Permit Refunds

Upon written request, or

Upon final completion of a permit where the Chief Building Official determines that the construction is in general conformity to the Building Code, and

Where permit fees have been paid to the Township, the Chief Building Official may authorize a refund in accordance with the following policy:

- 1) No refund shall be issued on any permit fee which is \$75.00 or less.
- 2) Where a permit has not been issued and has not received plans review all fees collected less \$75.00 may be refunded.
- 3) Where a permit has not been issued but the plans or supporting documents have been reviewed, in part or in whole, for compliance with Ontario Building Code; fifty percent (50%) of the fees calculated in accordance with Part 1A or 1B of Schedule "A" and all of the fees calculated in accordance with 1C of Schedule "A" may be refunded.
- 4) Where construction has not started and a permit has been revoked by the Township; fifty percent of the fees calculated in accordance with Part 1A or 1B of Schedule "A" and ninety percent (90%) of the fees calculated in accordance with 1C of Schedule "A" may be refunded.
- 5) Where construction has started and abandoned, or a permit has been revoked by the Township; fifty percent (50%) less ten percent (10%) for each field inspection conducted of the fees calculated in accordance with Part 1A or 1B of Schedule "A" and none of the fees calculated in accordance with 1C of Schedule "A" may be refunded.
- 6) Except where a fee is paid under protest, upon substantial completion of a project no portion of the fee calculated in accordance with Parts 1A or 1B of Schedule "A" shall be refunded.
- 7) Upon completion of a project the portion of fee calculated in accordance with 1C of Schedule "A" may be refunded in accordance with the following reductions; where the Chief Building Official determines that the construction or demolition is in general conformity to the Ontario Building Code:
 - a) the fee shall be reduced by \$100.00 for every twelve (12) month anniversary of the date of issuance for the Building Permit or Renewal Permit.
 - b) the fee may be reduced by the hourly rate described in Schedule "A" for design review or site inspections required due to changes made after the application was submitted.
 - c) the fee may be reduced by the hourly rate described in Schedule "A" where extra inspections were required for non-compliance with the code.
- 8) When the person to whom a permit was issued is no longer available, has control of the construction, or is willing to take responsibility for the construction, the permit fee as calculated in Parts 1A or 1B, and 1C of Schedule "A" is forfeited to the Township and no refund shall be issued.
- 9) Where a permit fee calculated in Parts 1A or 1B of Schedule "A" was paid under written protest in accordance with Section 3.5.2. a refund shall be issued on the difference less \$75.00 for the cost to review the audited statement.
- 10) Where an agreement is entered into under Schedule "J" of this by-law, the Township may retain all fees collected, where the Township is required to register the agreement on title or otherwise enforce the agreement.
- 11) Where municipal property has been damaged and not repaired due to any construction applicable with the permit to which refundable permit fees are being considered; no refund shall be issued.
- 12) Where a subdivision agreement requires a submission of a building location plan and/or an "As-Built Grade Certificate," such plan and/or certificate shall be submitted to the Township prior to a refund being issued.