



A Guide to the Permit Application Form

This guide is to be read in conjunction with the *Application for a Permit to Construct or Demolish* and is intended to assist in the completion of the form. A companion guide to the completion of the *Schedule 1* and *Schedule 2* forms are also available. These guides provide a description of the information that must be provided on the applicable forms. It is recommended that you read them carefully before making a permit application. If you require further assistance please visit or call the **MUNICIPALITY OF CENTRAL MANITOULIN** Building Department office. Our office is located at **6020 HWY 542** or we can be reached by phone at **(705)377-5726**. You can also obtain information from our web site at <http://www.centralmanitoulin.ca>

General Information

The Ontario Building Code requires the following:

- ❖ That all permit applications made for the construction or demolition of buildings be made on a prescribed form. The form is uniform throughout Ontario;
- ❖ That a permit applicant must be an owner or a person authorized by the owner to act on their behalf;
- ❖ That all applicable fields on the application form be completed (it is the applicant's responsibility to make sure all information is complete and correct. An application may be refused where it is not);
- ❖ That all required Schedules [1 and where applicable, 2] are submitted with the permit application;
- ❖ That the application is accompanied by fees required under the **MUNICIPALITY OF CENTRAL MANITOULIN** Building By-law;
- ❖ That the applicant respond to the statements about the completeness of their application; and,
- ❖ That the applicant signs the declaration at the bottom of the application form.

The form is available from the following sources:

- ❖ The **MUNICIPALITY OF CENTRAL MANITOULIN** Building Department office
- ❖ Our web site at <http://www.centralmanitoulin.ca>
- ❖ The Ministry of Housing web site at <http://www.obc.mah.gov.on.ca/scripts/index.asp>

Section A: Project Information

Section A requires the permit applicant to provide details about the location of the proposed construction or demolition. The following information must be provided:

- ❖ The correct municipal address (including the suite or unit number);
- ❖ The correct legal description of the property;
- ❖ An estimated value of the proposed construction; and
- ❖ The area of work as defined by the **MUNICIPALITY OF CENTRAL MANITOULIN** Building By-law: <http://www.centralmanitoulin.ca>

Section B: Purpose of the Application

Section B requires the applicant to indicate by checkmark, the nature of work and to provide a general description of the proposed work being applied for (whether the proposed work relates to new construction (a new building), an addition or alteration to an existing building, the demolition of an existing building or a conditional permit. The applicant must also declare the proposed use of the new building and in the case of an addition, alteration or demolition, the current or previous use prior to construction or demolition. This information is used to assist in the determination of building code and zoning requirements. Where the proposed work is for renovations or alterations, be as specific as possible.

Section C: Applicant

The Ontario Building Code requires an application for a permit to be made by the owner of the property or by an authorized agent of the owner. Please note that the applicant is the person responsible for the application and becomes the primary contact for any correspondence or inquiries sent or made by the MUNICIPALITY OF CENTRAL MANITOULIN Building Department. In Section C, the applicant must:

- ❖ Identify themselves as either the owner or the authorized agent of the owner by checking the applicable box. Where the applicant is an authorized agent of the owner, written authorization from the owner may be required.
- ❖ Provide the required contact information for the person responsible for the permit application.

An owner or authorized agent of the owner may be an individual or a corporation. Where the applicant is a corporation, the first and last name of the individual acting on behalf of the corporation is required.

Section D: Owner

Information about the owner must be provided in Box B where the applicant is not the owner. Where the applicant in Box B is the owner, this section can be left blank. The Ontario Building Code defines an owner as the registered owner, a lessee or a mortgagee in possession. In buildings containing leased space, the owner can be either the registered owner of the property or the legal name of the tenant who leases the building or space where the construction is proposed.

Section E: Builder

Information in Section E about the builder (or contractor) is optional. For the construction of a new *home* as defined by the *Ontario New Home Warranties Plan Act*, information about the registered builder or the general contractor must be provided on the application form. Where the home is to be constructed by a *builder* as defined by the *Ontario New Home Warranties Plan Act*, the name of the *builder* as registered with TARION shall be provided. Where the new *home* is to be constructed by the owner or someone other than a *builder* as defined by the *Act* (such as the person named in Box C of the Tarion Declaration of Applicant for a Building Permit form), the name of that person shall be provided. For all other construction, the name of the general contractor or other person in charge of the construction should be provided if it is known at the time of permit application.

Section F: Tarion Warranty Corporation (Ontario New Home Warranty Program)

This section must be completed where a permit application is being made for the construction of a new *home* (as defined by the *Ontario New Home Warranties Plan Act*). Information about new home warranty can be obtained from Tarion at <http://www.tarion.com/home/>.

- i. Where the application is for a new *home*, the applicant must check the 'Yes' box. Where the application is for the construction of a building other than a new *home*, the applicant must check the 'No' box and then proceed to Section G.
- ii. The *Ontario New Home Warranties Plan Act* requires that where a new *home* is being constructed by a *vendor* or *builder* as defined by the *Act*, the *vendor* or *builder* must be registered with Tarion. If the home is being constructed by a *vendor* or *builder* the applicant must check the 'Yes' box. Where the home is being constructed by someone other than a *vendor* or *builder*, such as a person acting as their own general contractor to build their own home to occupy, the applicant must check the 'No' box. In that case, the home will not be eligible for enrolment or coverage under the *Ontario New Home Warranties Plan Act*.
- iii. Where the answer to question (ii) is 'Yes', the registration number of the *vendor* or *builder* must be provided.

Please note that for the construction of a new home, the applicant must also submit a completed *Declaration of Applicant for Building Permit* form at the time of permit application. The form is available at the MUNICIPALITY OF CENTRAL MANITOULIN Building Department office.

Section G: Required Schedules

Except where the building is designed by an Architect and/or professional Engineer and the drawings have been sealed, signed and dated by those professionals, the Ontario Building Code requires the Schedules cited in this Section (Schedule 1 and where applicable, Schedule 2) to accompany every permit application. An application may be refused where the required Schedules are not submitted.

Section H: Completeness and Compliance with 'Applicable Law'

The ability of a chief building official to make a determination on the compliance of an application with the Ontario Building Code and other applicable law is dependent on the completeness of the application, the plans, specifications and documents necessary to make that determination.

Effective January 1, 2011, the Ontario Building Code requires every applicant to make a declaration of the completeness of their application. The permit applicant must, by answering Yes or No in Section H:

- i. *Declare that the application meets all of the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (that the application has been properly completed; that they, as applicant, are the owner or a person authorized by the owner; that they have included all of the required Schedules with the permit application and that they have paid all permit fees that are required by the **MUNICIPALITY OF CENTRAL MANITOULIN Building By-law** to be paid when the application is made);*
- ii. Declare that their application has been accompanied by all of the plans and specifications required to be submitted and necessary to sufficiently detail the proposed construction (such plans and specifications are set out in the **MUNICIPALITY OF CENTRAL MANITOULIN Building By-law**);
- iii. Declare that their application has been accompanied by information or documents that confirm that all approvals required by an applicable law have been obtained; and,
- iv. Declare that the proposed building, construction or demolition will not contravene any applicable law (eg. that the building design will comply with municipal zoning and other applicable law standards).

The declarations made by the applicant must be true to the best of their knowledge. Where the applicant responds with a 'No' to any of the questions cited in Section H, the application will be deemed to be incomplete and the chief building official is not required to make a determination of the application within the prescribed time frame. Where the applicant responds with a 'Yes' to all of the questions cited in Section H, the chief building official shall provide a full review of the building permit application within the prescribed time frame. In either case, the documents required to be submitted will be confirmed by the chief building official at the time of application.

Section I: Declaration of Applicant

Section I requires the applicant to declare that the application form, attached schedules and documentation submitted with the permit application is true to the best of their knowledge. Where the application is being made by an individual representing a corporation, that individual must have the authority to bind the corporation. The applicant must clearly and legibly print their name and sign and date the form attesting to the information provided and statements made.



REQUIRED FOR CONSTRUCTION, DEMOLITION AND CHANGE OF USE PERMITS

A minimum of 2 sets of the following types of drawings, specifications and documents at a legible scale are required to be submitted in order for the various types of Building Permit Applications listed to be considered a complete application pursuant to section 2.4 of the Building Code Act, 1992 as amended and the Building Bylaw. Depending upon the nature, scope and scale of a project other additional supporting drawings, specification and documents may be required to demonstrate Ontario Building Code compliance at the discretion of the Chief Building Official.

REQUIRED DOCUMENTATION

Where applicable the following supporting documentation shall accompany applications for a permit unless otherwise waived by the Chief Building Official:

- a) Proof/Confirmation of Approval of all Applicable Law pursuant to Section G of an application to Construct or Demolish
- b) Owner / engineer/architect's letter of commitment and general review form Real Property Report (Survey Plan) prepared by an Ontario Land Surveyor,
- c) Driveway access permit approved by the authority having jurisdiction as may be applicable,
- d) Where required approval by the Ministry of the Environment for the design and construction of a private sewage disposal and water supply systems,
- e) Commitment of Undertaking that a termite control program shall be undertaken to resist termite infestation of the building.
- f) OMAFRA Nutrient Management Strategy and/or Plan Sign-Off Form.
- g) Heritage Permit pursuant to the Ontario Heritage Act.
- h) Confirmation of Compliance with OMAFRA Minimum Distance Separation 1 or 2

Optional:

- i. Zoning Compliance Certificate / Pre-consultation Letter
- ii. Approved Lot Grading and Drainage Plan
- iii. Geotechnical Soils Report.
- iv. Structural Engineering Report

REQUIRED DRAWINGS BY TYPICAL PROJECT TYPE

1. Demolitions

- a) Description of the structural design characteristics of the building and a method of demolition prepared by a professional engineer where deemed necessary by the Chief Building Official
- b) Site Grading and Rehabilitation Plan
- c) Confirmation that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, Electric, and telephone or other utilities and services.
- d) Proof of liability insurance coverage to not less than \$1,000,000.00, that relates to the proposed demolition,
- e) Where a building is designated under the Heritage Act, approval of the Township Council to de-designate the building and permit demolition.
- f) Where the building is located within an area of known termite infestation, the owner/contractor's undertaking confirming that all waste wood and cellulose materials shall be destroyed or disposed at a provincially licensed waste disposal site.

2. Residential Decks and Porches

- a) Plot / Site Plan
- b) Foundation Plan
- c) Framing plan and guard details
- d) Where applicable, either confirmation that the final lot grading and drainage is in accordance with the overall subdivision lot grading and drainage plans or a waiver signed by the homebuilder who posted the lot grading and drainage deposit permitting the construction.

3. Residential Accessory Buildings (Less Than 50 m2 in building area)

- a) Plot / Site Plan
- b) Foundation plan / Eng. Floor Slab
- c) Floor Plans
- d) Floor and Roof Framing Plans
- e) Building Elevations
- f) Building Section
- g) Where applicable, either confirmation that the final lot grading and drainage is in accordance with the overall subdivision lot grading and drainage plans or a waiver signed by the homebuilder who posted the lot grading and drainage deposit permitting the construction

4. Residential Accessory Buildings (Greater Than 50 m2 in building area)

- a) Plot / Site Plan

- b) Where applicable, either confirmation that the final lot grading and drainage is in accordance with the overall subdivision lot grading and drainage plans or a waiver signed by the homebuilder who posted the lot grading and drainage deposit permitting the construction
- c) The following architectural plans
 - i. Foundation plan
 - ii. Floor Plans
 - iii. Floor and Roof Framing Plans
 - iv. Building Elevations
 - v. Building Section

5. Residential Additions and Renovations Permits

- a) Plot / Site Plan
- b) The following architectural plans prepared by a Provincially Qualified Designer or the home owner
 - i. Foundation plan
 - ii. Floor Plans
 - iii. Floor and Roof Framing Plans
 - iv. Building Elevations
 - v. Building Section
 - vi. Private Septic System Evaluation where applicable

6. New Residential Houses and Semi Detached

- a) Plot / Site Plan
- b) Approved Lot Grading and Drainage Plan
- c) Ontario New Home Warranty Program Registration Form
- d) Where applicable a complete Private Septic System Permit Application
- e) The following architectural plans prepared by a Provincially Qualified Designer or a Homebuilder registered with the Tarion Warranty Corporation of the homeowner
 - i. Foundation plan
 - ii. Floor Plans
 - iii. Floor and Roof Framing Plans
 - iv. Building Elevations
 - v. Building Section
 - vi. Energy Efficiency Design Summary Matrix

7. New Residential Townhouses, Triplex, Quad-plex

- a) Approved Site Development Plan and Agreement
- b) The following architectural plans prepared by a Provincially Qualified Designer or a Home builder registered with the Ontario New Home Warranty Program
 - i. Foundation Plan
 - ii. Floor Plans
 - iii. Floor and Roof Framing Plans
 - iv. Building Elevations
 - v. Building Section
 - vi. Energy Efficiency Design Summary Matrix

8. New Residential Apartment Buildings

- a) Approved Site Development Plan and Agreement
- b) Professional Field Review Commitment forms from the Design Professionals
- c) The following architectural plans prepared and stamped by an Architect and Professional Engineer by a Provincially Registered Designer
 - a) Foundation Plan

- a) Floor Plans
- b) Floor and Roof Structural Plans
- c) Building Elevations
- d) Building Section
- e) Energy Efficiency Design Summary Matrix
- f) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Automatic Sprinkler and Standpipe Drawings
 - iii. Fire Alarm system

9. Small Commercial and Industrial Interior Renovations (Part 9 Buildings)

The following architectural plans prepared and stamped by a Provincially Qualified Designer or the Building Owner

- a) Floor Layout and Framing Plans
- b) Building Section
- c) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Automatic Sprinkler and Standpipe Drawings
 - iii. A complete Private Septic System Permit Application

10. Small Commercial and Industrial Additions (Part 9 Buildings)

- a) Approved Site Development Plan and Agreement
- b) The following architectural plans prepared and stamped by a Provincially Qualified Designer or the Building Owner
 - i. Foundation Plan
 - ii. Floor Plans
 - iii. Roof Plans
 - iv. Building Elevations
 - v. Building Section
- c) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Energy Efficiency Design Summary Matrix
 - iii. Automatic Sprinkler and Standpipe Drawings
 - iv. Fire Alarm system
 - v. Structural Drawings stamped by a Professional Engineer
 - vi. Complete Private Septic System Permit Application

11. New Small Commercial and Industrial Buildings (Part 9 Buildings)

- a) Approved Site Development Plan and Agreement
- b) The following architectural plans
 - i. Foundation Plan
 - ii. Floor Plans
 - iii. Floor and Roof Structural Plans
 - iv. Building Elevations
 - v. Building Section
- c) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
- d) Energy Efficiency Design Summary Matrix
 - i. Automatic Sprinkler and Standpipe Drawings
 - ii. Fire Alarm system
 - iii. Complete Private Septic System Permit Application

12. Small Assembly / Institutional Building Additions and Renovations (Part 3 Buildings)

- a) The following architectural plans prepared and stamped by an Architect and Professional Engineer
 - i. Foundation Plan
 - ii. Floor Plans
 - iii. Floor and Roof Structural Plans
 - iv. Building Elevations
 - v. Building Section
- b) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Automatic Sprinkler and Standpipe Drawings
 - iii. Fire Alarm system
 - iv. Professional Field Review Commitment forms from the Design Professionals
 - v. Complete Private Septic System Permit Application

13. New Small Assembly / Institutional Buildings (Part 3 Buildings)

- a) Approved Site Development Plan and Agreement
- b) Professional Field Review Commitment forms from the Design Professionals
- c) The following architectural plans prepared and stamped by an Architect and Professional Engineer
 - i. Foundation Plan
 - ii. Floor Plans
 - iii. Floor and Roof Structural Plans
 - iv. Building Elevations
 - v. Building Section
- d) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Energy Efficiency Design Summary Matrix
 - iii. Automatic Sprinkler and Standpipe Drawings
 - iv. Fire Alarm system

14. Industrial / Commercial / Institutional Buildings Additions and Renovations (Part 3 Buildings)

- a) Approved Site Development Plan and Agreement
- b) Professional Field Review Commitment forms from the Design Professionals
- c) The following architectural plans prepared and stamped by an Architect and Professional Engineer
 - i. Foundation Plan
 - ii. Floor Plans
 - iii. Floor and Roof Structural Plans
 - iv. Building Elevations
 - v. Building Section
- d) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Energy Efficiency Design Summary Matrix
 - iii. Automatic Sprinkler and Standpipe Drawings
 - iv. Fire Alarm system

15. New Industrial / Commercial / Institutional Buildings (Part 3 Buildings)

- a) Approved Site Development Plan and Agreement
- b) Professional Field Review Commitment forms from the Design Professionals
- c) The following architectural plans prepared and stamped by an Architect and Professional Engineer by a Provincially Registered Designer

- i. Foundation Plan
- ii. Floor Plans
- iii. Floor and Roof Structural Plans
- iv. Building Elevations
- v. Building Section

d) Where applicable

- i. HVCA, Electrical and Plumbing System Drawings
- ii. Energy Efficiency Design Summary Matrix
- iii. Automatic Sprinkler and Standpipe Drawings
- iv. Fire Alarm system

16. Specially Designated Structures

- a) The following plans prepared and stamped by a Professional Engineer by a Provincially Registered Designer
 - i. Site Plan
 - ii. Foundation Plan
 - ii. Floor and Roof Plans
 - iii. Floor and Roof Structural Plans
 - iv. Sections

17. Use of an Equivalent / Alternated Solution

- a) The following plans and reports prepared and stamped by a Professional Engineer:
 - i. Description of the proposed equivalent / Alternate solution
 - ii. Demonstration of Compliance with SA-1 Objectives and Functional Statements Matrix
 - iii. Supporting documentation (past performance, tests and other evaluations)

18. Change of Use Permit

- a) Description of the proposed change of Use
- b) Reduction in performance matrix
- c) Description of Compensating Measures or Alternate Measures
- d) The following plans and where applicable prepared and stamped by a Professional Engineer:
 - i. Foundation Plan
 - ii. Floor Plans
 - iii. Floor and Roof Structural Plans
 - iv. Building Elevations
 - v. Building Section
- e). Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Energy Design Summary
 - iii. Automatic Sprinkler and Standpipe Drawings
 - iv. Fire Alarm system

DRAWING COMPLETENESS

Unless otherwise specified by the Chief Building Official the following Information shall be shown on plans or working drawings that accompany applications for permits. Depending upon the nature, scope and scale of a project other additional information may be required to demonstrate Ontario Building Code compliance at the discretion of the Chief Building Official.

1.1 The Site Plan shall show:

- a) The location, use, height and dimensions of any existing and proposed buildings including front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings,
- b) Existing and proposed elevation contours of the building site and adjacent properties,
- c) Relation of buildings and finished grade to existing elevations and storm water drainage control plan on site where applicable,
- d) All existing and proposed site services, parking layout, retaining walls, swimming pools accessory buildings and any other such physical additions necessary to the site,
- e) Parking and GFA calculations, location and size of typical parking, loading and handicapped spaces including aisle widths serving the parking spaces.
- f) Site statistics that may be relevant to what is being proposed, such as but not limited to: number of residential units, gross floor area, amenity area, proposed height etc.
- g) Elevation drawings clearly indicating compliance with height regulations including various calculations such as average grade calculations where required.

1.2 The Architectural Drawings shall show:

- a) Designers and/or Firms Building Code Identification Number including statement of responsibility for the building design,
- b) Architects/designer's Ontario Building Code data matrix,
- c) Foundation plans and grade details,
- d) Each floor plan with exact dimensions of the layout of all proposed areas and their use,
- e) All wall thicknesses and type of construction, window and door openings and schedules elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings and other related pertinent information,
- f) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness etc.
- g) Spatial separation table and calculations,
- h) Energy Efficiency Design Summary Matrix

1.3 Structural Drawings shall show:

- a) All foundation, floor, roof and wall structural elements indicating sizes shapes and proper location and all dead and live design loads and condition of loading,
- b) All reinforced concrete work indicating thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel,
- c) All lintel locations and sizes,
- d) Where applicable Engineered Roof and Floor Truss drawings

1.4 The Mechanical Electrical and Plumbing Plans shall show:

- a) For buildings defined in Part 9 of the Building Code, provisions for heating, ventilation and air conditioning, electrical and plumbing systems may be shown and indicated on the architectural drawings,
- b) For Buildings defined in Part 3 of the Building Code, a separate set of

- drawings for heating ventilation air conditioning, electrical and plumbing systems,
- c) The location of all fire protection equipment such as early warning, detection and suppression systems,
- d) Energy Efficiency Design Summary Matrix (ASHREA 90.1),
- e) Where the primary heat source is provided by heat/hot water combination unit, a solar or geothermal system the all design drawings and documents must be prepared by a Professional Engineer

Optional:

- h) Heat loss / heat gain calculations,
- i) HVAC duct layout and sizing calculations,
- j) Plumbing DWV and water supply piping layout drawings

1.5 The Private Sewage system plans shall show:

- a) A site evaluation conducted by a professional engineer identifying the soil percolation time and anticipated high ground water level elevation,
- b) The private sewage system design and construction drawing including all components and a calculation of the total daily design sanitary sewage flow of the system prepared and stamped by a Professional Engineer,
- c) The location, use, height and dimensions of any existing and proposed buildings including front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings,
- d) Existing and proposed elevation contours of the building site and adjacent properties,
- e) Relation of buildings and finished grade to existing elevations and storm water drainage control plan on site where applicable,
- f) All existing and proposed site services, parking layout, retaining walls, swimming pools accessory buildings and any other such physical additions necessary to the site

Such other approvals as may be required by the Chief Building Official to demonstrate compliance with applicable law.