



Building Permit Application

CBO: Don Reed / Inspector: Scott Richardson

	New Building (Part 9)	New Building (Part 3)	Addition (Part 9)	Renovation (Part 9)	Accessory Building (Part 9)	
-All applications must be filled out in full -Residential applications will be issued or denied within 10 working days -Multi-residential or commercial applications will be issued or denied within 30 working days						
Proof of ownership						Note: Find the column that describes your proposed construction method, required submissions have box (<input type="checkbox"/>)
Entrance Permit			/			
Water source (Well report)						
Site Drawing (including setbacks, MDS reports, CA approvals)						
Completed Application (application, schedule 1 & 2, EEF design)						
Construction drawings certified by either: Schedule 1 with BCIN registration, or Professional Engineer/Architect to include: Foundation Plans Floor Plans Reflected Ceiling Plan Roof Plan Building Sections Wall Sections Engineered Systems Designs	2 Complete sets required					
Septic Design Completed Schedule 2 Signed					/	
Energy Efficiency Design Considerations	Choose method 1, 2, 3, or 4					
(1) SB-12 Perspective: Designer taking responsibility for design		/			/	
(2) SB-12 Performance: Software design package Designer taking responsibility for design Certificate from MNR, software company	Software package:					
(3) Energy Star (name): Software design package Designer taking responsibility for design Certificate from MNR, software company	Software package:					
(4) EnerGuide 80 (name): Software design package Designer taking responsibility for design Certificate from MNR, software company	Software package:					
Duct Design					/	
Plumbing Design (As Per CBO's Request)					/	



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: _____ (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	Email
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	Email
Telephone number		Fax	Cell number

E. Builder (optional)			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	Email
Telephone number		Fax	Cell number
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)			
i. Is proposed construction for a new home as defined in the Ontario New Home Warranties Plan Act? If no, go to section G.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the Ontario New Home Warranties Plan Act?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____			
G. Registered 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).		<input type="checkbox"/> Yes	<input type="checkbox"/> No
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 Building Code Act, 1992, 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 Building Code Act, 1992.		<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 Building Code Act 1992, 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	
<small>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 & Housing 777 Bay St., 2nd Floor, Toronto, M5G 2E5 (416) 585-6666.</small>			

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 number		Lot/con.
Municipality		Postal code		Plan number/other description	
B. Individual who reviews and takes responsibility for design activities					
Name			Firm		
Street address			Unit number		Lot/con.
Municipality		Postal code		Province	Email
Telephone number		Fax		Cell number	
C. Design activities undertaken by individual identified in Section B. (Building Code Table 3.5.2.1 of Division C)					
	House		HVAC - House		Building Structural
	Small Buildings		Building Services		Plumbing - House
	Large Buildings		Detection, Lighting & Power		Plumbing - All Buildings
	Complex Buildings		Fire Protection		On-Site Sewage Systems
Description of designer's work					
D. Declaration of Designer					
<p>I _____ declare that (choose one as appropriate): _____ (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. Individual BCIN: _____ 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. Individual BCIN: _____ 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. 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. <p style="text-align: center; margin-top: 20px;"> _____ Date Signature of Designer </p>					

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	Email	
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 the 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		

Energy Efficiency Design Summary

(Part 9 Residential)

This form to be completed & signed by the person who reviews and takes responsibility for the energy efficiency design of the project.
Information on completing this form is contained on the reverse.

For use by Principal Authority			
Application No:		Model/Certification Number	
A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Reg. Plan number/other description	
B. Compliance Option			
<input type="checkbox"/> SB-12 Prescriptive (SB-12-2.1.1.)	Table:	Package:	
<input type="checkbox"/> SB-12 Performance* (SB-12-2.1.2.)	* Attach energy performance calculations using an approved software		
<input type="checkbox"/> Energy Star®* (SB-12-2.1.3.)	* Attach BOP form. House must be labelled on completion by Energy Star		
<input type="checkbox"/> EnerGuide 80®*	* House must be evaluated by NRCan advisor and meet a rating of 80		
C. Project Design Conditions			
Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source	
<input type="checkbox"/> Zone 1 (<5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE	<input type="checkbox"/> Gas	<input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Windows + Skylights + Glass Doors		Other Building Conditions	
Gross wall area = _____ m ²	% Windows+ _____%	<input type="checkbox"/> ICF Basement	<input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post & Beam
Gross window+ area = _____ m ²		<input type="checkbox"/> ICF Above Grade	<input type="checkbox"/> Slab-on-ground
D. Building Specifications			
Building Component	RSI/R Values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		Mechanicals	
Walls Above Grade		Space Heating Equip. ²	
Basement Walls		HRV Efficiency (%)	
Slab (all > 600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤ 600mm below grade)		NOTES: 1. Provide U-Value in W/m2.K, or ER rating. 2. Provide AFUE or indicate if condensing type combined system used.	
Slab (all ≤ 600mm below grade or heated)			
E. Performance Design Verification (complete applicable sections if SB-12 Performance, Energy Star or EnerGuide80 options used)			
SB-12 Performance:			
The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ GJ (1GJ = 1000MJ)			
The annual energy consumption of this house as designed is _____ GJ			
The software used to simulate the annual energy use of the building is: _____			
Energy Star: BOP form attached. The house will be labelled on completion by:			
Energy Star and EnerGuide80: Evaluator/Advisor/Rater Name:		Evaluator/Advisor/Rater Licence #:	
F. Declaration (by the person who reviews and takes responsibility for the energy efficiency design)			
I certify that I have reviewed the design documents submitted with the permit application, that the information contained on this form is consistent with the design documents, and that information used in any annual energy use calculations, if applicable, is a true representation of the design documents.			
Name	Signature		Date

Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form is completed by the person responsible for the energy efficiency design of the project, and must be submitted with the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit will be refused. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website at www.mah.gov.on.ca, or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the *SB-12 Prescriptive* design tables,
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *Energy Star* standards, or
4. Evaluate the design according to *EnerGuide* technical procedures and achieve a rating of 80 or more.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- *SB-12 Prescriptive* requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- *SB-12 Performance* refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- *Energy Star* houses must be designed to *Energy Star* requirements and be labelled on completion by Enerquality or other agency. The *Energy Star* BOP form must be submitted with the permit documents.
- *EnerGuide80* houses are validated by NRCAN authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with *EnerGuide* administrative and technical procedures.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights and glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the *SB-12 Prescriptive* option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which *SB-12 Prescriptive* compliance package table applies.

Other Building Conditions: These construction conditions affect *SB-12 Prescriptive* compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the *SB-12 Prescriptive* option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the *SB-12 Prescriptive* option is being used.

AIRTIGHTNESS REQUIREMENTS FOR NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. A blower door test to verify the air tightness of the house must be conducted during construction if the *NRCAN EnerGuide80* option is used, or if the *SB-12 Performance* or *Energy Star* options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.