BUILDING PERMIT APPLICATION FORMS – TIPS

Sheets P1 & P2
- fill these in completely
- If you have a pre-printed BPA1 you may indicate "see BPA1" for names & addresses of owners that already appear on BPA1

Schedule 1
- fill this in completely
- note that in box D, homeowners are exempt from designer qualification requirements for their house and related modest accessory buildings (garages, sheds)
- there are a few other qualification exemptions for people planning certain types of work – see Div C 3.2.5.1.(2) of the building code for a list of these exemptions.

Local Service Agreement Fees – there are 2 pages to this form
- this form set need only be completed if you plan to make a new connection to the water system or you plan to hook up to an existing curb stop. It must also be completed if you plan to make a new connection to a sanitary or storm sewer system, or to connect to an existing sewer cleanout near the property line.

Form BPA1
- If you inquire at the Town Office you can obtain a pre-printed copy of this form.
- complete all of the tick boxes possible.
- If you cannot complete this form please ask for assistance from building department staff prior to submitting.

Form BPA2
- Make at least one entry on each row of this form. If you do not, your application will be incomplete.

Form BPA3
- Identify all of the people or companies involved with your project. It is more effective for all (and easier on the owner) if inspectors deal with the individual responsible. To deal with them, our inspectors need to know who they are.

Schedule "D" to the building by-law – please note that this schedule requires a hold (application) number. You can obtain such a number by contacting the building department. It is not necessary to submit this form. This form should only be used if you believe your application is incomplete but you want to get the process started.

NOTE: If you are under a time constraint it is wise to make a complete application. Incomplete applications take much longer to process. Our office gives priority to good quality applications. 2011 - Apr

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

❑ New construction ❑ Addition to an existing building ❑ Alteration/repair ❑ Demolition ❑ Conditional Permit

Proposed use of building	Current use of building

Description of proposed work

C. Applicant

Applicant is: ❑ Owner or ❑ Authorized agent of owner

Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

D. Owner (if different from applicant)

Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

E. Builder (optional)

Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G.	❑ Yes	❑ No
ii. Is registration required under the *Ontario New Home Warranties Plan Act*?	❑ Yes	❑ No

iii. If yes to (ii) provide registration number(s): _____

G. Required Schedules

i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.

ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.

H. Completeness and compliance with applicable law

i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted).	❑ Yes	❑ 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, I992*, to be paid when the application is made.	❑ Yes	❑ No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the *Building Code Act, 1992.*	❑ Yes	❑ No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the *Building Code Act, 1992* which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.	❑ Yes	❑ No
iv) The proposed building, construction or demolition will not contravene any applicable law.	❑ Yes	❑ No

I. Declaration of applicant

I _____ declare that:
(print name)

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

_____ _____
Date Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information				
Building number, street name			Unit no.	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]

❑ House	❑ HVAC – House	❑ Building Structural
❑ Small Buildings	❑ Building Services	❑ Plumbing – House
❑ Large Buildings	❑ Detection, Lighting and Power	❑ Plumbing – All Buildings
❑ Complex Buildings	❑ Fire Protection	❑ On-site Sewage Systems

Description of designer's work

D. Declaration of Designer

I _____ declare that (choose one as appropriate):
(print name)

❑ I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4.of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.

Individual BCIN: _____

Firm BCIN: _____

❑ I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5.of Division C, of the Building Code.

Individual BCIN: _____

Basis for exemption from registration: _____

❑ The design work is exempt from the registration and qualification requirements of the Building Code.

Basis for exemption from registration and qualification:_____

I certify that:

1. The information contained in this schedule is true to the best of my knowledge.
2. I have submitted this application with the knowledge and consent of the firm.

_____ _____

Date Signature of Designer

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) 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.

Energy Efficiency Design Summary
(Part 9 Residential)

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

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

A. Project Information

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

B. Compliance Option

☐ *SB-12 Prescriptive* [SB-12 - 2.1.1.]	Table: Package: A B C D E F G H I J K L M (circle one)
☐ *SB-12 Performance** [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
☐ *Energy Star®** [SB-12 - 2.1.3.]	* Attach BOP form
☐ *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		
□ Zone 1 (< 5000 degree days)	□ ≥ 90% AFUE	□ Gas	□ Propane	□ Solid Fuel
□ Zone 2 (≥ 5000 degree days)	□ ≥ 78% < 90% AFUE	□ Oil	□ Electric	□ Earth Energy

Windows+Skylights+Glass Doors		Other Building Conditions		
Gross Wall Area = m^2	% Windows+ _____ %	□ ICF Basement	□ Walkout Basement	□ Log/Post&Beam
Gross Window+ Area = m^2		□ ICF Above Grade	□ Slab-on-ground	

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

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

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

SB-12 Performance:
The annual energy consumption using Subsection 2.1.1. SB-12 Package_____ is_____Gj (1 Gj =1000Mj)
The annual energy consumption of this house as designed is_____Gj
The software used to simulate the annual energy use of the building is:_____
The building is being designed using an air leakage of _____ air changes per hour @50Pa.

Energy Star: BOP form attached. The house will be labeled on completion by:

Energy Star and *EnerGuide80*:
Evaluator/Advisor/Rater Name: Evaluator/Advisor/Rater Licence #:

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

Architectural	Mechanical

Form authorized by OHBA, OBOA, LMCBO. February 6, 2012

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 must accompany the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit may 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 (such as 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.

Local Service Connection Agreement - Fees

By-law No. 2002-4496

Date: _____

Name of Applicant: _____ Print and Sign

Telephone No: _____ Fax No. _____

Location of Property: _____

By completing this application form to connect to the Town of Parry Sound Sewer and Water Systems, I / we agree to comply to all rules and regulations governing the connections.

I / We further agree that I / we understand there will be a fee of Three Hundred Twenty Seven Dollars And 53 Cents each ($ 327.53) (for both $655.06) for Administration and Supervision by the Operations Department. The fee may be deducted from the deposit.

I / we agree to pay a $5,000.00 deposit to cover actual construction cost of sewer and water lateral from the main to the property line which will be constructed by the municipal work force unless other arrangements are agreed to by the Director of Operations.

The applicant, if working on Town property <u>must</u> provide the Town with a <u>Certificate of Liability</u> to verify that the proper insurance is in place to protect the Town.

No water will be turned on until all compliance issues have been met and fees paid to the satisfaction of the Corporation of the Town of Parry Sound.

If any required road cut(s) is not repaired within _____ days from the completion of the work, the repair will be performed by the Town and invoiced to the contractor or deducted from the deposit, whichever is applicable.

CAUTION - these fees are subject to automatic annual increases. It is best to apply early and pay upon application.

CHARGES AND FEES

		Yes	No
Applicable Fees: see page 1	Sewer	☐	☐
	Water	☐	☐

If "No", please comment: _____

_____

_____

_____

_____

Per Director of Operations _____

		Yes	No
Public Works / Operations to construct sewer lateral		☐	☐
water service pipe under	road allowance or municipal easement	☐	☐

If "No", please comment: _____

_____

_____

_____

_____

Per Director of Operations _____

APPLICABLE FEES

		Account	Amount
Inspection Fee -	Water	01-0341-03640-02348	_____
Inspection Fee -	Sewer	01-0341-03640-02517	_____
Deposit (balance to be returned upon satisfactory completion)			_____

Note: a separate permit is required to construct a sanitary building sewer or water service pipe as defined in the building code.

Town of Parry Sound

Building Permit Application

BPA 1

ROLL NUMBER

Prov Forms

LEGAL DESCRIPTION

PLAN PARCEL LOT ZONING

ADDRESS Street Number Upper Number Qualifier Street

OWNER

Phone - Primary ( )

Alternative

FAX

CONTACTS

C00

TYPE OF WORK shown on P1 ☐ (if not, complete this section)

☐ Construction ☐ Demolition ☐ Change of Use ☐ Continuation

☐ Alter ☐ Demolish ☐ Erect ☐ Extend ☐ Install ☐ Repair ☐ Sign ☐ Temporary Structure

☐ Do you want a conditional permit? Check if yes.

Brief Description of Work

Expected Start Date

Structure Number (or 'New')

If the permit is for a temporary structure, please enter the date by which the structure will be removed.

Expected Removal Date

Is the Owner the Contractor? ☐ YES ☐ NO *(If no, the owner is responsible.)* **Make entries in this section for all information not provided on other sheets.**

	Designer?	Applicant?
Owner	☐	☐
Architect	☐	☐
Engineer	☐	☐
Builder/Contractor	☐	☐
Other	☐	☐

Use of (Proposed) Building

Parking

Heritage Act? ☐ Heritage Act Notes

Value

Permit Fee

will be determined after application is submitted

Application Date

I have reviewed the legal description, lot and plan numbers, zoning and proposed use. ☐ (Check to confirm)

I, the applicant, by my signature or through the use of an electronic form, certify that I am the authorized owner or agent of the owner and that all statements or representation contained in this application are true.

APPLICANT SIGNATURE on Provincial Form (P1) applies to this section

I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any by-laws or requirments of the Building Code Act or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with the above application.

I acknowledge that in the event a permit is issued, any departure from specific conditions, plans, specifications or building locations proposed in the above application is prohibited and such could result in the permit being revoked.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with by-laws or requirements of the Building Code Act, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.

Plan Specifics

BPA 2

Soil Type

By-Law.pdf

Only One Column is Mandatory

	See Plan	No Work	Description
Footing	☐	☐	
Foundation Walls	☐	☐	
Floor	☐	☐	
Walls / Columns / Sign	☐	☐	
Roof	☐	☐	
Plumbing	☐	☐	
Electrical	☐	☐	
Heating	☐	☐	
Ventilation	☐	☐	
Access	☐	☐	

Water Supply: ☐ **Town** ☐ **No Work** ☐ **Well** ☐ **Surface**

Sewer Disposal: ☐ **Town** ☐ **No Work** ☐ **Septic**

Review Information regarding deposits, fees, and inspections water and sewer service pipes.

	Attached	No Change
Site Plan	☐	☐

Site Plan May Be Sketched Below

USEFUL Hyperlinks

EABO_review.pdf

Note: Plans for Walls and Signs must show structural, insulation and other details, and views of the various building faces affected by the work.

Building Permit Application - Companies and Contacts

Where The Land Owner is NOT the applicant, designer and contract

Types of Work

Electrical	Finishing	Fire Protection	Excavation/Site Work	Architect
Foundation	Framing	General Contractor	Heating, Ventilation, A/C	Engineer
Exterior	Masonry	Plumbing	Roofing	Tenant
Security	Steel	Other	Primary Consultant	

Companies

(Circle One)	Company/Type of Work	Address		Contacts	Cell Phone	Other Information
Designer Contractor Designer/Builder			Phone Fax Email			
Designer Contractor Designer/Builder			Phone Fax Email			
Designer Contractor Designer/Builder			Phone Fax Email			
Designer Contractor Designer/Builder			Phone Fax Email			
Designer Contractor Designer/Builder			Phone Fax Email			
Designer Contractor Designer/Builder			Phone Fax Email			

Schedule "D" to the Building By-law

Preliminary Review Agreement

To The Chief Building Official of _____

Dear Sir,

Enclosed please find an application for a building permit, pursuant to the requirements of the Building Code (as of July 1, 2005). This application is at a stage where I believe that you can reasonably review it.

I understand that this application may not meet the definition of a complete application under sentence 2.4.1.1B(5) of the Building Code. I also understand that certain obligations are imposed upon your Municipality by sub-sections 8.(2.2) and 8.(2.3) of the Building Code Act, with recourse prescribed under section 24.(1)(b) of the Act.

I hereby submit this agreement for your consideration under the following terms:

1) We, the undersigned, mutually benefit from this agreement,

2) The Municipality will not impose any additional fees should it be necessary to submit revised or additional documents prior to the issue of a permit, and

3) I, the applicant, will waive my privilege of recourse should the Municipality fail to meet its' obligations under sub-sections 8.(2.2) or 8.(2.3) of the Act, and

4) This agreement applies to the application for a permit under the Building Code Act having *hold number* _____.

5) All of the applicants, below signed, agree that references to I in this document and cover letter apply to each one of us in the singular, and all of us simultaneously.

Agreed this _____ day of _____, 20___

_____ (print name of applicant, followed by signature)

_____ (print name of applicant, followed by signature)

_____ (print name of applicant, followed by signature)

_____ (print name of applicant, followed by signature)

on behalf of the Municipality, this _____ day of _____, 20___.

_____ (name Chief Building Official)