



CHECKLIST FOR ALL BUILDING PERMIT APPLICATIONS

TOWNSHIP OF PERRY
90 OLD GOVERNMENT RD PO
BOX 70
EMSDALE ON P0A 1J0
PHONE 705 636 5941
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The following items are required to be submitted as a complete application. If all the appropriate information is not provided, the application will be returned as incomplete.

1. The completed Ontario Application Form and all applicable schedules
2. 2 sets of all submitted drawings and plans. All drawings must be legible and to scale.
3. Return this **Checklist** with the appropriate boxes checked next to the drawings etc. you have submitted.
4. For a **Change of Use, plumbing or other** permit not listed below, contact the Building Department.

New Building, Addition and Renovation: also include items from above: 1 2 3 4

It may be possible to combine certain drawings with others, as long as all the necessary design information is provided (e.g. Plumbing, mechanical & electrical services).

- Site Plan Building Elevations Floor Plan Foundation Plan
- Framing Plan Electrical Services Plan Sections & Details Plan
- Roof Plan Plumbing Plan Heating Ventilation Air-Conditioning Plan

Deck Attached or Unattached to a Structure: also include items from above 1 2 3 4

- Site Plan: Detailed legible plan showing all existing and proposed buildings, their square footage, location to lot lines, septic system, water and shore road allowance or crown reserve.
- Foundation, Piers, Floor & Section Plans: **Drawings** that show size & spacing of piers or foundation, beams, joists, decking & railing details.

Dock: also include items from above: 1 2 3 4

- Site Plan: Show location and dimensions of all existing docks, boathouses and proposed Docks. Include all setbacks to lot lines and distances from all shorelines.

REQUIRED PERMIT DRAWINGS

The following list of required drawings should be used as a guide when preparing drawings for submission for a building permit, for a project designed under Part Nine of the Ontario Building Code, which does not require professional design. Any project that requires design by an Architect and/or a Professional Engineer (Part Three buildings, such as assembly, institutional or large buildings over 600 square meters and multiple dwellings), will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.

The Designer that prepares the permit drawings is responsible to ensure that they provide sufficient information to the Builder to ensure compliance with the requirements of the Ontario Building Code. As of July 1st, 2005, all Designers will be required to show proof of meeting qualifications required by the Ministry Of Housing.

1. The Site Plan

- The location of all existing buildings as well as the proposed, location and design of access routes.
- The setbacks to lot lines must be clearly shown.
- The existing and proposed drainage patterns should be illustrated (provide geodetic elevations if in a floodplain, or plan of subdivision)
- The proposed means of storm water disposal (from foundation drains and rainwater leaders) must be illustrated.
- The plan must be to scale and show all property boundaries, adjacent road and water bodies, easements and Right-Of-Ways. The location of site services should be added to the site plan as well. A copy of the deed is required if the site plan has not been prepared by an Ontario Land Surveyor.
- Should include the location and dimensions of all buildings and septic systems.

2. Floor Plans

- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows, plumbing fixtures, and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plan for simple projects, as well as mechanical and electrical information. The plans must be to scale, with a separate plan for each storey, including basement. If the project is an addition, the layout of the existing floor plan is also required.

3. Foundation Plans

- The size and type of materials used for the foundation.
- The location of all footings, including column and pier footings.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added on this drawing.
- The soil conditions on the proposed building site.

4. Framing Plans

For simple projects, the framing can be shown on the floor plans.

- The size and location of all structural members must be clear.
- The spans for beams should be indicated.
- The specifications for engineered lumber must be provided (e.g.: truss drawing)
- All loads must be safely transferred to the foundations; sufficient information must be provided on the drawings to verify this.
- The type of framing materials must be specified (e.g.: S.P.F, metal, etc...)

5. Roof Plans

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.

6. Sections and Details

- Cross-sections will illustrate all the materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of: insulation, air barrier, vapor barrier, structural members, sheeting, stairs, fireplaces, backfill height, bracing and required connections, for example.

7. Building Elevations

- Show proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc., should be clearly illustrated.

8. Electrical Drawings

- Show location of lights, smoke alarms, carbon monoxide detectors, switching, and other electrical components required under the Ontario Building Code.

Note: Contact Hydro One for permits required under the Electrical Code.

9. Heating, Ventilation and Air Conditioning Drawings

- Indicate the locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design information.
- Provide location and description of HVAC units and ventilation design summary.
- Provide wood stove and fireplace locations and required clearance measurements.

10. Plumbing Drawings

- Show all plumbing fixtures, including roughed-in fixtures.
- Provide information on pipe sizing, material, appliances, devices and fixtures used.

Application for a Permit to Construct or Demolish

This form is authorized under the Building Code Sentence 2.4.1.1A.(2)

For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: PERRY TOWNSHIP
(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. 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 ()	
C. 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 ()	
D. 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 ()	
E. 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			
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)			
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____			

G. Attachments

- i. Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

H. Declaration of applicant

I _____ certify 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. I have authority to bind the corporation or partnership (if applicable).

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 2.20.2.1]		
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems
Description of designer's work		
D. Declaration of Designer		
I _____ declare that (choose one as appropriate): (print name)		
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____		
<input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____		
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____		
I certify that:		
1. The information contained in this schedule is true to the best of my knowledge.		
2. I have authority to bind the corporation or partnership (if applicable).		
Date	Signature of Designer	

"For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

NOTE

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*

BUILDING INSPECTION LIST

Permit # _____

Name of Owner: _____

Name of Builder: _____

I declare and confirm that the **intended use** of the construction authorized by this permit is as indicated on this application form. I understand that any **change of use** from what is contained in this application may not comply with the provisions of the applicable zoning by-law in effect for the subject property.

I declare that the intended use of the building being constructed under the above mentioned permit will be used for:

I also declare that I have an obligation to contact the Building Department at (705) 636-7615 with at least 48 hours advance notice to inspect the following construction phases which apply:

- Preliminary Entrance Inspection completed _____ Public Works Foreman
- Completion of Excavation (including footing forms completed or sonotubes in place)
- Prior to Backfill - drainage tile, crushed stone, damp proofing, footings and foundation wall.
- Framing - sub-floor, lintels, bridging, studs, partitions, trusses, rafters, beams, sill plates sealed to foundation.
- Insulation - vapour barrier, basement rim, wall concerns, doors, windows, electrical, attic ventilation.
- Plumbing and Heating
- Exterior Finish
- Final Finish

Witnessed before me at the _____ of _____ in the _____
of _____, this _____ day of _____, _____

Applicant

C.B.C.O