

## **CHECKLIST FOR ALL BUILDING PERMIT APPLICATIONS**

**The following items are required to be submitted as a complete application. If all the appropriate information is not provided then 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

Refer to attached **Schedule 6** as a guideline for **required drawings and plans**. It may be possible to combine certain drawings with others, as long as all necessary design information is provided (example; plumbing, Mechanical and electrical services).

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Site Plan                | <input type="checkbox"/> Building Elevations | <input type="checkbox"/> Floor Plan                                 | <input type="checkbox"/> Foundation Plan |
| <input type="checkbox"/> Framing Plan             | <input type="checkbox"/> Roof Plan           | <input type="checkbox"/> Sections and Details Plan                  |  |
| <input type="checkbox"/> Electrical Services Plan | <input type="checkbox"/> Plumbing Plan       | <input type="checkbox"/> Heating Ventilation Air-Conditioning Plans |  |

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

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

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

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

# 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 <sup>2</sup> )		
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 1.4.1.3. of Division A.
- 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. 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.

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax number (    )		Cell number (    )
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<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			
<b>D. Declaration of Designer</b>			
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 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: _____			
<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: _____			
<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 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 authorization, 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

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Sewage system installer</b>			
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)
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p><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;</p> <p><u>OR</u></p> <p><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.</p> <p>I certify that:</p> <p>1. The information contained in this schedule is true to the best of my knowledge.</p> <p>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p>			

**TOWNSHIP OF MCKELLAR BUILDING INSPECTION**

Permit For \_\_\_\_\_  
 Roll No. \_\_\_\_\_  
 Permit No. \_\_\_\_\_

\_\_\_\_\_  
**Owner**

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Contractor**

**Under Section 10.2 and Clause 7(1)(e) of the Act, upon completion of each phase of construction as outlined below, the Owner/Applicant shall give the C.B.O. 2 business days notice for inspection and shall not cover any work until such inspection has been completed. For inspection, call Reg Moore, McKellar Township Office (705) 389-2842.**

The work related to the following inspection phases is not necessarily in order of construction.

**PHASE 1 - Commencement of Construction**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Comments**

**PHASE 2 - After Excavation/Prior to Pouring Footings**  
 Check setbacks, yard requirements, soil, water table, footings.

Date: \_\_\_\_\_

**PHASE 3 - Pre Backfill**

Drain tile, crushed stone, damp-proofing, foundation wall, lateral support.

Date: \_\_\_\_\_

**PHASE 4 - Framing (May be done in conjunction with Phase 5, prior to insulation.)**

Subfloor, plates, lintels, bridging, studs, partitions, trusses/rafters

Date: \_\_\_\_\_

**PHASE 5 - Plumbing (May be done in conjunction with Phase 4, prior to insulation.)**

Rough in building drain, branch drains, venting & distribution. Tests of service, drains & vents.

Date: \_\_\_\_\_

**PHASE 6 - Mechanical Ventilation & Heating**

Completion of ducts and pipes for heating and ventilation.

Date: \_\_\_\_\_

**PHASE 7 - Insulation & Vapour Barrier**

Vapour barrier, corners, door & window, electrical, attic ventilation (prior to finishing walls).

Date: \_\_\_\_\_

**PHASE 8 - Solid Fuel Appliances**

Masonry fireplaces, chimneys, factory built fireplaces, space heaters, add-on furnaces.

Date: \_\_\_\_\_

**PHASE 9 - Interior & Exterior Finish**

Plaster, gyproc, panelling, chimney, shingles, flashing, fascia and soffit.

Date: \_\_\_\_\_

**PHASE 10 - Final Building & Plumbing**

Fixtures, appliances, building sewer, site grading, handrails and guards.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Schedule 6: Designer Information

The following list of drawings should be used as a guide when preparing drawings for submission for a building permit for a project designed under Part 9 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 3 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 must provide sufficient information to ensure compliance with the requirements of the Ontario Building Code. **As of January 1, 2006, all Designers will be required to show proof of meeting the qualifications required by the Ministry of Housing.**

### 1. Site Plan:

- The location of all existing buildings as well as the proposed. If you do not own your shore road allowance or crown reserve indicate on the site plan the limit of the allowance.
- The setbacks to lot lines must be clearly shown.
- The plan should be to scale and show all property boundaries, adjacent road and water bodies. The location of site services should be added to the site plan as well.
- A copy of the deed may be beneficial if the site plan has not been prepared by an Ontario Land Surveyor.

### 2. Floor Plan Drawings:

- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows and plumbing fixtures and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plans 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. Building Elevation Drawings:

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

### 4. Foundation and Pier Plan Drawings:

- The size and type of materials used for the foundation.
- The location and size 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.

## **5. Framing Plan Drawings:**

- For simple projects the framing can be shown on the floor plans.
- The size and location of all structural members must be clear.
- The size and span for beams should be indicated.
- The specifications for engineered lumber must be provided (e.g. truss drawing).
- Sufficient information must be provided on the drawings to verify that all loads are safely transferred to the foundation.

## **6. Roof Plan Drawings:**

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

## **7. Section and Detail Drawings:**

- Cross section 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 all building components, for example; insulation, air barrier, vapor barrier, structural members, sheeting, backfill height, bracing and required connections.

## **8. Electrical Services:**

- 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 Plan:**

- Show locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design.
- Location and description of HVAC units and ventilation design summary.
- Location and clearance details for woodstoves and fireplaces.

## **10. Plumbing Plan:**

- Show all plumbing fixtures, including roughed-in fixtures.
- Provide information on pipe sizing, materials, appliances, devices and fixtures used. (List or Schematic Drawing)