

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 <u>THE CITY OF BELLEVILLE</u> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
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	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 ()



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]			
<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			
<p>_____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">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.</p> <p style="margin-left: 40px;">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="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">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) (c) 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 practice, a limited license to practice, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Applicable Law Questions

The following questions must be answered in order to complete your application for a building permit and to determine if approvals are required from any other agency before the building permit can be issued.

Completing this form accurately and providing any other required approvals at application time will help expedite the processing of the building application and permit.

Please answer to the best of your knowledge.

Please check any statements that apply to the property.

1. Is this property:

Fronting on a municipally assumed and maintained road or approved plan of subdivision?

Serviced by municipal water?

Serviced by municipal sanitary services?

Serviced by a septic system on the property?

2. Is the building used:

As a day care?

As a funeral home?

For processing milk?

To house farm animals?

For manure storage?

As a charitable institution?

As a senior's home?

As a senior's centre?

As a nursing home?

3. Is there:

A farm, feedlot or manure storage within 500 meters

A lake, river, creek, stream, pond or wetland on or within 500 meters of the property?

A provincial highway within 800 meters?

A railway within 500 meters of the property?



4. Is approval required by:

- The Conservation Authority?
- The Health Unit (food)?
- The Ministry of Environment?

Planning Section for Site Plan Approval?

5. Is the permit:

- To demolish a school?
- To demolish a heritage building?

For a mobile, park model or modular home?

6. Is the building

- Located on public land?
- Designated heritage building?

7. Is the property use changing to residential?

8. Was the property used as a disposal site?

9. Are Development Charges applicable?

10. Is zoning by-law relief required? (Confirm with Planning Section)

Comments:

Quinte Conservation Regulated Areas span unexpected areas.

It is HIGHLY encouraged that applicant's search the subject property on Quinte Conservation's GIS mapping service PRIOR to building permit submission. If a regulated zone crosses any portion of the subject property, not just where the development or construction will take place,

Quinte Conservation MUST be contacted.



Statement Regarding Required Inspections

Commitment to Inspections

To: City of Belleville – Building Section – Engineering and Development Services

Re: _____
(Civic Address or Legal Property Description)

I _____
(Owner or Authorized Agent)

understand and acknowledge the following:

- that the building permit is to be printed and posted at all times in a conspicuous place on the property
- that the drawings and specifications which formed the basis for permit issuance and which have been stamped by the City of Belleville Building Section are to be printed and kept on site at all times
- that the City of Belleville Building Inspector indicated on the building permit is to be contacted by the site supervisor or other person in charge of construction to arrange for all of the inspections listed below and that notice of up to 2 business days after the date of request may be required
- that the Building Inspector may at their discretion refuse to do an inspection if the site is determined to be unsafe or safe access to the inspection areas is not provided and, that the inspection will need to be rebooked for a different date once safety concerns have been resolved
- that not requesting inspections or covering or enclosing work without inspection may result in orders being issued against the project

Drawings bearing the red 'City of Belleville' permit information stamp are to be printed and available on site for use during inspections. Inspections may not be completed if this set of drawings is not available.

All of the listed inspections may not apply to the specific project in this application submission. Each permit will receive a project specific list of inspections upon receipt of the issued permit.



Required Inspections

Minimum 48 Hour notice required for each inspection. Ensure plans are on site.

1. Excavation (prior to pouring footings)
2. Foundation (prior to backfilling)
3. Framing
4. Final

(Signature of Owner or Authorized Agent)

(Date)



Authorization & Planning Approval

Owner Authorization

Authorization needs to be signed and dated by the property owner within 30 days of the application submission.

For the property owner to appoint an Agent to apply for the building permit on their behalf.

I/We

_____ (Property Owner/s)

hereby authorize

_____ (Agent)

to apply, on my/our behalf for a building permit on my/our property located in the City of Belleville at:

_____ (Civic Address or Legal Property Description)

_____ (Signature of Owner/s)

_____ (Date)

If property ownership cannot be confirmed via the City of Belleville's Tax Department or the Municipal Property Assessment Corporation, or the lot is subject of a recent Site Plan Agreement or Subdivision Agreement, a copy of the property deed will be requested.

City Planning and Entrance Approval

Approval is required PRIOR to the permit application being deemed complete.

_____ (Civic Address or Legal Property Description)

_____ (Signature of Planner)

_____ (Date of Approval)



Digital Sign Regulation Acknowledgment

City of Belleville Sign By-Law 2006-55 contains the following regulations respecting the use of digital signs:

- a) Digital signs shall display only static (non-moving) images.
- b) Digital signs shall display each static image for a minimum of 7 second duration.
- c) Signs shall not move or appear to move.
- d) Signs shall not contain flashing lights.

I

(Owner or Authorized Agent)

hereby acknowledge that I have read the above noted regulations dealing with digital signs in the City of Belleville and I hereby agree that I will at all times operate the digital sign in accordance with the above regulations and all other provisions of the City of Belleville Sign By-Law 2006-55. I also acknowledge that my failure to do so is a violation of the Sign By-Law and as such, I would be liable for prosecution and fines if convicted.

(Signature of Owner or Authorized Agent)

(Date)



Sign Permit Fees Form

Fees are to be filled out by the applicant and verified by the Building Section.

Permit Charges

Building Permit	= \$
\$10.00/\$1000.00 of construction value (\$30.00 minimum)	
Surcharge	= \$
30% of permit fee (\$150.00 minimum)	
Total	= \$