

## **Guide to Completing your Building Permit Application**

This guide will provide direction and assistance for you as you complete your application for building permit. Completing all necessary sections of the application form will enable the City to process your application more quickly. If you have any questions regarding your application that are not answered by this guide please feel free to contact our office at 613-967-3204 for further information.

### **Section A – Project Information**

*All boxes of this section are to be completed as applicable including lot and plan number if in a subdivision or in the urban area and lot and concession where in the rural areas of the City.*

### **Section B – Purpose of Application**

*All boxes of this section are to be completed as applicable.*

### **Section C – Applicant**

*All boxes of this section are to be completed as applicable.*

### **Section D – Owner (if different from applicant)**

*All boxes of this section are to be completed as applicable.*

### **Section E – (optional)**

*As noted this section is optional therefore any information provided or none is sufficient.*

### **Section F – Tarion Warranty Corporation (Ontario New Home Warranty Program)**

*Part i is to be completed for all permit applications.*

*Parts ii and iii are to be completed where the answer to part i is “yes”.*

### **Section G – Required Schedules**

*All boxes in sections A, B, C and D of Schedule 1: Designer Information are to be completed as applicable. Note: Designs provided by Architects or Professional Engineers are not required to be accompanied by a completed Schedule 1 Designer Information.*

*All boxes in sections A, B, C, D and E of Schedule 2: Sewage System Installer Information are to be completed as applicable where the application involves work on a sewage system.*

### **Section H – Completeness and compliance with Applicable Law**

*All five questions must be answered either “yes” or “no” in the applicable check box provided.*

*Applications containing any “no” answers are treated as incomplete and applicants will be required to complete an “Incomplete Application acknowledgement” form. Should the applicant refuse to complete the Incomplete Application acknowledgement form the application will not be accepted.*

*Fees are due and payable upon application submission. Where there is a question about the amount of the payable fee (where development charges or plumbing calculations are required to be provided) the applicant shall submit the Building Permit Fee with the application and the remaining fees can be provided upon permit pick-up.*

**IN ALL CASES WHERE ONLY PARTIAL PAYMENT HAS BEEN RECEIVED THE APPLICANT SHALL BE VERBALLY ADVISED THAT ADDITIONAL FEES WILL BE DUE AND PAYABLE AT PERMIT PICK-UP.**

Section I – Declaration of Applicant

*All applicants must complete this section. The date to be included in this section is the date the application is submitted to the Building Section.*

Authorization

*Where the application is submitted by an Authorized agent of the owner, the owner must complete and sign this section.*

Declaration

*All applicants applying for a demolition permit must complete this section.*

Planning Section Approval

*All applications for new construction, additions and change of use must complete this section.*

Applicable Law Compliance

*All applicants must complete this section.*

Statement Regarding Required Inspections

*All applicants must complete this section.*

Plumbing Information

*All applicants installing and/or replacing and/or relocating any of the listed plumbing fixtures must complete this section. All boxes of this section are to be completed as applicable.*

Sewer Information

*All applicants installing and/or replacing and/or relocating any of the listed sewer items must complete this section. All boxes of this section are to be completed as applicable.*

Septic Information – Class 2 to 5

*All applicants applying for a septic system must complete this section as applicable.*

Calculation Sheet

*All applicants applying for a septic system must complete this section as applicable.*

Energy Efficiency Design Summary

*All applicants applying for a new house must complete this section as applicable.*

Building Permit Application Plot Plan Form

*All applicants applying for new construction and additions must complete and submit this form.*