

**POOL PERMITS ONLY****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 THE CITY OF BELLEVILLE  
(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. 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  
( )

<b>E. Builder (optional)</b>				
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 ( )
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
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 checked="" type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
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). 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 <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> 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 <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> 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 <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
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.



**AUTHORIZATION** FROM PROPERTY OWNER for AGENT TO APPLY FOR 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:

\_\_\_\_\_

Property Description (legal, civic address)

\_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_ Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

**PLANNING SECTION APPROVAL** (Required **PRIOR TO** application submission)

Planning Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Planner

**FEES (Office Use Only)**

Civic Address(es) \_\_\_\_\_

Building Permit Surcharge Totals  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ =\$ \_\_\_\_\_

Deposit =\$ 250.00

Deposit to be refunded to: \_\_\_\_\_

Grand Total =\$ \_\_\_\_\_

**FOR OFFICE USE ONLY**

Refund Authorization:

\_\_\_\_\_ Date \_\_\_\_\_ Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

### Applicable Law Compliance

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

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

Question	Yes	No	Comments
Is the building used as a daycare			
Is the permit for the demolition of a school?			
Is the building used as a funeral home?			
Is the building used for processing milk?			
Is the building used to house farm animals?			
Is there a farm, feedlot or manure storage within 500m?			
Is the building used for manure storage?			
Is the building located on public land?			
Are Development Charges applicable?			
Is conservation authority approval required?			
Is there a lake, river, creek, stream, pond or wetland on or within 500 m of the property?			
Is there a provincial highway within 800m?			
Is there a railway within 500m of the property?			
Is Health Unit approval required (food)?			
Is the building used as a charitable institution?			
Is the building used as a senior's home?			
Is the building used as a senior's center?			
Is the building used as a nursing home?			
Is the property use changing to residential?			
Is Ministry of Environment approval required?			
Was the property used as a disposal site?			
Is there a septic system on the property?			
Is the building a designated heritage building?			
Is site plan approval required?			
Is the permit for a mobile, park model or modular home?			
Is zoning by-law relief required? (Confirm with Planning Section)			

## Statement Regarding Required Inspections

To: City of Belleville Building Inspection Department

Re: \_\_\_\_\_  
(Civic address)

I \_\_\_\_\_(owner/authorized agent) understand that it is my responsibility to call the City of Belleville Building Inspection department for the required inspections listed below. I also understand the person in charge of the construction of the building shall have the permit or a copy of the permit posted at all times during the construction or demolition in a conspicuous place on the property and shall keep and maintain on the site of the construction at least one copy of the drawings and specifications stamped as site copy by the City of Belleville Building department. I further acknowledge and understand that my failure to do so may result in work orders being levied against the property and further inspected by the City. Further I also understand that all expenses related to the uncovering or exposing of work for the purposes of inspection will be at my expense. It is further acknowledged that I will not expect or knowingly allow City Building Officials to enter or remain in any place or situation deemed unsafe according to the Occupational Health & Safety Act that I am responsible for and that this does not relieve me from having the required inspections conducted and completed by the City Building Division.

### Required Inspections:

**\*\* Minimum 48 hour notice required for each inspection**

**\*\*Ensure that plans are on site for all inspections**

1. Prior to filling a swimming pool with water
2. Other \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**NOTE: INSPECTIONS WILL NOT BE CONDUCTED WHERE PERMIT HAS NOT BEEN PICKED UP**

**Building Permit Application Plot Plan**

**Applicant:** \_\_\_\_\_ **9-1-1 Property Address:** \_\_\_\_\_

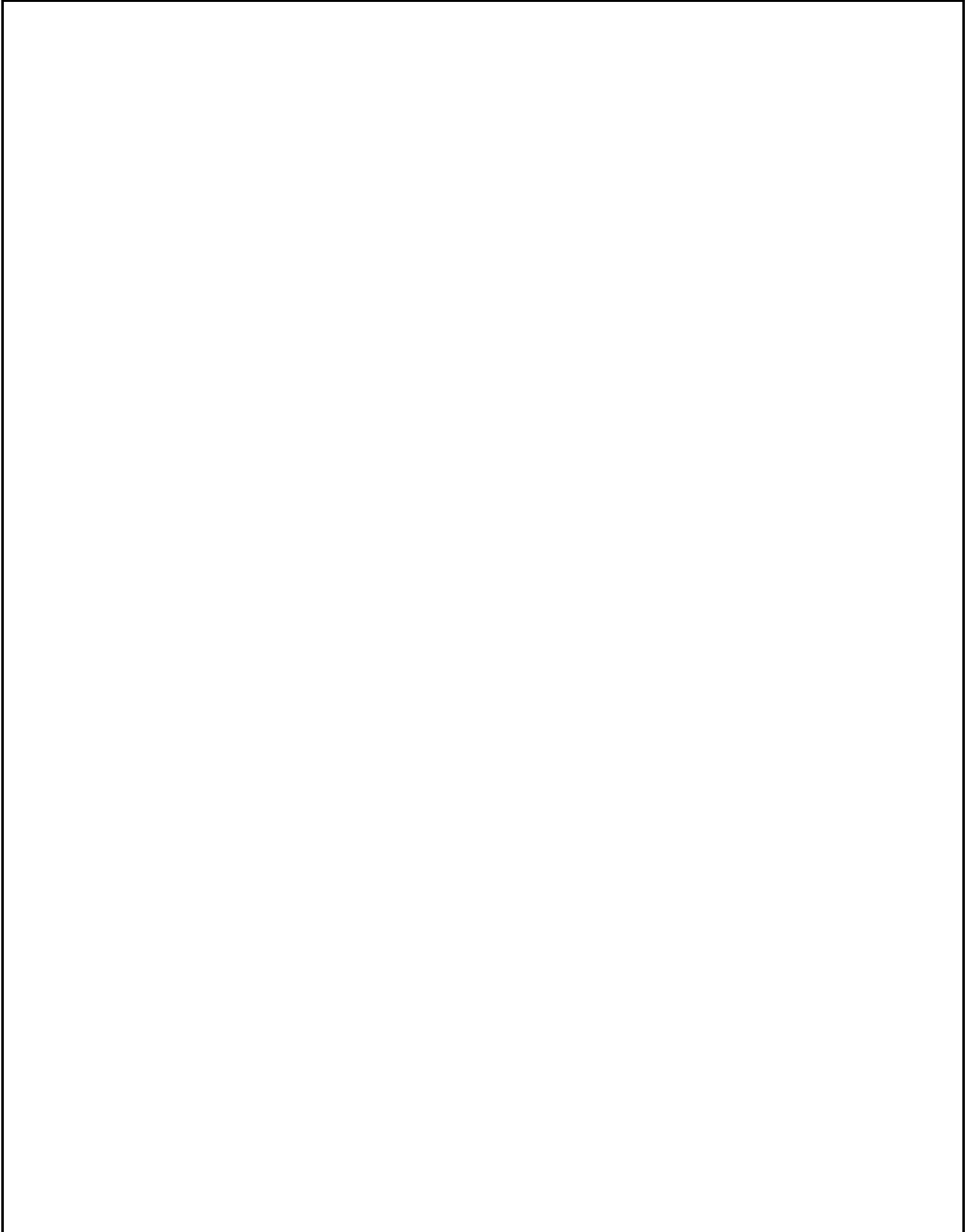
Plot Plan Drawing Scale: \_\_\_\_\_ Legend (See over)

**Property Details** Lot # \_\_\_\_\_ Subdivision Plan 21M - \_\_\_\_\_ R-Plan 21R- \_\_\_\_\_ Part \_\_\_\_\_

Lot # \_\_\_\_\_ Con # \_\_\_\_\_ Zoning \_\_\_\_\_ Lot area \_\_\_\_\_ sq \_\_\_\_\_

Bldg. Footprint area \_\_\_\_\_ sq Lot Coverage (%) Proposed \_\_\_\_\_ Permitted \_\_\_\_\_

Driveway Width \_\_\_\_\_ m / ft. No of Storeys \_\_\_\_\_



Planning Section Approval - Zoning: \_\_\_\_\_ Date: \_\_\_\_\_

- Grading: \_\_\_\_\_ Date: \_\_\_\_\_

## Guide to Plot Plan Preparation

Each application for a building permit must be accompanied by a plot plan in the municipality's standard format and shall be drawn to scale and the scale shall be noted on the plot plan form. Incomplete applications or non-standard formats will not be accepted.

### THE PLOT PLAN IS REQUIRED TO SHOW:


- All items noted in the legend as applicable.
- Address and street name.
- All Lot dimensions.
- Building setbacks to all lot lines.
- Setback of deck and/or porch to all abutting lot lines
- Building footprint (including decks).
- Lot coverage.
- Building entrance location(s).
- Walkout basement entrances / stairwells.
- Service locations including well and on-site sewage system and required separation distances as applicable.
- Driveway including driveway width.
- Retaining walls.
- Proposed elevations at lot corners, garage floor, apron around house and all swales.

### SUBMITTAL PROCEDURE:

PRIOR TO SUBMISSION OF YOUR APPLICATION TO CONSTRUCT OR DEMOLISH TO THE BUILDING SECTION –

PLEASE ENSURE THAT YOUR PLOT PLAN IS REVIEWED AND SIGNED AS APPROVED BY THE PLANNING SECTION IN ORDER NOT TO DELAY PROCESSING OF YOUR BUILDING PERMIT APPLICATION.

### LEGEND:

↑	North Arrow	--OHH--	Overhead Hydro
←	Bldg. Entrance	--WAT--	Water Service
▲W	Well	--SAN--	Sanitary Service
 S	Septic System	<u>100.7</u>	Proposed Grade