

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: _____
(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

_____ 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.

- 1) If the project, repair or alteration requires plumbing work to be completed please provide the name of the Master plumber that will be completing the work.

Name of Master Plumber: _____

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	

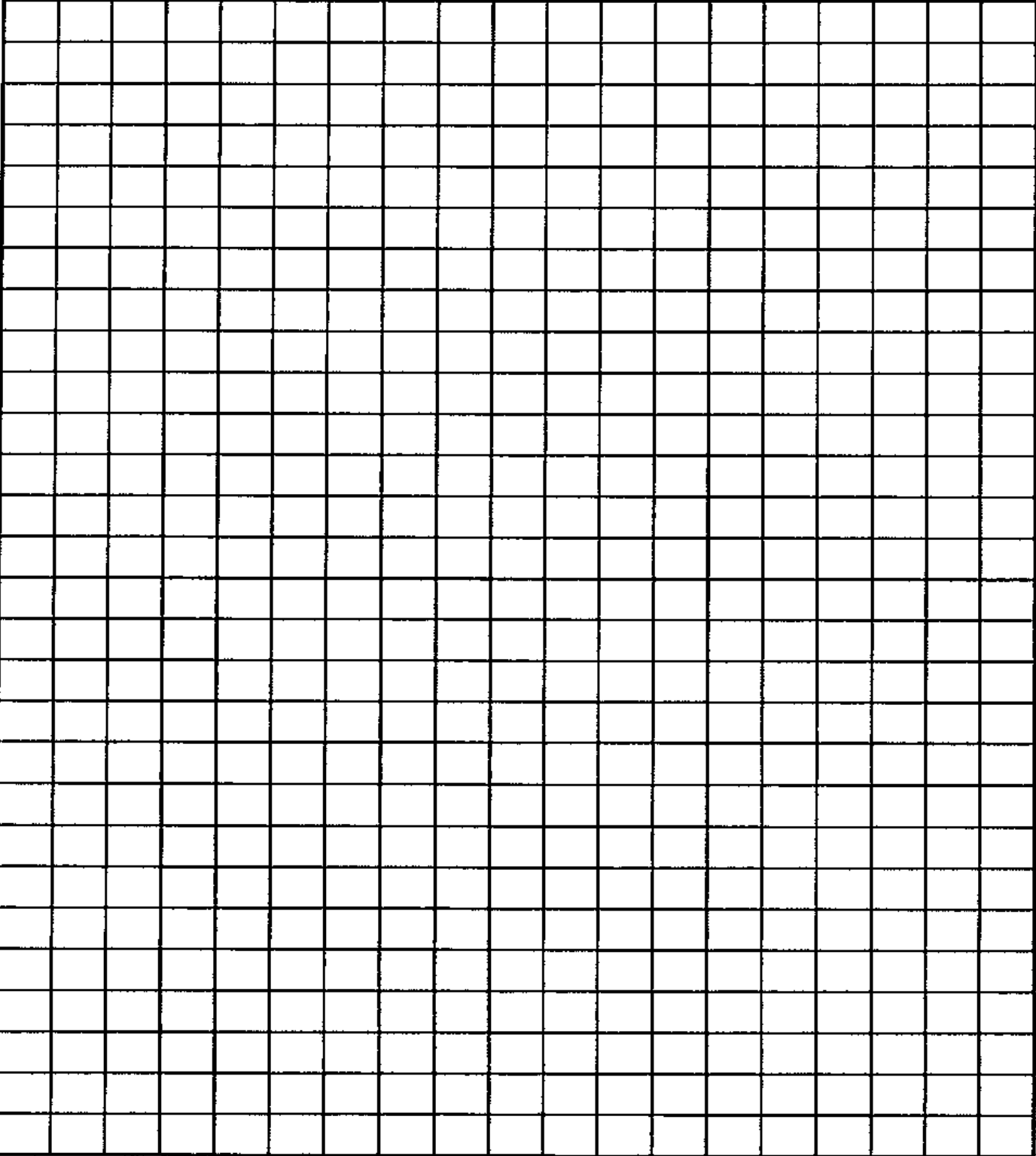
*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

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*.

Township of Macdonald, Meredith & Aberdeen Additional SITE PLAN

Lot diagram and Building Site Plan: Draw to scale showing the location fo the new building or addition in relation to other buildings, property lines, driveways, streets, highways, water supply and sewage system.



The Corporation of the Township of Macdonald, Meredith & Aberdeen Additional

Building Permit Guide for Homeowners

Building permits are required to:

- Construct a new home or cottage (with truss drawing submitted & a copy on site)
- Add a carport, garage or rooms to an existing building
- Install new rooms or finish existing rooms in the basement or attic
- Any structural work including interior partitions
- Add dormers
- Enclose a porch or construct roof over sundeck
- Repairs or renovations
- Raise a building to provide a new or altered foundation
- Excavate the basement to provide a full basement
- Add structural features such as decks, canopies etc.
- Construct accessory buildings such as garages, tool shed etc.
- Install soffit or fascia
- Replace windows
- Repairs to masonry
- Construct fireplace or chimney
- New Roofs or roof repairs
- Fences

Important Notes:

- IT IS THE RESPONSIBILITY OF THE OWNER TO OBTAIN A BUILDING PERMIT.
- ALL PERMIT APPLICATIONS MUST INCLUDE DETAILED **DRAWINGS TO SCALE**.
- HEATING & AIR EXCHANGE (HVAC) DRAWINGS TO BE DONE BY QUALIFIED DESIGNER.
- IT IS ILLEGAL TO START WORK WITHOUT A PERMIT. PERMIT FEES WILL BE DOUBLED IF CONSTRUCTION BEGINS PRIOR TO OBTAINING BUILDING PERMIT (By-law #01-1275)
- BUILDING PERMIT APPLICATION MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO PLANNED COMMENCEMENT OF CONSTRUCTION.
- DRAWINGS MUST BE ATTACHED. INCOMPLETE APPLICATIONS OR LACK OF SCALED DRAWINGS MAY RESULT IN DELAYS OR REFUSAL OF APPLICATION.
- ENSURE THAT THE BUILDING PERMIT IS POSTED AND THE APPROVED PLANS ARE KEPT ON THE JOB SITE
- CHIEF BUILDING OFFICIAL REQUIRES THREE (3) DAYS NOTICE PRIOR TO ALL INSPECTIONS
- BUILDING PERMITS ARE NOT REQUIRED FOR NON-STRUCTURAL WORK SUCH AS PAINTING AND LANDSCAPING OR FOR SEPARATE BUILDINGS OR STRUCTURES OCCUPYING AN AREA OF 161 SQUARE FEET OR LESS.

OTHER APPROVALS OR INFORMATION YOU MAY NEED:

- TOWNSHIP OF MACDONALD, MEREDITH & ABERDEEN ADD'L COUNCIL – zoning by-law amendment
- DESBARATS TO ECHO BAY PLANNING BOARD – land severance & consents
- ALGOMA PUBLIC HEALTH - septic systems and well permits (705-759-5286)
- ELECTRICAL SAFETY AUTHORITY – electrical permits (1-877-372-7233) www.esasafe.com
- BELL CANADA - telephone connections
- MINISTRY OF TRANSPORTATION - building & entrance permits in highway frontage locations
- MINISTRY OF NATURAL RESOURCES - work permit for some docks

The Corporation of the Township of Macdonald, Meredith & Aberdeen Additional

- A) Please contact Algoma Public Health (705-759-5286) to determine if a Certificate of Approval is required.
- B) The Chief Building Official requires three (3) days' notice prior to the following inspections:
- 1) Sight Inspection
 - 2) Form Inspection
 - 3) Foundation Inspection (before backfill)
 - 4) Framing Inspection
 - 5) Plumbing Inspection
 - 6) Insulation, Air and Vapour Barrier Inspection
 - 7) Mechanical Inspection (eg: air exchangers)
 - 8) Exterior Inspection
 - 9) Roofing Inspection
 - 10) Final Inspection
- C) The Ontario Building Code requires that:
- a. Foundations are 4'6" into the ground with 6" exposed (above ground)
 - b. Footings are a minimum of 6" deep x 18" wide
- D) **Comprehensive Zoning By-Law** requires the following setbacks:

All construction on waterfront property must be a minimum of 15m (50ft) from the HIGH water mark.

Agricultural Zoning:

<p>Dwelling:</p> <ul style="list-style-type: none"> • Front Yard – 15m (50ft) • Exterior Side yard – 15m (50ft) • Interior Side yard – 6m (20ft) • Rear Yard – 15m (50ft) 	
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Areas zoned RURAL RESIDENTIAL (RR), RURAL (RU), SEASONAL RESIDENTIAL (SR):

<p>Dwelling:</p> <ul style="list-style-type: none"> • Front Yard – 12m (40ft) • Exterior Side yard – 12m (40ft) • Interior Side yard – 6m (20ft) • Rear Yard – 12m (40ft) 	<p>Accessory Building:</p> <ul style="list-style-type: none"> • Front Yard – 12m (40ft) • Exterior Side Yard – 1.2m (4ft) • Interior Side Yard – 1.2m (4ft) • Rear Yard – 3.0m (10ft)
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Areas zoned VILLAGE RESIDENTIAL (VR 1):

<p>Dwelling:</p> <ul style="list-style-type: none"> • Front Yard – 8m (26ft) • Exterior Side yard – 8m (26ft) • Interior Side yard – 1.2m (4ft) • Rear Yard – 8m (26ft) 	<p>Accessory Building:</p> <ul style="list-style-type: none"> • Front Yard – 8m (26ft) • Side yard – 1.2m (4ft.) • Rear yard – 3m (10ft)
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Areas zoned VILLAGE RESIDENTIAL 2 (VR 2):

<p>Dwelling:</p> <ul style="list-style-type: none"> • Front Yard – 8m (26ft) • Exterior Side yard – 8m (26ft) • Interior Side yard – 4m (12ft) • Rear Yard – 5m (16ft) 	<p>Accessory Building:</p> <ul style="list-style-type: none"> • Front Yard – 8m (26ft) • Side yard – 1.2m (4ft) • Rear yard – 3m (10ft)
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NOTICE: IMPORTANT BUILDING PERMIT REQUIREMENTS

1. Copy of Site Plan
2. Algoma Public Health approval is required for new builds, and renovations with water and sewer in non-serviced areas.
3. A master plumber must be listed for serviced areas with new builds or renovations including water and sewer.
4. Those living on a highway, a MTO approval is required.
5. Certified Drawings (by professional with BCIN # in Red on each page). This number is to be included on permit if applicable.
6. Application to build (from Township office) to ensure that everything is filled in. Please confirm all building details with the Chief Building Official prior to building. Permit may be returned to the property owner to complete and thereby delaying the construction process.
7. It is *illegal to start work without a permit*. Permit *fees will be doubled* if construction begins *prior* to obtaining building permit (by-law #01-1275)
8. Please allow 7 – 10 days to process all building permits
9. Building permits must be displayed on the construction site.
10. Heating and air exchanger HVAC Design must be completed by a qualified designer.

DO NOT BUILD UNTIL A BUILDING PERMIT IS RETURNED TO YOU, SIGNED BY BUILDING OFFICIAL (Glen Irwin).

Call Glen 705-971-5116 for different stages listed below:

1. Site Inspection call
2. Footing
3. Backfill
4. Ground run (plumbing)
5. Framing inspection
6. Plumbing rough in (with air or water test) by master plumber
7. Installation and vapour barrier
8. Mechanical inspection (air exchanger/ fans etc...)
9. FINAL inspection.

NOTE:

If filling out a **Demolition Permit; a Section 357 form** is required and can be obtained at the township office or on line. This form is necessary to alert the Municipal Property Assessment Corporation that a demo has taken place and to adjust the assessment accordingly. The owner must notify the Township with a date when the demolition is completed.

The township can act on your behalf and submit this form once you have it completed. A form must be completed for each physical dated year.

Previously when mailing this document, three copies are needed. A copy for the homeowner, township office and MPAC. Visit their website for options. Mail MPAC copy to the address below:

Municipal Property Assessment Corporation
428 Pim St.
Sault Ste. Marie ON P6B 2V1

Phone:705-949-0504