



## REQUIREMENTS WHEN APPLYING FOR A BUILDING PERMIT

**Prior to the issuance of a Building or Demolition permit, one or more of the following may be required in addition to the Building Permit Application.**

1.  Amendment to Zoning By-Law.
  2.  Committee of Adjustment - Minor Variance for relief or for permission to:
- 
3.  **Permit -** Otonabee Region Conservation Authority (ORCA)  
250 Milroy Drive  
Peterborough, ON K9H 7M9  
(705) 745-5791
  4.  **Permit -** Peterborough County/City Health Unit  
10 Hospital Drive  
Peterborough, ON K9J 8M1  
(705) 743-1000
  5.  **Permit -** Entrance
    - a) **Township of Otonabee-South Monaghan**  
*Available with Building Permit subject to Roads Department approval of location.*
    - or**
    - b) **County of Peterborough - Roads Department**  
(705) 742-6823
    - or**
    - c) **Ministry of Transportation**  
**(Land Use (Building and/or Signage) OR Entrance)**  
P.O. Box 300  
Bancroft, ON K0L 1C0  
(905) 885-6381
  6.  Registered Deed - (Attached Reference Plan if applicable.)
  7.  Building Location Survey.
  8.  A Site Plan drawn by a competent Draftsman or equal according to the attached Memo.
  9.  Two (2) sets of Building Construction Plans, drawn by a competent Draftsman or equal. Plan shall include:
    - Foundation/Basement Plan
    - First Floor Plan
    - Second Floor Plan
    - Heating/Ventilation (HVAC) design calculations & drawings stamped and signed by a qualified designer
    - All wall sections and details
    - Section through attached Garage
    - Elevations (4 views)

- 10.  Building Application and Fee **(Credit Cards not accepted)**
- 11.  Development Charges Fee
- 12.  Ontario New Home Warranty Declaration
- 14.  Deposit if request

***Professional Engineer approval may be required by the applicant following a review of the Building Applications and Plans.***

**REQUIREMENTS AFTER ISSUANCE OF PERMIT:**

- 15.  Building Location - Survey indicating new construction.
- 16.  Inspections of Building and Plumbing as indicated on Permit.
- 17.  Any changes to plans require notification to Building Department.
- 18.  Well Certificate (prior to occupancy)
- 19.  Occupancy Permit

**SITE PLAN REQUIREMENTS**

The following shall be shown on the Site Plan. If any of this information is not shown, the application will not be reviewed.

**SITE PLAN**

- Drawn to appropriate scale.
- All existing buildings and sizes.
- Lot dimensions.
- All four (4) setbacks to proposed buildings and existing.
- Septic locations (Proposed or existing).
- Surface water drainage by arrows (not to flow to adjacent property).
- Proposed elevations of four corners of building in relationship to adjacent properties.
- Any retaining wall (For walkouts or at property line).
- North arrow.
- Street name and number.
- Legal description of property.
- Road allowance width.
- Right-of-way width.
- Proposed swales or ditches and existing ones.
- Foundation or Sump drainage (To dry well or ditch).
- Proximity to above ground electrical wires.
- Proximity to livestock buildings or structures.
- Hours of operation
- Proposed signs and locations
- Proposed illumination and location

## Building Permit Fees

Proposed Fee	2008	2009	2010/2011/2012
<b>Residential Permits</b>			
New Dwelling units	\$0.85 / sf	\$0.90 / sf	\$0.95 / sf
New Res. Additions	\$0.85 / sf	\$0.90 / sf	\$0.95 / sf
Residential renovations	\$10.00 per \$1000 of construction value	\$11.00 per \$1000 of construction value	\$12.00 per \$1000 of construction value
Accessory Buildings	\$0.85 / sf	\$0.90 / sf	\$0.95 / sf
Building Re-location	\$0.85 / sf	\$0.90 / sf	\$0.95 / sf
New Foundation	\$10.00 per \$1000 of construction value	\$11.00 per \$1000 of Construction value	\$12.00 per \$1000 Value
Plumbing permits	\$100 + \$10 per fixture	\$100 + \$11 per fixture	\$100 + \$12 per fixture
Decks/carports/porches	\$0.85 / sf	\$0.90 / sf	\$0.95 / sf
Outdoor solid fuel app.	\$100.00	\$100.00	\$100.00
Wood stoves/ chimneys	\$100.00	\$100.00	\$100.00
Occupancy permits	\$100.00	\$100.00	\$100.00
<b>Non-Residential Permits</b>			
Commercial / Industrial/ Institutional-new construction & additions	\$0.85 / sf	\$0.90 / sf	\$0.95 / sf
Agricultural buildings new construction & additions	\$10.00 / \$1000 of construction value	\$11.00 / \$1000 of construction value	\$12.00 / \$1000 of construction value
Soft Cover / coverall/ tent type structures	\$0.20 / sf	\$0.20 / sf	\$0.20 / sf
<b>Other permits</b>			
Demolition permits	\$200.00	\$200.00	\$200.00
Swimming pools - Inground	\$8.50 / \$1000 of construction value	\$9.00 / \$1000 of construction value	\$9.50 / \$1000 of construction value
Swimming pools- above ground	\$100.00	\$100.00	\$100.00
Minimum permit fee	\$125.00	\$125.00	\$125.00
Swimming pool sur-charge	\$100.00	\$100.00	\$100.00
Change of use permit	\$10.00 per \$1000 of construction value	\$11.00 per \$1000 of construction value	\$12.00 per \$1000 of construction value

**Plus Development Charges for the Township of Otonabee-South Monaghan and the County of Peterborough**



# 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: **Township of Otonabee-South Monaghan**

### A. Project information

Building number, street name

Unit number

Lot/con.

Municipality of Otonabee-South Monaghan

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 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): _____				
<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).			<input type="checkbox"/> Yes	<input type="checkbox"/> No
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.

## 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	

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 practice, 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="margin-left: 40px;">(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> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p style="margin-top: 20px;">_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> <span>Date</span> <span>Signature of applicant</span> </p>			