



## 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

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



# Application for a Permit to Construct or Demolish

This form is authorized under the Building Code Sentence 2.4.1.1A.(2).

<b>For use by Principal Authority</b>	
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)

<b>Project information</b>			
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>Applicant</b> <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Applicant is:			
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>Owner (if different from applicant)</b>			
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>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>Purpose of application</b>			
<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			

## Tarion Warranty Corporation (Ontario New Home Warranty Program)

- i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G.  Yes  No
- ii. Is registration required under the *Ontario New Home Warranties Plan Act*?  Yes  No
- iii. If yes to (ii) provide registration number(s): \_\_\_\_\_

### 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.

### Declaration of applicant

I \_\_\_\_\_ 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.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
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 (     )	
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			
Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="margin-left: 40px;">(print name)</p> <p><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.</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 work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. 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"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have authority to bind the corporation or partnership (if applicable).</li> </ol> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">Date <span style="margin-left: 150px;">Signature of Designer</span></p>			

\*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:**

Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006

1. 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*.

## Schedule 2: Sewage System Installer Information

Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
Sewage system installer			
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 2.18.1.1?			
<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)			
Registered installer information (where answer to B is “Yes”)			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	
Qualified supervisor information (where answer to section B is “Yes”)			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
Declaration of Applicant:			
<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. I have authority to bind the corporation or partnership (if applicable).</li> </ol> <p style="margin-top: 20px;">_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin-left: 0;"> <span>Date</span> <span>Signature of applicant</span> </p>			

**OTONABEE-SOUTH MONAGHAN**

**SCHEDULE “B”**

To By-law Number 2008-23

**FEE PAYABLE**

(Sections 4 and 14)

<b>Proposed Fee</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
<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

**Building without a permit**

Administration fee for building without a building permit (work commencing without benefit of a permit) –

**Fee is set at a rate identical to the applicable building permit fee- minimum of \$125.00 fee.**