

A How to Guide for filling out the Provincial Building Permit Application Form

INTRODUCTION

Building and Plumbing permits are required to make sure construction is done to a safe level as prescribed by the Ontario Building Code. This guide will help you through the application process to help you get a permit before you start construction.

The Ontario Building Code says what is required for a permit application. The following are the main parts that are required as part of the application:

- 1) **Completed application form,**
- 2) **Schedule 1 or 2,**
- 3) **Authorization from the owner if you are not the owner, and making an application on their behalf**
- 4) **Payment of permit fees,**
- 5) **Applicable Law approvals if required,**
- 6) **Required Drawings.**

A complete application will allow the building department to review (*10 business days for most single family dwelling projects*). **Complete applications help expedite the process and reduce the need for follow up; incomplete applications may delay the permit issuance.** After the review is complete and the permit issued and picked up, construction can start.



APPLICATION FORM

The following is a short description of the sections of the application form with examples.

A. Project Information

This section is where the applicant describes the project/location. It is required that the address be properly identified in this section. Also it is required to write the construction value estimate.

B. Purpose of application

This section describes the reason of the permit application with a "X" mark beside the purpose. Also indicate the current and proposed use of the building and a description of the work to be done.

C. Applicant

This section identifies who is applying for the permit and provides contact information so that we may reach you (**name, address and phone number**). If an email and fax number are available, is to be shown.

D. Owner (if different from applicant)

If the applicant is not the owner of the building/property, it is required to give the contact information of the owner. This also requires the applicant to get authorization from the owner to apply for a permit. Please see the authorization form.

Application submitted to: TOWNSHIP OF WELLESLEY (Name of municipality, upper-tier municipality, board of health or conservation authority)		
A. Project information		
Building number, street name 1234 VILLAGE ROAD	Unit number	Lot/con.
Municipality WELLESLEY	Postal code N0B 2T0	Plan number/other description PLAN 01, LOT 7
Project value est. \$ \$640, 000	Area of work (m ²) 2,587 sq ft	

B. Purpose of application	
☐ New construction	☐ Addition to an existing building
☒ Alteration/repair	☐ Demolition
☐ Conditional Permit	
Proposed use of building SINGLE DETACHED	Current use of building SINGLE DETACHED DWELLING
Description of proposed work RENOVATE MAIN FLOOR AND SECOND FLOOR	

C. Applicant Applicant is: ☒ Owner or ☐ Authorized agent of owner			
Last name DOE	First name JOHN	Corporation or partnership	
Street address 1234 VILLAGE ROAD		Unit number	Lot/con.
Municipality WELLESLEY	Postal code N0B 2T0	Province Ontario	E-mail jdoe@well.ca
Telephone number	Fax	Cell number 519-555-5555	

D. Owner (if different from applicant)			
Last name SAME AS APPLICANT	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	

E. Builder (optional)

This section is optional for when you know who the builder will be at the time of application.

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

This section is to be filled out if the proposed construction is a new home that is defined in the *Ontario New Home Warranties Plan Act*. If the project is **not a new home**, check “No” and move onto section G.

G. Required Schedules

This section identifies the need to provide Schedule 1 and Schedule 2, this will be explained later in the guide.

H. Completeness and compliance with applicable law

A permit cannot be issued unless all the information that is required by the Ontario government is provided as part of the application. This section is a checklist that shows what is required. If an application is complete, the City will review the permit within the timelines. **Timelines are not applicable to incomplete applications.** A “Yes” indicates that the information that is required has been submitted.

H. Completeness and compliance with applicable law		
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.	☐ Yes	☐ 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> .	☐ Yes	☐ 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.	☐ Yes	☐ No
iv) The proposed building, construction or demolition will not contravene any applicable law.	☐ Yes	☐ No

• H. Sub-section i)

○ If a Yes is marked, it means that:

- Completed application form is submitted,
- Required Schedule 1 form is submitted
- Authorization form, if applicable, is submitted
- Fees have been paid.

• H. Sub-section ii)

○ If a Yes is marked, it means that:

- Required drawings are submitted, please see further in the guide for more information.

• H. Sub-section iii)

○ If a Yes is marked, it means that:

- Enough information is provided so that the city can determine if there are any applicable laws connected to the building/property.

• H. Sub-section iv)

○ If a Yes is marked, it means that:

- The proposed work will not contravene any other laws (also known as applicable laws). This will be further discussed later in the guide

SCHEDULE 1

The Ontario Building Code requires that all designs submitted as part of a permit application are done by a qualified person but there are exemption (refer to the drawing section in the guide for more information). To identify who did the design, the Ontario government created a form called the Schedule 1: Designer Information.

Schedule 1: Designer Information

A completed Schedule 1 form is required as part of a permit application (a sewage system requires a Schedule 2 form). If a design can and has been done by a house owner, the owner **is** the designer and must fill out the Schedule 1 form. The house owner would declare that the work is exempt from registration since he/she is the property owner. For an application to be complete, the entire form must be filled.

For Section C, the designer has a Building Code Identification Number. The designer will check the boxes that apply to the project and they must be qualified to design.
*If you are the homeowner that completed your own drawings then leave this section blank.

For Section D, the designer is to complete this section with their qualifications.
*If you are the owner taking responsibility for the drawings, check the 3rd box and exemption for allowing the work is filled in as Owner.

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 3.5.2.1. of Division C]			
☐ House	☐ HVAC – House	☐ Building Structural	
☐ Small Buildings	☐ Building Services	☐ Plumbing – House	
☐ Large Buildings	☐ Detection, Lighting and Power	☐ Plumbing – All Buildings	
☐ Complex Buildings	☐ Fire Protection	☐ On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
☐ 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: _____			
☐ 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: _____			
☐ 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	

NOTE:

- 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.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, 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

The Ontario Building Code requires that all sewage systems be installed by a qualified installer but there is an exemption. To identify who is installing the sewage system. The Ontario government created a form called the Schedule 2: Sewage System Installer Information.

Schedule 2: Sewage System Installer Information

A. Project Information					
Building number, street name				Unit number	Lot/con.
Municipality		Postal code	Plan number/ other description		
B. 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 3.3.1.1, Division C?					
☐ Yes (Continue to Section C)		☐ No (Continue to Section E)		☐ Installer unknown at time of application (Continue to Section E)	
C. 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	
D. Qualified supervisor information (where answer to section B is "Yes")					
Name of qualified supervisor(s)			Building Code Identification Number (BCIN)		
E. Declaration of Applicant:					
I _____ declare that: (print name)					
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;					
<u>OR</u>					
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.					
I certify that:					
1. The information contained in this schedule 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		

REQUIRED DRAWINGS

One of the most crucial parts of a building permit application are the associated drawings. These drawings allow the department(s) to review the proposed project prior to construction. The more complete the drawings are, the better the review can be and the more items can be identified prior and rectified to construction.

The Ontario Building Code essentially states that all designs forming part of a building permit application must be prepared by a qualified designer; however, it allows for a few key exemptions. Some of the exemptions to requiring the use of a qualified designer are:

- Construction/renovations to a house by the person who is the owner (not more than 2 storeys and with no dwelling above another dwelling) (excluding HVAC);
- Deck serving a house which is owned by the person; and
- Accessory building serving a house which is owned by the person, area not more than 50 m² (538 ft²).

*Note, that the above list is only short list of examples and that the Ontario Building Code Div. C Part 3 is to be consulted for the exemptions.

Please contact the building department if you require more information on what qualifications are needed and for help on how to find a qualified designer. A qualified designer will have a Building Code Identification Number, or be a registered member of the Professional Engineers Ontario or Ontario Association of Architects.

Required Drawings

Although a homeowner may be exempt from requiring a design from a qualified person, if a homeowner decided to create their own drawings, it is the **responsibility of the homeowner to endure that the drawings contain sufficient information and that the design is to the Ontario Building Code**. For this reason, it is recommended that if the project is more complex than one's ability, that the help from a designer be considered.

List of plans and working drawings, as defined in the Building Code, required to accompany the application:

- Site Plan
- Foundation Plan
- Framing Plan
- Section and Details
- Electrical Plan
- Plumbing Plan
- Lot grading Plan
- Floor Plans
- Roof Plan
- Elevation Plan
- Heating and Ventilation Plan
- Fire alarm, Sprinkler, Standpipe Plan

FREQUENTLY ASKED QUESTIONS

1. What can result from not obtaining a building permit?

Answer: It is unlawful to commence construction without a building permit. If the work does not comply with the Ontario Building Code requirements, costly repairs may be required to gain compliance, removal of work done not in compliance may be required, the building permit application fee may be increased and legal action may be initiated by the Building Department to gain compliance. If you are still not certain whether your project requires a building permit, contact the Building Department. Our staff will be able to assist you in making that determination.

2. Where can I find information on Ontario Building Code items?

Answer: The Ontario Ministry of Municipal Affairs and Housing is the governing body that administers the Ontario Building Code. Their website, available at <https://www.ontario.ca/page/ministry-municipal-affairs-housing>, contains not only building code information, but also other items as training information and related publication. If a copy of the Ontario Building Code is desired, it can be found online through e-laws.

3. How long is a permit valid for?

Answer: The time frame in which the project must be substantially started is six (6) months. From this point, you have 1 year to complete the project. If more time is needed, you may write to the Chief Building Official stating the reasons for requiring an extension and he may choose to grant more time to complete the project. If construction has not started within 6 months, or if at any point construction has stopped for a significant amount of time, the Chief Building Official may choose to void the permit.

4. What kind of construction does NOT typically require a permit?

Answer: The following is a list of projects that generally do not require a permit; however, construction must still comply with the Ontario Building Code and associated Application Laws (for example, Zoning By-Law):

- Re-shingling of a roof
- Replacing doors or window of equal size
- Kitchen or bathroom cabinets (no plumbing)
- New flooring, painting and decorating
- Detached accessory buildings less than 10m² (108 ft²)
- Replacement of plumbing fixtures with NO modification to the plumbing system
- Replacement of heating equipment with NO modification to the distribution system

For more information, contact the Building Department at 519-699-3947 or building@wellesley.ca