

How to Fill Out a Building Permit Application

This How To Document shows how to fill out the Application to Construct or Demolish.

Section A

Please fill out everything except unit #, Lot, Plan Number (unless you know this information then please fill out accordingly).

Section B

Check the Box that best applies, Current Use of Building is what the building is currently used as (ex. House, Garage, Duplex, etc.), Proposed Use of Building is what it will be used for after the proposed work is completed. If unchanged put "Same"

Section C

Choose "Owner" or "Applicant". The Owner is the person who the property is deeded to. The applicant is everyone else that applies for a permit who is NOT the owner. Fill out all remaining information except unit #, Lot, Plan Number (unless you know this information then please fill out accordingly) Please be aware that if you are applying on behalf of the owner you will require an Authorized Agent form to be filled out and signed by the owner giving you permission to apply on their behalf. (See the Forms Section)

Section D

If you are the Owner and have filled out your information above in *Section C* then please just write "SAME" in the last name field of this section. If you are applying on behalf of the owner then please fill out the Owners information as requested on the form. Everything except unit #, Lot, Plan Number (unless you know this information then please fill out accordingly)

Section E

Fill out information of the contractor doing the work, If you are the Owner and have filled out your information above in *Section C* then please just write "SAME" in the last name field of this section.

Section F

This section is only filled out if you are building a new house and the contractor is a Tarion Registered Builder. The Builder should provide this information to you. All other projects select "NO" to both.

Section G

Ensure that you have completed the Schedule 1 Designer Information Sheet. This will need to be provided for all projects. (See How to Fill out Schedule 1 Guide).

Section H

Ensure that you have completed Section H of the application.

Section I

Print and Sign your name and date the application.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority			
Application number:	Permit number (if different):		
Date received:	Roll number:		
<p style="font-size: 1.2em; margin: 0;">Application submitted to: <u>TOWN OF SMITHS FALLS</u></p> <p style="font-size: 0.8em; margin: 0;">(Name of municipality, upper-tier municipality, board of health or conservation authority)</p>			
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. 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			
C. 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
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

E. 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	
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. Required Schedules				
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.				
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).			<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
I. Declaration of applicant				
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.

How to Fill Out a Schedule 1 Form

This How To Document shows how to fill out the Schedule 1 that accompanies all building permits as a document that states you legally take responsibility for your own drawings.

Section A

Please fill out everything except unit #, Lot, Plan Number (unless you know this information then please fill out accordingly).

Section B

Please fill out everything except unit #, Lot, Plan Number, Fax Number (unless you know this information then please fill out accordingly).

Section C

Homeowners only fill out the description of the project for which they have done the drawings, put as much detail as possible about the work taking place.

Example. *Rear yard deck with guards 36" high and set of stairs that is attached to the house and on sono tube and bigfoot foundation.*

Section D

Print Your Name legibly and you will choose the last option which reads:

"The design work is exempt from the registration and qualifications requirements of the Building Code"

The basis for exemption from registration and qualification is: "**Homeowner**".

Also Date and Sign at the bottom of the page.

At this point you have successfully filled out your Schedule 1 for a building permit application.

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]			
<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)			
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:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) 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.



SMITHS FALLS
RISE AT THE FALLS

LETTER OF AUTHORIZATION

Contact Information (Complete all):

Site Address: _____

Owner Phone#: _____

Owner Email: _____

I _____ (print name) as the registered owner of the
aforementioned property give permission to _____ (print name
of person or company) to apply for a permit to construct or demolish on my property within the
Town of Smiths Falls on my behalf. The project scope is
_____ (identify the project scope).

Signature

Date