



How to Complete a Building Permit Application Form

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:

All Areas **indicated** MUST be completed

NORFOLK COUNTY

Application submitted to: _____
(Name of municipality, upper-tier municipality, board of health or conservation authority)

Provide Unit (apartment) number only if applicable

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)	

Lot/Con & reference plan required if in a new subdivision only

Area of work is the building footprint or the size of the area to be renovated

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				

Briefly describe the work proposed. Ex. New Septic system, kitchen renovation, rear deck, front porch, new single family dwelling, additional dwelling unit, farm building, demolition of a house, etc.

C. Applicant

Applicant is: Owner or Authorized agent of owner

Last name	First name	Corporation or partnership		
Street address		Unit number	Lot/con. N/A	
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	N/A	Cell number ()	

An email must be provided if available

D. Owner (if different from applicant)

Last name	First name	Corporation or partnership		
Street address		Unit number	Lot/con. N/A	
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	N/A	Cell number ()	

Application for a Permit to Construct or Demolish – Effective January 1, 2014

Note:
If the applicant is someone other than the property owner, then the owners information is to be filled out and an Owners Authorization Form is also required. (see Forms)

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/oon.
Municipality		Postal code	Province	E-mail
Telephone number ()		Fax ()	N/A	Cell number ()
F. 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the Ontario New Home Warranties Plan Act?			<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. Page 3				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system. Page 4				
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 Building Code Act, 1992, 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 Building Code Act, 1992.			<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 Building Code Act, 1992 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		

Provide the name, company of the person that is going to do the work. Inspection reports will be forwarded to this email address as well as the applicant.

Tarion Information is required for new home construction only. Go to www.tarion.com for more information

Application form has been filled out and submitted

Payment Provided

All drawings and documents provided?

All applicable law documents provided. (see applicable Law Checklist)

If the building DOES NOT contravene any applicable laws, choose yes.

Signature of the applicant is required

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.

Someone must take responsibility for the design of the proposed work and the design of the drawings

This page must be completed and signed by the person taking responsibility
Exemptions: Architects and Professional Engineers are not required to complete this page.

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 () ()	N/A	
		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 <input type="text"/> declare that (choose one as appropriate):			
Select only one (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: <input type="text"/>		
	Firm BCIN: <input type="text"/>		
<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: <input type="text"/>		
	Basis for exemption from registration: <input type="text"/>		
<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: <input type="text"/>		
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.			
<input type="text"/>		<input type="text"/>	
Date		Signature of Designer	

An Email & Phone number must be provided if available.

A designer with a BCIN Number is to indicate which design activity they are undertaking

Description of the work the designer is responsible for

Name of the Designer. This will match name in Section B

Certain projects require registered designers Section to be completed by registered designers or registered design firms.

Certain types of project require an independent designer. This designer must provided the basis for the exemption from being registered

Certain types of projects are exempt from the requirements to have a BCIN Ex. A home owner building their own home, An accessory building under 95 m.sq in building area, A farm building under 600 m.sq.

NOTE:

- 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.
- 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.

Installers of new septic systems, repair and/or expansion of existing, tank replacements must complete this page. The person listed in Section C is to be on site during septic backfill inspection.

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?					
<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)	
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 ()	N/A	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:					
Select only one (print name)					
<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;					
OR					
<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.					
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		

Lot/Con & reference plan required if in a new subdivision only

Is the system installer known at this time?
If not, a new completed schedule 2 form is required once the installer is known

Information of installer, Email is required

Information for supervisor (Can be same as installer, if that person is qualified as a supervisor)

This is the SAME person as the applicant indicated on the first & second page of the permit application form.