

JOINT BUILDING COMMITTEE

*Serving the municipalities of Burk's Falls, Joly, Machar,
Ryerson, South River, Strong and Sundridge*

CHECKLIST FOR ALL BUILDING PERMIT APPLICATIONS

The following are required to be submitted as a complete application. If all the appropriate information is not provided then the application will be returned as incomplete.

1. The complete Ontario Application Form and all applicable schedules.
2. Two sets of all submitted drawings and plans. All drawings must be legible and to scale.
3. Return this checklist with the appropriate boxes checked next to the drawings etc. that you have submitted.
4. For Change in Use, Plumbing or other permits not listed below contact the Building Department.

New Buildings, Additions and Renovations: also include items from: 1 2 3

Refer to attachment Schedule 1 as a guideline for required drawings and plans. It may be possible to combine certain drawings with others, as long as all necessary design information is provided (example; plumbing, mechanical, wood trusses and electrical services).

Site Plan	Building Elevations	Floor Plan	Foundation Plan
Framing Plan	Roof Plan	Heating Ventilation Air-Conditioning Plan	
Electrical Services Plan	Plumbing Plan	Section & Detail Plans	

Deck Attached or Unattached to a structure: also include items from above; 1 2 3

Site Plan: Detailed legible plan showing all existing and proposed buildings and their sq.ft. (sq.m), and location to lot lines, septic systems, water and shore road allowances or crown reserve.

Foundation, Piers, Floor and Section Plans: Drawings that show size and spacing of piers or Foundation, beams, joists, decking and railing/guard details.

Dock: also include items from above; 1 2 3

Site Plan: Show location and dimensions of all existing docks, boathouses and proposed docks.
Include all setbacks to lot lines and distances from all shorelines.

Required Drawings and Plans

The following list of drawings should be used as a guide when preparing drawings for submission for a building permit **for a project under Part 9 of the Ontario Building Code, which does not require professional design.** Any project that requires design by an Architect and/or Professional Engineer (Part 3 Buildings, such as assembly occupancy, institutional or large buildings over 600 sq.m. and multiple dwellings) will require more comprehensive drawings with a professional's seal and a signed Commitment to General review and Design form filled out by all providing design.

The Designer that prepares the permit drawings must provide sufficient information to ensure compliance with the requirements of the Ontario Building Code.

As of January 1, 2005, designers will be required to show proof of meeting the qualifications and registration required by the Ministry of Municipal affairs and Housing.

1. Site Plan:

- The location of all existing and proposed buildings. Location and design of Fire Department Access Routes.
 - The setbacks to lot lines must be clearly shown.
 - The existing and proposed drainage patterns should be illustrated, (provide geodetic elevation if in a flood plain, or plan of subdivision).
 - The proposed means of storm water disposal (from foundation drains and rainwater leaders) must be illustrated.
 - Must show distance from any existing above ground electrical conductors.
- The plan must be to scale and show all property boundaries, easements, right of ways, adjacent road and water bodies including any water courses such as intermittent streams. The location of sewage systems should be added to the site plan. A copy of the Deed is required if the site plan has not been prepared by an Ontario Land Surveyor.

2. Floor Plan:

- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows, plumbing fixtures and stairs must be shown.
- Structural information for the roof or floor above may be illustrated on the floor plans for simple projects, as well as mechanical and electrical information. The plans must be to scale, with a separate plan for each storey, including the basemen. If the project is an addition, then the layout of the existing floor is also required.

3. Foundation Plans:

- Soil conditions and water table must be listed/shown.
- The size and type of materials used for the foundation.
- The location of all footings, including column and pier footings.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added on this drawing.
- Specifications required for all ICF, Sip's or other alternative foundations required.

Required Drawings and Plans

4. Framing Plans:

For simple projects the framing can be shown on the floor plans.

- The size, type and location of all structural members must be clear.
- Spans for beams should be indicated.
- The specifications for engineered lumber must be clear.
- The specifications for engineered lumber must be provided (truss and floor joist layout drawings).

All loads must be transferred to the foundations; sufficient information must be provided on the drawings to verify this.

5. Roof Plans:

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.

6. Sections and Detail:

- Cross sections to illustrate all materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of; insulation, air barrier, exterior cladding, vapour barrier, structural members, sheathing, interior finish, backfill height, foundation dampproofing & waterproofing, drainage, stairs, bracing and connections, fireplace details and clearances.

7. Building Elevations:

- Show proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc. should be clearly illustrated.

8. Electrical Services:

- Indicate locations of lights, smoke alarms, carbon monoxide detectors, switches and other electrical components required under the Ontario Building Code.
- **Note: Contact the Electrical Safety Authority at 1-877-372-7233 for electrical wiring permits.**

9. Heating, Ventilation and Air Conditioning:

- Indicate locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design.
- Location and description of HVAC units and ventilation design summary.
- Location and clearance details (specifications) of woodstoves and fireplaces.

Required Drawings and Plans

10. Plumbing Drawings:

- Indicate all plumbing fixtures, including rough-in fixtures.
- Provide information on piping size, appliances devices and fixtures used.

Note 1: Approval is required from the North Bay Mattawa Conservation Authority for waste disposal systems for new houses, cottages, sleep cabins (if permitted), additions or change in use prior to issuance of a building permit. Please contact the North bay Mattawa Conservation Authority by phone at (705) 474-5420 North Bay Office or (705) 746-7566 Parry Sound Office or by e-mail at www.nbmca.on.ca for more information.

Note 2 Docks: The Federal Fisheries Act provides for the protection of fish, and fish habitat. Under the habitat protection provisions of the Fisheries Act, no one may carry out any work that harmfully alters, disrupts or destroys fish habitat, unless authorized by the department of Fisheries and Oceans. Also, no one is permitted to deposit a harmful substance in water frequented by fish. Failure to comply with the law may result in substantial fines of up to \$1,000,000.00, risk of imprisonment, and you may be directed to cover the costs of restoring the site.

A permit will be required from the Ministry of Natural Resources for:

- A new crib dock where the total crib area exceeds 161 sq.ft. (15sq.m)
- A dock with a solid foundation (e.g. concrete), jetty docks or docks constructed with steel sheathing.
- A boathouse with a solid foundation.

A permit will be required from the Department of Fisheries and Oceans for:

- Any new construction where the work is in or adjacent to Class 1 Fish Habitat.

Note 3: Any new construction along the Kings Highway requires a permit from the Ministry of Transportation.

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APPLICATION FOR BUILDING PERMIT CHECKLIST

The following may be required before applying for a building permit:

- 1. **Completed building permit application, dated and signed with fees paid (required).**

Submitted Building Permit Applications must be in the prescribed form (Building Code Act Section 8.-1.1). This form can be obtained at any Joint Building Committee member municipal office or online at www.ontario.ca/buildingcode and go to publications. All applicable fields must be filled in before the application will be accepted. This includes the designer information and applicable law details.

A new building of residential occupancy that is within the scope of part 9 and is intended for occupancy on a continuing basis during the winter months requires an Energy Efficiency Design Summary Sheet completed and submitted with the building permit application.

- 2. **A site plan must be submitted, and where necessary prepared by an OLS that illustrates the location of all buildings (existing and proposed labeled). The location of utilities and existing and proposed drainage must be clearly illustrated. As well, all buildings must not be located beneath an electrical conductor and be at least 3 meters from the horizontal swing of the conductor, that has a voltage not less than 2.5 kV and not more than 46 kV.**

A Deed may be required to confirm ownership of recently purchased property or recently Severed property.

- 3. **Two complete sets of plans are required with submitted building permit applications. They may include Site plans, Building Elevations, Floor plans, Foundation plans, Framing plans, Roof plans, Heating Ventilation Air-Conditioning plans with heatloss calculations, Electrical plans, Plumbing and detail & sectional plans. Depending on your project not all listed plans may be required.**
- 4. **Septic approval from the North Bay Mattawa Conservation Authority is required to complete a building permit application when applicable. They can be reached at (705) 474-5420 North Bay Office or (705) 746-7566 Parry Sound Office. As well, forms and information can be obtained on their web site at www.nbmca.on.ca**

Contact Lists:

Electrical Authority: Hydro One, Electrical Safety Authority (ESA) 1-888-664-9376, for electrical inspections call 1-877-372-7233

Ministry of Natural Resources: Docks, boathouses or shoreline improvements, 1-705-645-8747 and,

Department of Fisheries and Oceans: 1-705-746-2196.

Joint Building Committee: 1-705-384-9444

Building permit fees are base price of \$100.00 plus \$14.50 per \$1,000.00 of project value due with submitted application for approval.

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

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)					
<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		

NOTE:

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 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: 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 ()	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:			
<p>I _____ declare that:</p> <p style="text-align: center;">(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> <p>1. The information contained in this schedule is true to the best of my knowledge.</p> <p>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>			