

Complete Application **Best Practice Guide for** **Chief Building Officials**

**A Joint Working Group of Large
Municipal Chief Building Officials
and Ontario Building Officials
Association Members**

Issued December 30, 2011



Complete Application Best Practice Guide

The Building Official & Industry Guide When Filing a Building Permit Application

Introduction

The Complete Application Best Practice Guide is intended to inform and serve as a resource tool for Chief Building Officials related to the regulation changes on Complete Applications (eff. January 1, 2011). The changes set out in the regulation allow greater flexibility for Building Departments across Ontario to receive and process building permit applications. The Best Practice Guide provides background information, service level options and a comprehensive list of FAQ's to assist building officials in understanding the regulation changes. Further, this guide will assist with municipal practice from municipality to municipality and is more consistent and increases industry understanding of municipal practices for a successful complete application filing.

The guide will be shared with the Ontario Home Builders Association, the Ontario Association of Architects and the Professional Engineers of Ontario.

The Complete Application Best Practice Guide will assist owner applied projects such as house additions provided municipalities have the Guide accessible through their website, front counter display's and promoting during Building Safety Month (May).

New Provincial Building Permit Application Form

The provincial form "Application for a Permit to Construct or Demolish" has been amended to reflect amendments to the *Building Code Act, 1992* made under the *Good Government Act, 2009*, and related changes to the Building Code (BC). These amendments clarify the criteria for a "complete" permit application that is subject to a full review within the timeframes set out in the BC. The new provincial form must be used for all permit applications made after January 1, 2011 and can be found on the Ministry of Housing website <http://www.mah.gov.on.ca/Page9222.aspx> and additional information at <http://www.mah.gov.on.ca/Page9223.aspx?DateTime=634279261800000000&PageM>

Determination of Completeness

Under the new regulations, a permit applicant must, on the permit application form, make a declaration about the completeness of their application. This will require the applicant to consider whether their application meets the requirements for a complete application. To facilitate this, municipalities are encouraged to prepare and make available helpful guides, procedures and/or checklists to inform and assist the applicant.

The Chief Building Official (CBO) is now entitled to make a determination on the completeness of the application. Where the applicant declares that their application is not complete, the application will not be subject to a full review within the timeframes set out in the BC. Where they declare their application to be complete, the chief building official can refuse to accept the application or they can choose to accept it and advise the applicant in writing of the reasons why the application is not complete.

Where the Chief Building Official determines within two days after the submission of the application that it does not meet the requirements for completeness and the chief

building official notifies the applicant in writing of the reasons why the application is not complete, the application is not subject to a full review within the timeframes set out in the BC. If the chief building official does not make that determination within the two days, the application is deemed to be complete and the chief building official must, within the times prescribed by the BC, issue the permit or refuse to issue the permit and provide all the reasons for the refusal.

What Constitutes a Complete Application?

Under the new regulations, a complete application must include the following:

- A completed permit application form signed by the applicant and all required Schedules (Note: Architect and Engineer are exempted from filing Schedule 1);
- Payment of all permit fees prescribed by municipal bylaw, resolution or regulation made under clause 7(1)(c) of the Building Code Act;
- Plans and specifications detailing the proposed construction or demolition as prescribed by municipal bylaw. It is recommended these plans and specifications be prescribed by municipal by-law, resolution or regulation made under clause 7(1)(c) of the Building Code Act and be project specific;
- Information and documents as prescribed by municipal bylaw which enable the Chief Building Official to determine whether the proposed construction or demolition will contravene any applicable law. These will be documents that confirm that approvals required by an applicable law have been obtained. It is recommended that the information and documents be prescribed by municipal by-law, resolution or regulation made under clause 7(1)(c) of the Building Code Act; and
- A proposed building that will not contravene any applicable law. This requires the proposed building to comply with the applicable zoning standards of the municipality and any other relevant applicable law.

The Municipal Response

For an application that has been declared complete by the applicant the municipality, can respond as follows;

1. CBO **does** assess “completeness” within 2 days

CBO accepts applications that meet the requirements of 1.3.1.3 (5).

These applications are made in the correct form and by the owner or the authorized agent of the owner, all applicable fields have been completed on the application and the required schedules, and all the required schedules are submitted. Payment has been made of all fees required under the municipal bylaw.

These applications are accompanied by the plans and specifications prescribed by the applicable by-law ...

These applications are also accompanied by the information and documents prescribed by the applicable bylaw...which enable the CBO to determine whether the proposed building, construction, demolition, will contravene any applicable law.

These applications do not contravene any applicable law.

The applicant has declared that these requirements are met by checking “Yes” under “H” of the provincial permit application form.

The CBO undertakes a review of completeness and compliance with applicable law within 2 days. If the application is not complete the CBO provides reasons to the applicant in writing why the application is not complete (or does not comply with applicable law). If the application is “complete” the CBO completes the full review of the application within the prescribed timeframe (e.g. 10 days for houses).

This approach enables municipalities to screen out applications that are incomplete or not in compliance with applicable law, so that building department resources can be focused on complete applications.

2. CBO does not assess “completeness” within 2 day period

As in option 1.

However, the CBO does not confirm the “completeness” of the application or compliance with applicable law within the 2 day completeness review period and accepts the application as complete.

The CBO must then undertake a full review of the application and identify all reasons for refusal if a permit is not issued, even if the application does not comply with applicable law or is found to be incomplete.

This approach may be appropriate for some rural or smaller municipalities unable to complete the 2 day review because of constraints related to staff resources or distance.

Other procedures

Other procedures that some municipalities have implemented to provide better service or improve efficiency include:

- Require or offer a pre-application review (for all or selected permit types) that confirms what documentation is required and whether the proposed construction conforms to applicable law, including zoning; or
- Implement a ‘zoning certificate’ procedure that is identified through the municipal building by-law as a required document for a complete application. The certificate will confirm compliance of a proposal with the zoning by-law and other applicable law, and, will not be issued until the proposal complies with the zoning by-law and all approvals required by an applicable law have been submitted.

With respect to providing guidance to permit applicants on what constitutes a complete application the municipality is encouraged to:

1. Define in the municipal by-law, precisely what constitutes a complete application;
2. Develop guidelines for the completion of the permit application form;
3. Develop municipal checklists that, by building and/or project type, identify what drawings, specifications and documents must accompany an application; and,

4. Develop web presence to identify the foregoing; and,
5. Communicate the changes with industry associations such as the local home builders association

Review and pre-screen responses to those items in Box H

1. If the applicant marks any items with a 'No', the applicant is declaring their application is incomplete;
2. If the applicant marks all items with a 'Yes', the applicant is declaring that in their opinion, the application is complete.

In either case, the municipality should confirm the applicant's declaration and provide in writing the reasons for incompleteness (eg. Notification of Completeness of an Application).

For those applications declared as not complete and as mentioned in the section on "determination of completeness" - that the application can still be accepted by the municipality for review (but is not subject to a full review within the prescribed timeframes for that category of building).

Often for larger and more complex projects, not all plans or applicable law approvals will be in place before an application is submitted. While the Building Code does not include any specific provisions for dealing with applications that are declared to be not complete, it is however a matter of good practice for the municipality to advise applicants that it will accept some applications that are declared by the applicant to be incomplete. The municipality will not necessarily accept all applications that are declared incomplete but will accept those that are sufficiently mature to warrant review by the municipality.

As a general rule applicants are encouraged to consult with the municipality prior to submitting an application. Pre-consultation can often reduce problems down the road.....

Tips and FAQ's

The joint Working Group (WG), responsible for creating the Best Practice Guide (BPG), includes tips and frequently asked questions to highlight the changes related to complete applications. During the preparation of the BPG, common questions were recorded and the answers to the questions form part of the guide. See separate attachment titled "23 FAQ's".

Every CBO/municipality should consider the following tips;

- Update the municipal building bylaw after reading this guide,
- Communicate the goal of "How to file a complete permit application" such as counter pamphlets, information via website, meeting with local associations, etc.
- Create templates that assist staff with serving the customer while acting as a hard copy for the customer,
- Ask local CBO's about their process with the goal of being uniform as customers prefer to be treated the same from all municipalities. At the very least, municipality practices around complete applications should be transparent,
- Obtaining feedback from the customer is a common method for seeking feedback on services,
- Remove policies/forms that add no value to the application process,
- Communicate, communicate and communicate with the customer,

Reference Documents – Attachments

The Complete Application Best Practice Guide contains a number of proven documents to serve as tools to assist both the municipality and the customer when filing building permit applications. To increase awareness surrounding complete applications, common templates are included for use in any Ontario municipality. Feel free to add your municipal logo/contact information. See separate attachment titled “Attachments A-H”.

1. **Attachment “A”, “A Guide to the Permit Application Form”**,
2. **Attachment “B”, “Notice of the Completeness of an Application for Permit”**
3. **Attachment “C”, “Application Checklist Complete Building Permit”**,
4. **Attachment “D”, “Zoning Certificate Program”**,
5. **Attachment “E”, “Pre-Consultation Process”**,
6. **Attachment “F”, “Coordinated Applicable List Checklist”**,
7. **Attachment “G”, “Schedule of Documents, Drawings and Specifications” forms part of building by-law.**
8. **Attachment “H”, “Full Review Status Letter”**,

Municipal Feedback (Jan.1/11 to Dec.1/11)

The regulation changes for complete applications became effective on January 1, 2011. Since implementation of the changes, there have been very few questions from CBO’s. There were a couple questions on the payment of fees; development charges and building permits.

For clarification purposes, development charge fees are NOT required to be paid at time of filing a complete application. The opposite is true for the payment of building permit fees. The building permit fee is required to be paid at time of filing a building permit application. Note; municipalities may elect to accept complete applications without requiring the building permit fee to be paid when filing the application.

Every applicant who files a complete application is to receive a full municipal review with a written decision within the prescribed time frame. Municipalities that do not provide this level of service are not following the regulations in the BC. The recourse for an applicant who does not receive this level of service is to contact MMAH; Building Code Commission. The WG is hopeful there will be no need for further BCC rulings related to time frames.

The WG members encourage and remind municipalities to provide a written decision within the prescribed time frame for all complete applications as part of the regulatory process and to provide the certainty for the applicant. The intent behind prescribed time frames is “certainty”.

Municipal Performance Measurement Program (MPMP)

Effective January 1, 2011, Municipal Building Departments will be required to record two metrics and report on these in 2012. This program is brand new for Municipal Building Departments. The one metric is specific to time frames (10, 15, 20 & 30 business days). Each municipality will report on the median number of days to review a complete building permit application and issue a permit or not issue a permit, and provide all reasons for refusal. **The metric reporting on the four (4) median days applies only to “complete applications”**. Permit applications that are deemed incomplete are not to be included in this metric.

For additional information on MPMP, refer to this MMAH website at <http://www.mah.gov.on.ca/Page297.aspx> and/or speak to the Clerk in your municipality.

Authors & Assistance for the Best Practice Guide

The Complete Application Best Practice Guide was a joint venture of experienced individuals from small, rural and large municipalities, with representatives from; Large Municipal Chief Building Officials and the Ontario Building Officials Association. The WG team included; Willy Wong (Mississauga), Mark Sruga (Toronto-West), Frank Zabukovec (Oakville), Bob Foster (Centre-Wellington), Chris Bird (Markham), Tim Moore (Markham), and Chair Mike Seiling (Kitchener). The WG was fortunate to have one additional member, Michael DeLint, Senior Policy Advisor with the Ministry of Municipal Affairs and Housing (MMAH). The WG members responsible for this Guide would welcome answering your questions. The changes surrounding complete applications were wide ranging and the WG attempted to cover all points but if a point was overlooked, please feel free to contact one of the WG members directly or alternately contact the MMAH.

Background Information

In late 2006 the Ministry of Municipal Affairs and Housing formed a Working Group to review reported industry complaints on municipal practices when filing a building permit application. The WG was comprised of representatives from various sectors of the construction industry such as; two home builders, one architect, two building officials and one Ministry official.

The WG received clarification from the MMAH surrounding the intent of complete application filing, specifically, permit review timeframes (Jan. 2006) from the Building Code Statute Law Amendment Act, 2002 (Bill 124) changes. According to MMAH, one of the original goals of Bill 124 was consistency, and, in terms of application filing the industry reported inconsistencies. The WG prepared a detailed report listing issues and recommendations that would support the goal of consistent application filing. In February 2007, the Building Advisory Council (BAC) unanimously endorsed a twelve page report and the said report was forwarded to the Minister.

Ministry staff discussed the BAC recommendations with stakeholders in mid 2007 and by fall of 2008 there was consensus to “raise the bar” for a complete application to include documentation from external applicable law agencies and plans/specifications that comply with the municipal by-law. The recommendations included provisions for early screening or “customer review” of applications, at which time missing information related to applicable law and plan / specification, would be identified. Where no early

screening/counter review takes place, or no control procedures are established for the early review, the application would be accepted as complete and subject to the full permit review process. Further an early review does not preclude the CBO identifying missing clearances or the content of plans during permit review process.

Clarification was provided that where a permit application is considered incomplete the plan review is not subject to the timeframes. However as part of customer service the municipality would still complete the full plan review but not necessarily within the prescribed time frame.

In late 2009, the Good Government Act, 2009 (Bill 212) revised the Building Code Act to clarify the requirements for building permit applications that are subject to full review within the timeframes set out in the BC. Clearer requirements for building permit applications that are subject to mandatory review, within the timeframes set out in the BC, are intended to promote more uniform administration of the BC and increase certainty in the permit process.

The timing of the complete application changes coincides with new municipal reporting as part of Municipal Performance Measurement Program. The complete application changes will serve as a “starting point” for a uniform province-wide definition for complete applications. Effective January 1, 2011, municipalities will be required to record two Building Service scales; one is permit review time frames and the second is operating costs. In early 2012, each municipality will be expected to report on the 2011 data metrics and subsequent years thereafter.

In late 2010, a second WG was formed to produce a Complete Application Best Practice Guide. The intent of the Complete Application Best Practice Guide was to increase the awareness of the changes surrounding “complete applications” and provide options for each municipality. Providing options and explaining the change is important because municipalities are different from one another, ranging from subtle to very different in terms of processing applications. What works for one municipality may not work for another municipality. The key to a successful rollout of this guide is communicating the changes while listing options.



FAQ's – part of Complete Application Best Practice Guide

Issued December 30, 2011

Q1. How have the rules around determination of a "complete" building permit vs. an "incomplete" building permit changed?

A1. After January 1, 2011, an applicant who wants the application to be reviewed within the time frames prescribed in the Building Code must declare that the application is complete and does not contravene applicable law. After an application that meets these requirements has been received, the Chief Building Official has 2 days to review the application for completeness and compliance with applicable law. In the case of an application for house, if the application is complete and does not contravene applicable law, the Chief Building Official has, after receiving the application, another 8 days of the total of 10 days to review the content of the plans and other information in the application, and either issue a permit or provide all reasons for refusal.

Prior to January 1, 2011, an applicant seeking a review of a permit application within prescribed timeframes was not required to declare that the application included all documents required by municipal bylaw and that it did not contravene applicable law.

Q2. Must a municipality accept all building permit applications submitted to them?

A2. No. Starting January 1, 2011, the municipality must accept and review within the prescribed timeframe, a building permit application under the following circumstances: 1) the application has been properly completed on the prescribed form and the fees paid in accordance with the municipal bylaw; 2) the applicant declares that the application is complete and does not contravene applicable law; and 3) the Chief Building Official has not has not determined and advised the applicant by writing within 2 days that the application is "incomplete" . The application would be "incomplete" if contrary to the applicant's declaration,. It does not in fact include the plans, specifications and other documents required by the municipal bylaw, or if it does not in fact, comply with applicable law".

Further if an applicant declaring that s/he has submitted a “complete” application forgot to bring in a document that forms part of the “complete” application, municipalities are encouraged to establish a policy to place the application on hold until the document is returned within forty eight hours. When the missing document is submitted the application is deemed “complete” and is now subject to a full review within the time frame. The Working Group recommends this method to be adopted and encourages other municipalities to follow suit. The industry, our customers will appreciate this level of service without feeling penalized when a mistake occurs.

However a municipality may make a policy decision based on service level to accept “incomplete” building permit applications. It is not unusual in the case of larger and more complex projects, for applicants to submit an application that does not include all the required information and to work with the municipality on an iterative basis to address any technical or applicable law issues. In this case the applicant would not declare that the application is complete and would check off “no” under “H Completeness and compliance with applicable law” in relation to all or any one of H ii), iii) or iv). These applications would not be subject to provincially prescribed time frames.

- Q3. Are there timeframes in which a CBO must make a determination about a building permit application being either "complete" or "incomplete"?
- A3. Yes. The CBO has a max. of 2 business days in which to make this determination and they must notify the applicant in writing if they determine the application to be "incomplete".
- Q4. What happens if the CBO does not make this determination and notification within the 2 days?
- A4. If the CBO does not make this determination and send the written notification within the 2 days, the building permit application is deemed to be a "complete" application and the CBO must issue a permit within the prescribed time frame or provide all reasons for refusal.
- Q5. What happens to a permit application when the CBO;
- A) Determines the application is a complete application within the prescribed 2 day time frame?
 - B) Fails to make a determination that the application is a complete application within the prescribed 2 day time frame?

- A5. The permit application is subject to a full review within the time frame (10, 15, 20 or 30) prescribed in the Ontario Building Code – in other words, the clock starts ticking from the day after the application was made.
- Q6. Does the prescribed review time frame (10, 15, 20 or 30) to make a decision include the 2 day complete determination?
- A6. Yes. The max. 2 days provided to determine if a building permit application is either "complete" or "incomplete" are **not** added to the overall "decision" time frame – in other words, if you take 2 days to determine if a new house permit application is "complete" then you only have 8 business days left to complete the full review and make a decision to issue or not to issue.
- Q7. What requirements must be fulfilled in order for a building permit application to be considered "complete"?
- A7. In order for a building permit application to be considered "complete" the applicant must provide the following;
- The permit application form has been executed (the prescribed provincial application form) ;
 - The application is signed by the owner of the property or the authorized agent of the owner;
 - All applicable fields on the application form and required schedules (where applicable; 1 & 2) are completed;
 - All attachments or supporting documents (required by municipal Building By-law) as being attached to the application are submitted with the application; and
 - The application is accompanied by the types and quantities of plans and specifications that are specified by municipal Building By-law.
- Q8. In what form must the CBO advise the applicant concerning the determination of their application as being either "complete" or "incomplete"?
- A8. The regulations state that the applicant must be advised in writing only if their application has been deemed to be "incomplete" and within the max 2 days – in other words the clock does not start ticking.
- Q9. Does the CBO need to advise the applicant of all the reasons on why the application is deemed to be "incomplete"?

A9. No. The regulations do not state that the CBO must advise the applicant of all the reasons on why the application is deemed to be "incomplete". However, it is recommended that as a 'best practice' in terms of customer service that the CBO inform the applicant of all known reasons on why the application has been deemed to be "incomplete".

Q9A. Can the CBO identify additional incomplete items or applicable law contraventions at the end of the prescribed permit review period, even though the application was accepted as "complete" within the 2 day review for completeness?

A9A. Yes. The CBO is not required to provide all reasons why an application is incomplete after 2 days. However as a matter of good practice, the CBO should make a best effort to identify all incomplete information or applicable law contraventions that can be determined within the 2 day time period.

It is important to note that if the CBO determines during the full permit application review, that the application in fact does not include all the information required by the municipal bylaw, or that it does not in fact comply with all relevant applicable law, then the CBO can refuse to issue a permit and must provide the applicant with information on any missing documents or non-compliance with applicable law. In addition, the CBO is required to also provide the applicant with all other reasons for refusal including any areas where the submitted plans may not be in compliance with the Building Code.

At the end of the prescribed permit review time frame, the CBO is required to issue a building permit or provide all reasons for refusal.

Q10. What are the changes to the provincially prescribed Building Permit Application form?

A10. There have been several changes to the new application form, some of the changes have been formatting/lay out changes, etc. The changes are as follows;

- Section B has been revised to "Purpose of application",
- Section C is now the "Applicants" info section,
- Section D is now "Owner's info" and
- Section E is now the "Builders" info section.

However, the most significant change to the new form is Section H – “Completeness and compliance with applicable law”. This section will now require the applicant to answer 'yes' or 'no' to the following questions;

- i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (i.e., the application is made on the correct form, by the owner or authorized agent, is complete, and is submitted with the required schedules).

Payment has been made of all fees that are required under the applicable Building 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.

- 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*.

- iii) This application is accompanied by the information and documents prescribed by the applicable Building 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.

- iv) The proposed building, construction or demolition will not contravene any Applicable Law.

Q11. What happens if the applicant checks off any of the 'NO' boxes in Section H of the Building Permit Application form?

A11. If the applicant checks off 'NO' in Section H of the application form, then they are declaring that their application is "incomplete" and they are not subject to a full review under the prescribed time frames (10, 15, 20, 30).

Q12. What happens if the applicant is missing some of the drawings/documents as prescribed in the municipal 'Building' By-law?

A12. If the application does not contain all of the drawings/documents as prescribed in the municipal 'Building' By-law, then the application is "incomplete" application. See also answer A2.

Q13. Can a municipality require any other forms to be submitted in conjunction with a building permit application, in order for the application to be considered a "complete" building permit application?

A13. No, a municipality cannot require an applicant to submit any additional forms as part of the "complete" building permit submission requirements – the ONLY form required to be submitted to a CBO at the time of building permit application is the provincially prescribed building permit application form (including Schedules 1 & 2). For example, general review commitment forms are not a form that must be submitted at the time the building permit application form is submitted in order for it to be considered a "complete" building permit application. However, the individual municipal practice may require the submission of this form prior to the issuance of the Building Permit.

Q14 Can a municipality require additional documents or documentation to be submitted at time of a complete application?

A14 A municipality can only require an application to include those plans, specifications prescribed by the municipal bylaw. If the municipality considers certain information to be important such as to convey technical information, this information must be prescribed by the municipal bylaw. Examples of common prescribed forms include Mechanical Ventilation Design Summary and Energy Efficiency Design Summary.

Inclusion in the municipal bylaw will assist the applicants in understanding the municipal requirements to file a complete application and before a submission is filed.

Q15 What actions should a municipality take to ensure building permit applications are fair and transparent for the applicant?

A15 Municipalities are highly encouraged to develop and keep current strategies for successful permit application filing such as;

- A municipal Building By-law that is accessible via the website,
- Listing of drawings and documents required based on project type,
- Applicable Law Checklist that is customized for your region including contacts and
- Applicant checklists for completeness

Q16 Can a municipality revise the example Applicable Law Checklist?

A16 Yes, municipalities are encouraged to customize the Applicable Law Checklist to match their municipal contacts including external agencies as part of customer service and improving the access to a complete application.

Q17 Are development charges required to be paid at time of application to be considered a "complete" application?

A17 No

Q18 Are Schedule 1: Designer Information forms still applicable?

A18 Yes, the new legislative changes did not make any changes to Schedule 1. However the Working Group has requested Ministry staff to consider deleting the requirement of the Schedule 1 form entirely as there is duplication with information and another document to obtain. As of August 2011 the Ministry have not made a final decision on the above and the Working Group Chair will continue to monitor and report any changes.

Q19 When filing a “complete” application must a Schedule 1: Designer Information form be the original signed document?

A19 No, photocopies of the signed document are acceptable provided they are complete with all fields filled.

Q20 What types of permits are not subject to the prescribed time frames?

A20 Signs, designated structures and conditional permits are not subject to the time frames.

Q21 Does the Ministry prescribe a form for “Change of Use” and “Alternative Solutions”?

A21 No, a municipality is encouraged to create these two forms and place them into their municipal Building By-law.

Q22 What are the 3 common options available to a municipality to determine if a permit application is “complete” or “incomplete”?

A22 The 3 options to determine “completeness” are;
1. The CBO checks for “completeness” at the counter (at time application),
2. Within the max. 2 business days or
3. Within the prescribed time frame (10, 15, 20, 30 business days) with a decision to issue or not to issue with all the reasons noted

Q23 Does the Best Practice Guide include template documents to provide municipalities with examples to serve as tools to assist CBO's and the industry?

A23 Yes, the Working Group compiled the following Attachments to assist CBO's and the industry to better understand the legislated changes in an easy read format.

Feel free to copy and add your municipal logo to these attachments;

1. **Attachment “A”, “A Guide to the Permit Application Form”**,
2. **Attachment “B”, “Notice of the Completeness of an Application for Permit**
3. **Attachment “C”, “Application Checklist Complete Building Permit”**,
4. **Attachment “D”, “Zoning Certificate Program”**,

5. **Attachment "E", "Pre-Consultation Process"**,
6. **Attachment "F", "Coordinated Applicable List Checklist"**,
7. **Attachment "G", "Schedule of Documents, Drawings and Specifications" forms part of Building Bylaw.**
8. **Attachment "H", "Full Review Status Letter"**,

The above 8 attachments are included under a separate attachment; Attachments A-H.



Example Referenced Documents

part of Complete Application Best Practice Guide

Issued December 30, 2011

Feel free to use these proven forms, including tweaking and adding your logo and contact information;

1. **Attachment "A", "A Guide to the Permit Application Form"**,
2. **Attachment "B", "Notice of the Completeness of an Application for Permit"**
3. **Attachment "C", "Application Checklist Complete Building Permit"**,
4. **Attachment "D", "Zoning Certificate Program"**,
5. **Attachment "E", "Pre-Consultation Process"**,
6. **Attachment "F", "Coordinated Applicable List Checklist"**,
7. **Attachment "G", "Schedule of Documents, Drawings and Specifications" forms part of building by-law.**
8. **Attachment "H", "Full Review Status Letter"**,

Attachment “A”

**INSERT
MUNICIPAL/CITY
LOGO**

A Guide to the Permit Application Form

This guide is to be read in conjunction with the *Application for a Permit to Construct or Demolish* and is intended to assist in the completion of the form. A companion guide to the completion of the *Schedule 1 and Schedule 2* forms are also available. These guides provide a description of the information that must be provided on the applicable forms. It is recommended that you read them carefully before making a permit application. If you require further assistance please visit or call the **INSERT MUNICIPALITY/CITY** Building Standards Division offices. Our offices are located at **INSERT ADDRESS** or we can be reached by phone at **INSERT PHONE NUMBER**. You can also obtain information from our web site at **INSERT LINK TO MUNICIPALITY/CITY WEBSITE**.

General Information

The Ontario Building Code requires the following:

- ❖ That all permit applications made for the construction or demolition of buildings be made on a prescribed form. The form is uniform throughout Ontario;
- ❖ That a permit applicant must be an owner or a person authorized by the owner to act on their behalf;
- ❖ That all applicable fields on the application form be completed (it is the applicant’s responsibility to make sure all information is complete and correct. An application may be refused where it is not);
- ❖ That all required Schedules [1 and where applicable, 2] are submitted with the permit application;
- ❖ That the application is accompanied by fees required under the **INSERT MUNICIPALITY/CTIY** Building By-law;
- ❖ That the applicant respond to the statements about the completeness of their application; and,
- ❖ That the applicant signs the declaration at the bottom of the application form.

The form is available from the following sources:

- ❖ The **INSERT MUNICIPALITY/CITY** Building Standards Division offices
- ❖ Our web site at **INSERT LINK TO MUNICIPALITY/CITY WEBSITE**
- ❖ The Ministry of Housing web site at http://www.obc.mah.gov.on.ca/scripts/index_.asp

Section A: Project Information

Section A requires the permit applicant to provide details about the location of the proposed construction or demolition. The following information must be provided:

- ❖ The correct municipal address (including the suite or unit number);
- ❖ The correct legal description of the property;
- ❖ An estimated value of the proposed construction; and
- ❖ The area of work as defined by the **INSERT MUNICIPALITY/CITY** Building By-law:
INSERT LINK TO MUNICIPALITY /CITY WEBSITE

Section B: Purpose of the Application

Section B requires the applicant to indicate by checkmark, the nature of work and to provide a general description of the proposed work being applied for (whether the proposed work relates to new construction (a new building), an addition or alteration to an existing building, the demolition of an existing building or a conditional permit. The applicant must also declare the proposed use of the new building and in the case of an addition, alteration or demolition, the current or previous use prior to construction or demolition. This information is used to assist in the determination of building code and zoning requirements. Where the proposed work is for renovations or alterations, be as specific as possible.

Section C: Applicant

The Ontario Building Code requires an application for a permit to be made by the owner of the property or by an authorized agent of the owner. Please note that the applicant is the person responsible for the application and becomes the primary contact for any correspondence or inquiries sent or made by the **INSERT MUNICIPALITY/CITY Building Standards Division**. In Section C, the applicant must:

- ❖ Identify themselves as either the owner or the authorized agent of the owner by checking the applicable box. Where the applicant is an authorized agent of the owner, written authorization from the owner may be required.
- ❖ Provide the required contact information for the person responsible for the permit application.

An owner or authorized agent of the owner may be an individual or a corporation. Where the applicant is a corporation, the first and last name of the individual acting on behalf of the corporation is required.

Section D: Owner

Information about the owner must be provided in Box B where the applicant is not the owner. Where the applicant in Box B is the owner, this section can be left blank. The Ontario Building Code defines an owner as the registered owner, a lessee or a mortgagee in possession. In buildings containing leased space, the owner can be either the registered owner of the property or the legal name of the tenant who leases the building or space where the construction is proposed.

Section E: Builder

Information in Section E about the builder (or contractor) is optional. For the construction of a new *home* as defined by the *Ontario New Home Warranties Plan Act*, information about the registered builder or the general contractor must be provided on the application form. Where the home is to be constructed by a *builder* as defined by the *Ontario New Home Warranties Plan Act*, the name of the *builder* as registered with TARION shall be provided. Where the new *home* is to be constructed by the owner or someone other than a *builder* as defined by the *Act* (such as the person named in Box C of the Tarion Declaration of Applicant for a Building Permit form), the name of that person shall be provided. For all other construction, the name of the general contractor or other person in charge of the construction should be provided if it is known at the time of permit application.

Section F: Tarion Warranty Corporation (Ontario New Home Warranty Program)

This section must be completed where a permit application is being made for the construction of a new *home* (as defined by the *Ontario New Home Warranties Plan Act*). Information about new home warranty can be obtained from Tarion at <http://www.tarion.com/home/>.

- i. Where the application is for a new *home*, the applicant must check the 'Yes' box. Where the application is for the construction of a building other than a new *home*, the applicant must check the 'No' box and then proceed to Section G.
- ii. The *Ontario New Home Warranties Plan Act* requires that where a new *home* is being constructed by a *vendor* or *builder* as defined by the *Act*, the *vendor* or *builder* must be registered with Tarion. If the home is being constructed by a *vendor* or *builder* the applicant must check the 'Yes' box. Where the home is being constructed by someone other than a *vendor* or *builder*, such as a person acting as their own general contractor to build their own home to occupy, the applicant must check the 'No' box. In that case, the home will not be eligible for enrolment or coverage under the *Ontario New Home Warranties Plan Act*.
- iii. Where the answer to question (ii) is 'Yes', the registration number of the *vendor* or *builder* must be provided.

Please note that for the construction of a new home, the applicant must also submit a completed *Declaration of Applicant for Building Permit* form at the time of permit application. The form is available at the **INSERT MUNICIPALITY/CITY** Building Standards Division offices.

Section G: Required Schedules

Except where the building is designed by an Architect and/or professional Engineer and the drawings have been sealed, signed and dated by those professionals, the Ontario Building Code requires the Schedules cited in this Section (Schedule 1 and where applicable, Schedule 2) to accompany every permit application. An application may be refused where the required Schedules are not submitted.

Section H: Completeness and Compliance with ‘Applicable Law’

The ability of a chief building official to make a determination on the compliance of an application with the Ontario Building Code and other applicable law is dependent on the completeness of the application, the plans, specifications and documents necessary to make that determination.

Effective January 1, 2011, the Ontario Building Code requires every applicant to make a declaration of the completeness of their application. The permit applicant must, by answering Yes or No in Section H:

- i. *Declare that the application meets all of the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (that the application has been properly completed; that they, as applicant, are the owner or a person authorized by the owner; that they have included all of the required Schedules with the permit application and that they have paid all permit fees that are required by the **INSERT MUNICIPALITY/CITY** Building By-law to be paid when the application is made);*
- ii. Declare that their application has been accompanied by all of the plans and specifications required to be submitted and necessary to sufficiently detail the proposed construction (such plans and specifications are set out in the **INSERT MUNICIPALITY/CITY** Building By-law);
- iii. Declare that their application has been accompanied by information or documents that confirm that all approvals required by an applicable law have been obtained; and,
- iv. Declare that the proposed building, construction or demolition will not contravene any applicable law (eg. that the building design will comply with municipal zoning and other applicable law standards).

The declarations made by the applicant must be true to the best of their knowledge. Where the applicant responds with a ‘No’ to any of the questions cited in Section H, the application will be deemed to be incomplete and the chief building official is not required to make a determination of the application within the prescribed time frame. Where the applicant responds with a ‘Yes’ to all of the questions cited in Section H, the chief building official shall provide a full review of the building permit application within the prescribed time frame. In either case, the documents required to be submitted will be confirmed by the chief building official at the time of application.

Section I: Declaration of Applicant

Section I requires the applicant to declare that the application form, attached schedules and documentation submitted with the permit application is true to the best of their knowledge. Where the application is being made by an individual representing a corporation, that individual must have the authority to bind the corporation. The applicant must clearly and legibly print their name and sign and date the form attesting to the information provided and statements made.

Attachment "B"

**INSERT MUNICIPAL/
CITY LOGO**

BUILDING STANDARDS

NOTICE OF THE COMPLETENESS OF AN APPLICATION FOR PERMIT

«date»

«NameFirst» «NameLast»

«OrgName»

«HouseNumber» «StreetName» «StreetType» «StreetDirection»

«UnitType» «UnitNumber»

«City», «Province»

«Postal»

Subject: Building Permit Application

«FolderYear» «FolderSequence» «FolderSection» «Folderrevision»«FolderType»

«PropHouse» «PropStreet» «PropStreetType» «PropUnit»

Dear «Applicant»

This will acknowledge your permit application made on «In date» for the construction/demolition of «Description»«Work type» located at «PropHouse» «PropStreet» «PropStreetType» «PropUnit» in the **INSERT MUNICIPALITY/CITY**.

Sentence 1.3.1.3.(1) of Division C of the Ontario Building Code (the Code) requires that where an application for a permit meets the requirements of a complete application as set out in Sentence 1.3.1.3.(5) of Division C, a decision to issue or refuse (with written reasons) such permit shall be made within times prescribed by the Code. The Code further provides that where the chief building official determines that an application is not complete and the applicant is so notified of such within two (2) days, the chief building official is not required to make a decision within the times prescribed by the Code.

Review of the subject application has revealed that the following plans and specifications prescribed by the **INSERT MUNICIPALITY/CITY** Building By-law and information and documents which will enable the chief building official to determine whether the proposed construction/demolition will contravene any applicable law have not been submitted:

Accordingly your application is not considered complete and a decision to issue or refuse will not be made within times prescribed by the Code. Outstanding plans, specifications and information should be submitted as soon as possible. For expediency, additional documents or approvals submitted by you must be accompanied by a completed Transmittal Form. This will ensure that required information is forwarded directly to those individuals requiring the information. A copy of that Transmittal is attached for your use.

Attachment "B"

**INSERT MUNICIPAL/
CITY LOGO**

BUILDING STANDARDS

Yours truly

«UserName»
Applications Administrator
«UserPhone»

c «Owner»

Attachment "C"

INSERT MUNICIPAL/CITY LOGO		Application Checklist Complete Building Permit				
Permit Number		Application Date		Required	Provided	N/A
Project Address						
Purpose of Work						
1.	Statement of Use – a clear statement of who will be occupying the building or spaces of the building and the type of proposed business/use			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Scope of Work – description on application corresponds with drawings			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Applicable Law Approval – confirmation from other approval agencies, such as MEO, MTO, OMAFRA, Conservation Authority, Site Plan Approval, Committee of Adjustment.			<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	Pre-Consultation –To scope plans review – determine the need for review by other disciplines based upon nature and scope of project (architectural, structural, mechanical & fire protection etc) and confirm what drawings should be submitted			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Designers' / Firm BCIN Information			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Professional Seals and Signatures on Drawings and Specifications			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Quality of Architectural, Structural, Mechanical drawings & specifications – not legible, drawn to scale, sufficient information to determine whether proposed construction conforms with the Building Code Act, Building Code and other applicable law			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Other Required Forms, Drawings & Specifications – based upon the nature and scope of the project (ie: Engineered Roof Truss or Floor System Package, ASHREA 90.1 Form, Letter of Compliance to ASHREA 62, etc)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Other Engineering Reports – such as Geotechnical Soils Report			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Alternative Solution – all required documents are provided and /or the application for the alternative solution is properly filled out with all required information, reports and studies signed by the Architect, Engineer or the designer of the proposed Alternate Solution			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Key Plan (for interior alteration & tenant improvements for Institutional, Commercial and Industrial Projects)			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Application Fee / Deposit Paid			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Staff Use Only						
Review By				Date:		
For further information or assistance please contact the office weekdays between INSERT HOURS at Telephone: INSERT PHONE # ● Fax: INSERT FAX # ● Email: INSERT E-MAIL ADDRESS						

Attachment “D”

INSERT MUNICIPALITY/CITY **Zoning Certificate Program** **Model 1**

In response to the new rules coming into effect on January 1, 2011 under *The Good Government Act*, that provide the Chief Building Official with the obligation to determine whether a building permit application is either ‘complete’ or ‘incomplete’ within 2 business days of the permit application being submitted – **INSERT CITY** Building has implemented a new Zoning Certificate program that requires applicants to submit a Zoning Certificate as part of their required documentation in order for their building permit application to be considered "complete"

The Zoning Certificate Program

Under this program, **INSERT CITY** Building will issue a Zoning Certificate along with an approved set of drawings, once Zoning Plan Review staff have conducted a full review of the proposed project against the applicable Zoning By-law provisions and determined compliance. Along with confirming compliance with the Zoning By-law provisions, this program will also identify any other applicable law approvals that a project would be subject to. The Zoning Certificate will convey this information to the applicant. The fees charged for this review is equal to 25% of the full building permit fee and will be credited to the building permit fee when a building permit application is submitted.

The approval process for the Zoning Certificate will be an iterative process. Applicants may need to make revisions to their proposal once the initial review is complete and **INSERT MUNICIPALITY/CITY** Building staff identify non-compliance with applicable Zoning By-law provisions. Where an applicant submits revised plans, a re-examination fee of 10% of the applicable Zoning Certificate fee will apply.

There are a number of benefits to both the City and building permit applicants by this program. For example;

- i. The program would ensure that applications submitted are in full compliance with the applicable Zoning By-law provisions. This will help expedite the permit review process as the zoning review that currently occurs as part of the building permit review process will be largely complete, apart from the review of the required documentation. This would streamline the building permit review process.
- ii. As part of the Zoning Certificate program, **INSERT MUNICIPALITY/CITY** Building staff would advise the applicant of any other required applicable law approvals, thereby providing the applicant with clear information on the requirements prior to submitting their building permit application.
- iii. The applicant will have certainty that their proposed project is in complete compliance with the applicable Zoning By-law applicable law provisions.
- iv. The applicant will know immediately upon submission of their building permit application whether or not Toronto Building staff have determined that their

application is complete or incomplete. Applicants will not have to wait the two business days provided by legislation to make this determination.

With the introduction of a Zoning Certificate for complete applications the pressure to conduct a review of building permit applications within two business days of submission in order to determine conformity with zoning and applicable law and thus determining if the application is complete will be eliminated. This will eliminate the potential need for more staff to meet the new requirement of the legislation.

Two permit streams: "Project Managed and "Complete Application"

INSERT CITY Building will continue to offer a two permit stream program for applicants: a 'project managed stream' for incomplete applications and a 'Complete Application' stream.

Incomplete project managed applications primarily involve applications in which the applicant is seeking partial permits and where projects are seeking applicable law approvals in parallel with the building permit process.

Since **INSERT MUNICIPALITY/CITY** Building implemented a two permit stream system in 2005 approximately 50% of all permit applications submitted have been "complete" applications" with the remainder being "incomplete" project managed applications. It is anticipated that these percentages will not change with the introduction of the Zoning Certificate program.

Attachment “E”

Pre-Consultation Process Model 2

In order to help expedite the development approval process the municipality encourages owners / applicants to pre-consult with municipal staff prior to making formal applications for planning and building permit applications. Pre-consultation between the applicant and the municipality prior to a formal Planning Amendment, Site Plan or Building Permit applications being formally submitted, can help ensure a complete application and provides opportunities for early feedback and information sharing on the proposed concept.

Pre-consultation is a voluntary process that can be used to:

- a) Confirm the **Zoning Status** or legally permitted use or of an existing property or building in accordance with the **INSERT MUNICIPALITY/CITY** Zoning Bylaw
- b) Obtain a **Zoning Certificate** of compliance with respect to a proposed use of property or building in accordance with the **INSERT MUNICIPALITY/CITY** Official Plan and the Township’s Official Plan and Zoning Bylaw.
- c) Pre-Consultation on **Planning Applications** pursuant to ss. 22(3.1), 34(10.0.1), 41(3.1), and 51(16.1) of the Planning Act with respect to Official plan amendments; zoning by-law amendments; site plan control; and subdivision/condominium applications. Pre-consultation helps ensure that development proposals align with local planning policies.
- d) Identify **Conditions of Approval** for obtaining a Building Permit or all **Applicable Law** pursuant to the Building Code Act for a proposed building or project including municipal fees, charges deposits and securities.
- e) Preliminary **Building Code Compliance** review of building plans for the purpose of identifying general code compliance as well as the number and types of drawings, reports and documentation required prior to submission of a complete building permit application.

The applicant shall submit the completed application form accompanied by the applicable fee to the Planning or Building Department. All Township responses to such inquiries shall be made in writing.

The following fees shall be payable to the municipality upon application:

1. Zoning Compliance Letter \$x
2. Detailed Zoning Opinion of Compliance Letter \$x
3. Planning Application Pre-Consultation \$x + \$x security deposit & agreement
4. Building Permit Availability Letter \$x
5. Preliminary Building Code Compliance Review
10% of the applicable Building Permit Fee pursuant to the Municipal Building Bylaw x Fee Schedule as amended

Every attempt shall be made to respond to such inquiries in a timely manner however, it should be noted that the more detailed and thorough the description of the proposal, property or building use will assist us in ensuring the completeness and accuracy of the response.

REQUEST for a PRECONSULTATION

- Zoning Compliance Letter (\$80.00)
- Detailed Zoning Opinion of Compliance Letter (\$130.00)
- Pre-Consultation on Planning Applications (\$500.00+ Deposit Agreement)
- Building Permit Availability Letter (\$130.00)
- Preliminary Building Code Compliance Review (10% applicable Permit Fee)

CONTACT INFORMATION

Name : _____
 Address: _____
 Telephone: _____ Fax: _____
 E-Mail: _____

PROPERTY DETAILS

Address : _____

 Legal Description: _____

PROPERTY STATUS

Current Use of Property / Building
 (Detailed description of current use of property / buildings and site plan or drawings if available)

Proposed Use of Property
 (Detailed description of proposed use / building and site plan or drawings if available)

(Use additional sheets if necessary)

Requested by

Applicants Signature _____ Date _____

OFFICE USE ONLY	
Fee Received:	_____
Received By:	_____

Attachment "F"

Applicable Law Checklist
Pursuant to Subsection H(iii) of an Application to Construct or Demolish

INSERT MUNICIPALITY/CITY – Building Services Department

Application no.	Address	Date
-----------------	---------	------

The following approval processes must be completed if they apply to this project, before a building permit can be issued. This listing is provided for convenience purposes only and does not necessarily describe every approval which may be necessary. For more detailed information about the application of these laws to any project, please contact the listed agency, or refer to the actual text of the legislation. For assistance in completing this form, please contact a Building Services Representative.

Completing this form accurately and providing necessary documents will expedite the issuance of your building permit.



Please check [✓] the items that apply, and attach approval documents where applicable.

LOCAL MUNICIPALITY	▼ FORM OF APPROVAL REQUIRED	DOCUMENTS RECEIVED ▼
---------------------------	-----------------------------	----------------------

Planning & Zoning

- | | | |
|--|---|-------|
| <input type="checkbox"/> MINOR VARIANCE <i>Planning Act s. 45</i>
Where application doesn't comply with all zoning provisions | Final & binding decision by Committee of Adjustment
Contact: INSERT CITY Building Services,
Secretary-Treasurer to the Committee of Adjustment
INSERT PHONE # ext. INSERT EXT # | _____ |
| <input type="checkbox"/> ZONING BY-LAW AND AMENDMENTS <i>Planning Act s. 34</i>
Where development requires amended zoning by-law | Zoning by-law final & binding
Contact: INSERT CITY Planning Services
INSERT PHONE # ext. INSERT EXT # | _____ |
| <input type="checkbox"/> DIVISION OF LAND <i>Ref. Planning Act Part VI</i>
Where land division required for zoning compliance | Registration of Plan or Deed
Contact: INSERT CITY Planning Services
INSERT PHONE # ext. INSERT EXT # | _____ |
| <input type="checkbox"/> PROVINCIAL ZONING ORDERS <i>Planning Act s. 47</i>
For areas covered by Minister's zoning orders | Approval of the Minister
Contact: MMAH Services Office 1-800-668-0230 | _____ |
| <input type="checkbox"/> SITE PLAN APPROVAL <i>Planning Act s. 41</i>
For development in site plan control areas | Approval of site plans by municipality
Contact: INSERT CITY Planning Services
INSERT PHONE # ext. INSERT EXT # | _____ |
| <input type="checkbox"/> <i>Planning & Development Act</i>
Where Provincial planning control has been applied | Approval of the Minister
Contact: MMAH Services Office 1-800-668-0230 | _____ |

Heritage

HERITAGE PERMITS

- | | | |
|---|---|-------|
| <input type="checkbox"/> <i>Ontario Heritage Act s. 30(2), 33, 34</i>
Where property is designated or undergoing designation | Consent of Council to alter or demolish
Contact: INSERT CITY Planning Services,
Heritage Manager INSERT # ext. INSERT EXT # | _____ |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 27</i>
Demolition or removal of building listed in municipal register | Expiration of 60 day notice of intent to Council
Contact: INSERT CITY Planning Services,
Heritage Manager INSERT # ext. INSERT EXT # | _____ |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 42</i>
Where land is in a heritage conservation district | Heritage permit issued by Council
Contact: INSERT CITY Planning Services,
Heritage Manager INSERT # ext. INSERT EXT # | _____ |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 40.1</i>
Property is in heritage conservation study area | Compliance with heritage conservation study by-law
Contact: INSERT CITY Planning Services,
Heritage Manager INSERT # ext. INSERT EXT # | _____ |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 34.5 & 34.7(2)</i>
Where property is designated by Minister of Culture | Consent of Minister to alter or demolish
Contact: MOC Regional Conservation Advisor, 416-314-7136 | _____ |

Fortifications

- | | | |
|--|--|-------|
| <input type="checkbox"/> BUILDING FORTIFICATIONS
Where building is fortified against entry | Compliance with the local fortification by-law
Contact: INSERT CITY By-law Services
By-law Clerk INSERT # ext. INSERT EXT # | _____ |
|--|--|-------|

CONSERVATION AUTHORITY	▼ FORM OF APPROVAL REQUIRED	DOCUMENTS RECEIVED ▼
-------------------------------	-----------------------------	----------------------

Conservation

- | | | |
|--|--|-------|
| <input type="checkbox"/> AUTHORITY PERMIT <i>Conservation Authorities Act s. 28</i>
Where construction affects the control of flooding, erosion,
dynamic beaches, pollution or conservation of land | Construction & fill permit
Contact: Halton Conservation Authority Office 905-336-1158 | _____ |
|--|--|-------|

PROVINCIAL APPLICABLE LAWS	▼ FORM OF APPROVAL REQUIRED	DOCUMENTS RECEIVED ▼
----------------------------	-----------------------------	----------------------

Agriculture & Food

- Nutrient Management Act 2002 s. 11 reg 267/03*
Farm buildings housing animals or animal manure

- Milk Act s. 14*
Where building used as a milk processing plant

Ministry of Agriculture & Food
Record of Approval of NMS issued by MAF
Contact: P. Engineer 519-826-6366 _____

Permit issued by the Director, MAF
Contact: Food Inspection Branch
1-888-466-2372 ext. 6-4180 _____

Charitable Institutions

- Charitable Institutions Act s. 5*
Where building is used for a charitable institution

Ministry of Health & Long Term Care
Minister's approval of construction
Contact: Long-Term Care Planning 1-877-767-8889 _____

Child Care Centres

- Day Nurseries Act s. 5 reg 262*
Where building is used for a daycare

Ministry of Children & Youth Services
Ministry plan approval
Contact: Regional Office 905-567-7177 _____

Education

- DEMOLITION OF SCHOOLS
Education Act s. 194
Where a school is proposed to be demolished

Ministry of Education
Minister's approval of demolition
Contact: Architect 416-325-2015 _____

Environment

- Environmental Assessment Act s. 5*
Major industrial or commercial enterprises & Government projects

- BROWNFIELD REDEVELOPMENT
Environmental Protection Act s. 168
Where industrial or commercial property changed to residential or parkland use

- FORMER WASTE DISPOSAL SITES
Environmental Protection Act s. 46
Where building on former landfill or waste disposal site

- RENEWABLE ENERGY APPROVAL
Environmental Protection Act s. 47.3
For renewable energy projects that use wind, solar and bio-energy to generate electricity

Ministry of the Environment
Minister's approval of Terms of reference & EA
Contact: MOE Assessment & Approvals 1-800-461-6290 _____

Record of Site Condition filed with MOE
Conformance with Certificate of Property Use
Contact: MOE Central Region 416-326-4840 _____

Minister's approval to use the land
Contact: MOE Investigations & Enforcement 416-326-6700 _____

Minister's Renewable Energy Approval
Contact: MOE Assessment & Approvals 1-800-461-6290 _____

Funeral Homes

- Funeral Directors and Establishments Act s. 9 reg 469*
Where building houses funeral establishment

Ministry of Consumer & Business Services
Notify Registrar, MCBS
Contact: Board of Funeral Services 1-800-387-4458 _____

Highways

- MTO PERMIT *Public Transportation Act s. 34/38*
Where construction is adjacent to a highway, or is within 800m of highway & will generate major traffic

Ministry of Transportation
Building & Land Use permit issued by MTO
Contact: Regional Office of MTO 416-235-5385 _____

Long Term Care Homes

- Nursing Homes Act s. 4, 5 reg. 832*
Homes for the Aged & Rest Homes Act s. 14
Elderly Persons Centres Act s. 6 reg. 314
Construction, alteration or conversion of building used for a nursing home

Ministry of Health & Long Term Care
Minister's approval of construction
Minister's approval of construction
Contact: Planning & Renewal Branch 1-877-767-8889
or MOH & Long Term Care Regional Office _____

Personal Information on this form is collected and used for the purpose collected under the authority of Municipal Act, as amended. Questions about the collection of personal information should be directed to: Records and Freedom of Information Officer, Clerk's Department, 905-815-6053.

Attachment "G"

SCHEDULE "X" of Building By-Law

SCHEDULE OF DOCUMENTS, DRAWINGS AND SEPCIFICATIONS

REQUIRED FOR CONSTRUCTION, DEMOLITION AND CHANGE OF USE PERMITS

Attached to and forming part of
By-Law () as amended

A minimum of 2 sets of the following types of drawings, specifications and documents at a legible scale are required to be submitted in order for the various types of Building Permit Applications listed to be considered a complete application pursuant to section 2.4 of the Building Code Act , 1992 as amended and the Building Bylaw. Depending upon the nature, scope and scale of a project other additional supporting drawings, specification and documents maybe be required to demonstrate Ontario Building Code compliance at the discretion of the Chief Building Official.

Where required by the Chief Building Official the plans and specifications shall be submitted in a digital PDF or ACAD format compatible with the municipalities software system.

REQUIRED DOCUMENTATION

Where applicable the following supporting documentation shall accompany applications for a permit unless otherwise waived by the Chief Building Official:

- a) Proof/Confirmation of Approval of all Applicable Law pursuant to Section G of an application to Construct or Demolish
- b) Owner / engineer/architect's letter of commitment and general review form Real Property Report (Survey Plan) prepared by an Ontario Land Surveyor,
- c) Driveway access permit approved by the authority having jurisdiction as may be applicable,
- d) Where required approval by the Ministry of the Environment for the design and construction of a private sewage disposal and water supply systems,
- e) Commitment of Undertaking that a termite control program shall be undertaken to resist termite infestation of the building.
- f) OMAFRA Nutrient Management Strategy and/or Plan Sign-Off Form.
- g) Heritage Permit pursuant to the Ontario Heritage Act.
- h) Confirmation of Compliance with OMAFRA Minimum Distance Separation 1 or 2

Optional:

- i. Zoning Compliance Certificate / Pre-consultation Letter
- ii. Approved Lot Grading and Drainage Plan
- iii. Geotechnical Soils Report.
- iv. Structural Engineering Report

REQUIRED DRAWINGS BY TYPICAL PROJECT TYPE

1. Demolitions

- a) Description of the structural design characteristics of the building and a method of demolition prepared by a professional engineer where deemed necessary by the Chief Building Official
- b) Site Grading and Rehabilitation Plan
- c) Confirmation that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, Electric, and telephone or other utilities and services.
- d) Proof of liability insurance coverage to not less than \$1,000,000.00, that relates to the proposed demolition,
- e) Where a building is designated under the Heritage Act, approval of the Township Council to de-designate the building and permit demolition.
- f) Where the building is located within an area of known termite infestation, the owner/contractor's undertaking confirming that all waste wood and cellulose materials shall be destroyed or disposed at a provincially licensed waste disposal site.

2. Private Septic Disposal System

- a) Site Evaluation Report prepared by a Professional Engineer including soil permeability, and soil conditions, including the potential for flooding
- b) Plot / Site Plan and or Approved Lot Grading and Drainage Plan
- c) Septic system design and drawings (prepared by a Professional Engineer where the lot is less than 2 acres in area and / or located within a plan of subdivision.)
- d) In the case of Class 4 sewage systems, a copy of the required annual service and maintenance agreement.
- e) Where applicable, a construction permit from the Grand River Conservation Authority

2. Residential Decks and Porches

- a) Plot / Site Plan
- b) Foundation Plan
- c) Framing plan and guard details
- d) Where applicable, either confirmation that the final lot grading and drainage is in accordance with the overall subdivision lot grading and drainage plans or a waiver signed by the homebuilder who posted the lot grading and drainage deposit permitting the construction.

3. Residential Accessory Buildings (Less Than 50 m2 in building area)

- a) Plot / Site Plan
- b) Foundation plan / Eng. Floor Slab
- c) Floor Plans
- d) Floor and Roof Framing Plans
- e) Building Elevations
- f) Building Section
- g) Where applicable, either confirmation that the final lot grading and drainage is in accordance with the overall subdivision lot grading and drainage plans or a waiver signed by the homebuilder who posted the lot grading and drainage deposit permitting the construction

4. Residential Accessory Buildings (Greater Than 50 m2 in building area)

- a) Plot / Site Plan

- b) Where applicable, either confirmation that the final lot grading and drainage is in accordance with the overall subdivision lot grading and drainage plans or a waiver signed by the homebuilder who posted the lot grading and drainage deposit permitting the construction
- c) The following architectural plans
 - i. Foundation plan
 - ii. Floor Plans
 - iii. Floor and Roof Framing Plans
 - iv. Building Elevations
 - v. Building Section

5. Residential Additions and Renovations Permits

- a) Plot / Site Plan
- b) The following architectural plans prepared by a Provincially Qualified Designer or the home owner
 - i. Foundation plan
 - ii. Floor Plans
 - iii. Floor and Roof Framing Plans
 - iv. Building Elevations
 - v. Building Section
 - vi. Private Septic System Evaluation where applicable

6. New Residential Houses and Semi Detached

- a) Plot / Site Plan
- b) Approved Lot Grading and Drainage Plan
- c) Ontario New Home Warranty Program Registration Form
- d) Where applicable a complete Private Septic System Permit Application
- e) The following architectural plans prepared by a Provincially Qualified Designer or a Homebuilder registered with the Tarion Warranty Corporation of the homeowner
 - i. Foundation plan
 - ii. Floor Plans
 - iii. Floor and Roof Framing Plans
 - iv. Building Elevations
 - v. Building Section
 - vi. Energy Efficiency Design Summary Matrix

7. New Residential Townhouses, Triplex, Quad-plex

- a) Approved Site Development Plan and Agreement
- b) The following architectural plans prepared by a Provincially Qualified Designer or a Home builder registered with the Ontario New Home Warranty Program
 - i. Foundation Plan
 - ii. Floor Plans
 - iii. Floor and Roof Framing Plans
 - iv. Building Elevations
 - v. Building Section
 - vi. Energy Efficiency Design Summary Matrix

8. New Residential Apartment Buildings

- a) Approved Site Development Plan and Agreement
- b) Professional Field Review Commitment forms from the Design Professionals
- c) The following architectural plans prepared and stamped by an Architect and Professional Engineer by a Provincially Registered Designer
 - a) Foundation Plan

- a) Floor Plans
- b) Floor and Roof Structural Plans
- c) Building Elevations
- d) Building Section
- e) Energy Efficiency Design Summary Matrix
- f) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Automatic Sprinkler and Standpipe Drawings
 - iii. Fire Alarm system

9. Small Commercial and Industrial Interior Renovations (Part 9 Buildings)

The following architectural plans prepared and stamped by a Provincially Qualified Designer or the Building Owner

- a) Floor Layout and Framing Plans
- b) Building Section
- c) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Automatic Sprinkler and Standpipe Drawings
 - iii. A complete Private Septic System Permit Application

10. Small Commercial and Industrial Additions (Part 9 Buildings)

- a) Approved Site Development Plan and Agreement
- b) The following architectural plans prepared and stamped by a Provincially Qualified Designer or the Building Owner

- i. Foundation Plan
- ii. Floor Plans
- iii. Roof Plans
- iv. Building Elevations
- v. Building Section
- c) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Energy Efficiency Design Summary Matrix
 - iii. Automatic Sprinkler and Standpipe Drawings
 - iv. Fire Alarm system
 - v. Structural Drawings stamped by a Professional Engineer
 - vi. Complete Private Septic System Permit Application

11. New Small Commercial and Industrial Buildings (Part 9 Buildings)

- a) Approved Site Development Plan and Agreement
- b) The following architectural plans
 - i. Foundation Plan
 - ii. Floor Plans
 - iii. Floor and Roof Structural Plans
 - iv. Building Elevations
 - v. Building Section
- iii. Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Energy Efficiency Design Summary Matrix
 - i. Automatic Sprinkler and Standpipe Drawings
 - ii. Fire Alarm system
 - iii. Complete Private Septic System Permit Application

12. Small Assembly / Institutional Building Additions and Renovations (Part 3 Buildings)

- a) The following architectural plans prepared and stamped by an Architect and Professional Engineer
 - i. Foundation Plan
 - ii. Floor Plans
 - iii. Floor and Roof Structural Plans
 - iv. Building Elevations
 - v. Building Section
- b) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Automatic Sprinkler and Standpipe Drawings
 - iii. Fire Alarm system
 - iv. Professional Field Review Commitment forms from the Design Professionals
 - v. Complete Private Septic System Permit Application

13. New Small Assembly / Institutional Buildings (Part 3 Buildings)

- a) Approved Site Development Plan and Agreement
- b) Professional Field Review Commitment forms from the Design Professionals
- c) The following architectural plans prepared and stamped by an Architect and Professional Engineer
 - i. Foundation Plan
 - ii. Floor Plans
 - iii. Floor and Roof Structural Plans
 - iv. Building Elevations
 - v. Building Section
- d) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Energy Efficiency Design Summary Matrix
 - iii. Automatic Sprinkler and Standpipe Drawings
 - iv. Fire Alarm system

14. Industrial / Commercial / Institutional Buildings Additions and Renovations (Part 3 Buildings)

- a) Approved Site Development Plan and Agreement
- b) Professional Field Review Commitment forms from the Design Professionals
- c) The following architectural plans prepared and stamped by an Architect and Professional Engineer
 - i. Foundation Plan
 - ii. Floor Plans
 - iii. Floor and Roof Structural Plans
 - iv. Building Elevations
 - v. Building Section
- d) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Energy Efficiency Design Summary Matrix
 - iii. Automatic Sprinkler and Standpipe Drawings
 - iv. Fire Alarm system

15. New Industrial / Commercial / Institutional Buildings (Part 3 Buildings)

- a) Approved Site Development Plan and Agreement
- b) Professional Field Review Commitment forms from the Design Professionals
- c) The following architectural plans prepared and stamped by an Architect and Professional Engineer by a Provincially Registered Designer

- i. Foundation Plan
- ii. Floor Plans
- iii. Floor and Roof Structural Plans
- iv. Building Elevations
- v. Building Section
- d) Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Energy Efficiency Design Summary Matrix
 - ii. Automatic Sprinkler and Standpipe Drawings
 - iii. Fire Alarm system

16. Specially Designated Structures

- a) The following plans prepared and stamped by a Professional Engineer by a Provincially Registered Designer
 - i. Site Plan
 - ii. Foundation Plan
 - ii. Floor and Roof Plans
 - iii. Floor and Roof Structural Plans
 - iv. Sections

17. Use of an Equivalent / Alternated Solution

- a) The following plans and reports prepared and stamped by a Professional Engineer:
 - i. Description of the proposed equivalent / Alternate solution
 - ii. Demonstration of Compliance with SA-1 Objectives and Functional Statements Matrix
 - iii. Supporting documentation (past performance, tests and other evaluations)

18. Change of Use Permit

- a) Description of the proposed change of Use
- b) Reduction in performance matrix
- c) Description of Compensating Measures or Alternate Measures
- d) The following plans and where applicable prepared and stamped by a Professional Engineer:
 - i. Foundation Plan
 - ii. Floor Plans
 - iii. Floor and Roof Structural Plans
 - iv. Building Elevations
 - v. Building Section
- e). Where applicable
 - i. HVCA, Electrical and Plumbing System Drawings
 - ii. Energy Design Summary
 - iii. Automatic Sprinkler and Standpipe Drawings
 - iv. Fire Alarm system

DRAWING COMPLETENESS

Unless otherwise specified by the Chief Building Official the following Information shall be shown on plans or working drawings that accompany applications for permits. Depending upon the nature, scope and scale of a project other additional information may be required to demonstrate Ontario Building Code compliance at the discretion of the Chief Building Official.

- 1.1 The Site Plan shall show:

- a) The location, use, height and dimensions of any existing and proposed buildings including front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings,
- b) Existing and proposed elevation contours of the building site and adjacent properties,
- c) Relation of buildings and finished grade to existing elevations and storm water drainage control plan on site where applicable,
- d) All existing and proposed site services, parking layout, retaining walls, swimming pools accessory buildings and any other such physical additions necessary to the site,
- e) Parking and GFA calculations, location and size of typical parking, loading and handicapped spaces including aisle widths serving the parking spaces.
- f) Site statistics that may be relevant to what is being proposed, such as but not limited to: number of residential units, gross floor area, amenity area, proposed height etc.
- g) Elevation drawings clearly indicating compliance with height regulations including various calculations such as average grade calculations where required.

1.2 The Architectural Drawings shall show:

- a) Designers and/or Firms Building Code Identification Number including statement of responsibility for the building design,
- b) Architects/designer's Ontario Building Code data matrix,
- c) Foundation plans and grade details,
- d) Each floor plan with exact dimensions of the layout of all proposed areas and their use,
- e) All wall thicknesses and type of construction, window and door openings and schedules elevator, sections and details of all walls, stairs and exits, fire walls, fire separations, shaft and duct openings sand other related pertinent information,
- f) Building elevations, cross sections and wall sections showing all floor to floor heights, materials and thickness etc.
- g) Spatial separation table and calculations,
- h) Energy Efficiency Design Summary Matrix

1.3 Structural Drawings shall show:

- a) All foundation, floor, roof and wall structural elements indicting sizes shapes and proper location and all dead and live design loads and condition of loading,
- b) All reinforced concrete work indicting thickness and strength of concrete, size spacing minimum cover and type of reinforcing steel,
- c) All lintel locations and sizes,
- d) Where applicable Engineered Roof and Floor Truss drawings

1.4 The Mechanical Electrical and Plumbing Plans shall show:

- a) For buildings defined in Part 9 of the Building Code, provisions for heating, ventilation and air conditioning, electrical and plumbing systems may be shown and indicated on the architectural drawings,
- b) For Buildings defined in Part 3 of the Building Code, a separate set of

- drawings for heating ventilation air conditioning, electrical and plumbing systems,
- c) The location of all fire protection equipment such as early warning, detection and suppression systems,
 - d) Energy Efficiency Design Summary Matrix (ASHREA 90.1),
 - e) Where the primary heat source is provided by heat/hot water combination unit, a solar or geothermal system the all design drawings and documents must be prepared by a Professional Engineer

Optional:

- h) Heat loss / heat gain calculations,
- i) HVAC duct layout and sizing calculations,
- j) Plumbing DWV and water supply piping layout drawings

1.5 The Private Sewage system plans shall show:

- a) A site evaluation conducted by a professional engineer identifying the soil percolation time and anticipated high ground water level elevation,
- b) The private sewage system design and construction drawing including all components and a calculation of the total daily design sanitary sewage flow of the system prepared and stamped by a Professional Engineer,
- c) The location, use, height and dimensions of any existing and proposed buildings including front, side, and rear yard dimensions and relationships to adjoining property lines, condominium corporation lines and buildings,
- d) Existing and proposed elevation contours of the building site and adjacent properties,
- e) Relation of buildings and finished grade to existing elevations and storm water drainage control plan on site where applicable,
- f) All existing and proposed site services, parking layout, retaining walls, swimming pools accessory buildings and any other such physical additions necessary to the site

Such other approvals as may be required by the Chief Building Official to demonstrate compliance with applicable law.

Attachment "H"

**INSERT MUNICIPAL/
CITY LOGO**

BUILDING DIVISION

*Visit us on our website at **INSERT MUNICIPALITY/CITY WEBSITE***

Building Permit Status Letter

**INSERT CITY
HALL ADDRESS**

Date of letter

To:

Applicant: **INSERT APPLICANT, OWNER AND GC**

Owner:

General Contractor:

Regarding Permit #: 00 000000

Insert type of project

PERMIT IS FOR X PROJECT.

at:

INSERT ADDRESS HERE

PLAN X LOT X

The Building Division has commenced a review of your building permit application based on drawings and documents submitted. As per the Building Code, Division C, Sentence 1.3.1.3.(1), this letter is your written notification listing the outstanding deficiencies. This building permit can not be issued until the following deficiencies are resolved:

1. Provide spatial separation calculations on right side wall (South).
2. Provide a geotechnical investigation report relative to this application.
3. Provide any revised site servicing drawings that were approved through Site Plan Approval process.

Note: Partial submissions that fail to address all the outstanding deficiencies will not be accepted. Resubmission must be complete to avoid any further delay. Once all relevant documents listed above are gathered please forward two (2) copies to my attention, including a copy of this letter.

Should you have any questions regarding the above list please contact myself for clarification at your earliest convenience.

Yours truly,

Your name here, CBCO

Municipal Building Official

Bus: **insert your contacts here**

Fax:

E mail: