

# Application for a Permit to Construct or Demolish

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

<b>For use by Principal Authority</b>				
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)				
<b>A. Project information</b>				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
<b>B. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
		Applicant is:	Owner or	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	
<b>D. Owner (if different from applicant)</b>				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

<b>E. Builder (if known)</b>				
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
<b>F. New home construction licensing requirement</b>				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence number(s): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
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., 12th Floor. Toronto, ON M7A 2J3 (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.

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>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.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>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.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of Designer</span> </p>			

**NOTE:**

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Professional Engineers Ontario.

## Schedule 2: Sewage System Installer Information

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Sewage system installer</b>			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
Yes (Continue to Section C)		No (Continue to Section E)	
		Installer unknown at time of application (Continue to Section E)	
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>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>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> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p>			



## APPLICABLE LAW DECLARATION

### Declaration by Applicant:

- 1. None of the items apply to this project.
- 2. All approvals have been completed and approval documents are included with this application.
- 3. The proposed construction or demolition requires one or more approvals that have not been completed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

This list is provided only as a reference for your convenience. Additional approvals may be required depending on the nature of your project.

Conservation Authority	Approval Required	Documents Required for Issuance
<b>Conservation Authorities Act, s. 28</b> Where construction is in a fill regulated area or floodplain or may interfere with a watercourse.	Construction and Fill Permit. Contact applicable conservation authority: Credit Valley Cons. – 905-670-1615 Conservation Halton – 905-336-1158 Grand River Cons. – 519-621-2763	<input type="checkbox"/>
<b>Niagara Escarpment Planning &amp; Development Act, s. 24(3)</b> Where construction occurs in a development area.	Niagara Escarpment Commission Approval. 905-877-5191	<input type="checkbox"/>
Applicable Laws	Approval Required	Documents Required for Issuance
<b>Planning Act s. 34</b> With respect to Zoning By-law amendments.	Zoning amendment approved. Contact Halton Hills Planning 905-873-2600 ext. 2900	<input type="checkbox"/>
<b>Planning Act s. 41</b> With respect Site Plan Control	Site Plan Approved drawings issued. Contact Halton Hills Planning 905-873-2600 ext. 2900	<input type="checkbox"/>
<b>Planning Act s. 45</b> With respect to the requirement for a minor variance to the Zoning By-law.	Final and Binding Notice issued. Contact Committee of Adjustment 905-873-2600 ext. 2292	<input type="checkbox"/>

Applicable Laws	Approval Required	Documents Required for Issuance
<b>Ontario Heritage Act, s. 34.5, 34.7(2)</b> Where a property is designated by Halton Hills Heritage.	Town of Halton Hills Heritage Planner 905-873-2600 ext. 2358	<input type="checkbox"/>
<b>Clean Water Act, 2006, s. 59</b> Where a property is located with a Source Water Protection regulated area.	Issuance of a notice by the risk management official. <a href="https://www.halton.ca/For-Residents/Water-and-Environment/Water-Quality-Protection/Source-Water-Protection">https://www.halton.ca/For-Residents/Water-and-Environment/Water-Quality-Protection/Source-Water-Protection</a>	<input type="checkbox"/>
<b>Child Care &amp; Early Years Act 2014, s. 14 of REG 137/15</b> Where building is used for a childcare center.	Plan Approval from Ministry of Children & Youth Services. 416-325-5666	<input type="checkbox"/>
<b>Public Transportation Act, s. 38</b> Construction/alter any building or structure within 45 m. of a King's Highway or within 180 m of the center point of an intersection, or within 395 m of the center point of an interchange.	Ministry of Transportation (MTO) Building and Land Use Permit Issued by MTO <a href="https://www.hcms.mto.gov.on.ca">https://www.hcms.mto.gov.on.ca</a>	<input type="checkbox"/>
<b>Nutrient Management Act 2002, s. 11 REG 267/03</b> Farm buildings housing animals or animal manure.	Approval of Nutrient Management Strategy. Contact: Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) 1-866-242-4460	<input type="checkbox"/>
<b>Milk Act, s. 14</b> Where a building is used as a milk processing plant.	Permit issued by OMAFRA. Contact: Food Safety Advisor, Dairy 519-400-9928 Approval of Demolition form Ministry of Education 416-325-2929	<input type="checkbox"/>
<b>Demolition of School Education Act, s. 194</b> Where a school is proposed to be demolished.	Approval of Demolition form Ministry of Education 416-325-2929	<input type="checkbox"/>
<b>Environmental Assessment Act, s. 5</b> Major development that is required to proceed with an "undertaking".	Ministry of the Environment, Conservation and Parks approval of Terms of Reference & EA 416-235-5743	<input type="checkbox"/>



## APPLICABLE LAW DECLARATION

Applicable Laws	Approval Required	Documents Required for Issuance
<p><b>Environmental Protection Act, s. 168 3.1</b> With respect to a building to be used in conjunction with a change of use of a property</p>	<p>Conformance with Certificate of Property Use Contact: 416-235-5743</p>	<p><input type="checkbox"/></p>
<p><b>Environmental Protection Act, s. 168.6(1)</b> Where industrial or commercial property is changed to residential or parkland use</p>	<p>Record of Site Condition filed with Ministry of Environment Conservation and Parks Conformance with Certificate of Property Use. Contact: 416-235-5743</p>	<p><input type="checkbox"/></p>
<p><b>Environmental Protection Act, s. 46</b> Where building on former waste disposal site</p>	<p>MOE approval to use the land 416-235-5743</p>	<p><input type="checkbox"/></p>
<p><b>Funeral Directors &amp; Establishments Act, s.9</b> Construction or Alteration of a Funeral Establishment</p>	<p>Ministry of Consumer &amp; Business Services, Bereavement Authority of Ontario 1-844-493-6356</p>	<p><input type="checkbox"/></p>
<p><b>New Home Warranties Plan Act, s.9</b> With respect to the construction of a residential condominium conversion.</p>	<p>Tarion 1-877-982-7466</p>	<p><input type="checkbox"/></p>



# Owner's Authorization

Property Owner(s) to complete the Owner's Authorization form to allow the Agent/Applicant to prepare, submit and act on behalf of the Property Owner(s) with respect to this application.

Property Owner(s), who allow an Agent/Applicant to act on their behalf, continue to have the responsibility to ensure that the building construction, including grading and drainage design, are completed and maintained as per the issued approved plans, Ontario Building Code, Applicable Laws, and Town By-laws

Property Address: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

I/We \_\_\_\_\_ the Owner(s) of the

land being subject of this Application do hereby authorize and appoint

\_\_\_\_\_ as my/our Agent to **make**

**this application** on my/our behalf and to conduct all communications on my/our behalf

respecting same.

\_\_\_\_\_  
Name of Property Owner (please print)

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date of Signature

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended, and in accordance with the Municipal Freedom of Information and Protection of Privacy Act. The information is used for the purpose of processing this document. Questions regarding the collection of this information should be directed to Building Services at 905-873-2600 ext. 2300.