



## **Building Permit Checklist: New Dwelling**

### **1. Completed Building Permit Application Form**

### **2. Site Plan**

- a. One copy of a sketch to scale showing the property dimensions with setbacks to all existing and proposed structures. The location of the septic system, nearby power lines and wells must also be shown on the site plan.

### **3. Building Plans**

- a. All plans (unless exempt) must be designed by a person (architect, engineer or designer) registered/licensed with the province of Ontario and have a BCIN number.
- b. Details including: floor plan, foundation plan, wall and roof specifications, elevation drawings, etc. must be included.

### **4. Schedule 1 Form (designer information)**

### **5. Schedule 3 Form (deposit refund information/owner's authorization) (if applicable)**

### **6. Truss Layout**

### **7. Septic Permit from South Nation Conservation (if applicable)**

### **8. Energy Efficiency Design Summary**

### **9. HVAC Design**

### **10. Water/Sewer Connection form (if applicable)**

### **11. Entrance Permit (if applicable)**

### **12. Lot Grading Plan (if applicable)**

### **13. Application Fee (based on size and cost of construction)**

**Please note: Depending on the property's location, further documentation may be required (SDG Counties setback permits, MTO land use permits, entrance permits, conservation authority permits, etc.)**

# 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 (optional)</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. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration 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		

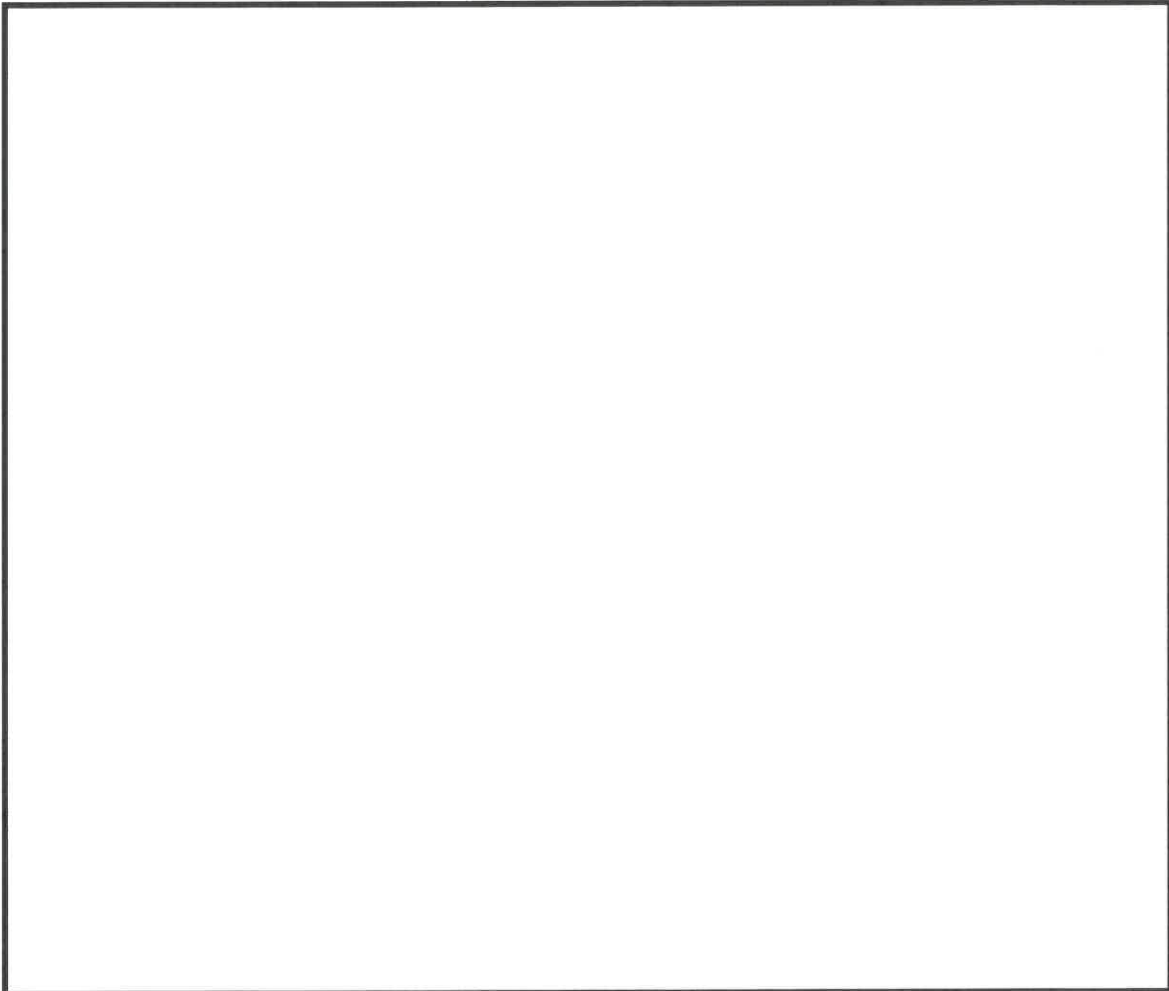
Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed 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., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

# PLOT PLAN

**Please include the following information on your plan:**

1. Please indicate a north arrow, street or road name.
2. The distance of proposed building to all 4 Property Lines (all 4 sides).
3. The distance of proposed building within 500 metres of each of the following:

Existing Buildings:	Septic Systems:
Creeks, Stream & Rivers:	Hydro Lines:
Kennels:	Livestock Operations:
Manure Storage Systems:	Pit & Quarry:



**THIS SHEET MUST BE FILLED OUT**

**Signature:** \_\_\_\_\_

## 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 Association of Professional Engineers of Ontario.

## Schedule 3: Consent and Acknowledgment

<b>A. Project Information</b>		
Building number, street name		
Description of proposed work		
<b>B. Administrative Performance Deposits</b>		<b>(As per Schedule "B" of By-Law 2023-033)</b>
<p>A refundable administrative performance deposit (Deposit) is charged for various permits issued under the <i>Building Code Act, 1992</i>. The amount of the Deposit is based on the construction value of the work. The full amount of the Deposit is refundable, if the work is completed in accordance with the timelines prescribed in Schedule "B" to By-Law #2023-033.</p> <p>Prior to refunding the Deposit, the applicant/permit holder shall obtain a final inspection. The Deposit will be refunded to the <b>PERSON/CORPORATION</b> indicated below, once the final inspection has passed. An amount equal to twenty-five percent (25%) of the original Deposit will be deducted annually by the Corporation of the Township of South Stormont (Township), beginning on the second anniversary following the date of permit issuance, for a permit that has not obtained a <b>PASSED</b> final inspection. Pursuant to Building By-Law #2023-033, additional fees, such as for re-inspections, incurred by the permit holder, may be deducted from the Deposit.</p> <p>I hereby acknowledge that I have read and understand that it is the responsibility of the applicant/permit holder to notify the Township for all required inspections, including the final inspection, in order to obtain the Deposit refund.</p>		
_____	_____	
Date	Signature of applicant	
Name of person to return Deposit to:		
Complete mailing address:		
<b>C. Agent Authorization</b>		
Last name (agent)	First name (agent)	Corporation or partnership
Street address		
City/Town	Postal code	Province
Telephone number (     )	Cell number (     )	E-mail
<p>I, _____ am the registered owner(s) of the property described in this application (print name of owner)</p> <p>form and do hereby authorize _____ to make applications and amendments on my behalf. (print name of authorized agent)</p> <p>It is understood that I/we will abide by all by-laws of the Township and that any approvals granted by this application will be carried out in accordance with the municipal requirements.</p>		
_____	_____	
Date	Signature of property owner	
<b>D. Incomplete Application</b>		
<p>I _____ am the owner or the authorized agent of the owner (print name of owner/authorized agent)</p> <p>and do hereby acknowledge that this application is deemed to be incomplete and is not entitled to the time periods prescribed in the <i>O. Reg. 332/12: Building Code</i>, as amended.</p> <p>Notwithstanding the above, I wish to have the application accepted for processing and understand that a permit will not be issued until all the required information is submitted and reviewed for compliance by the Chief Building Official or their designate.</p>		
_____	_____	
Date	Signature of applicant	



**ENTRANCE PERMIT APPLICATION AND APPROVAL**

**PURSUANT TO ENTRANCE BY-LAW 38-1999**

**OWNER/APPLICANT TO COMPLETE TOP TWO SECTIONS OF FORM**

Owner Name: _____	
Address: _____	
Roll No: _____	Phone: _____
Entranceway Location: _____	Side of Road (N,S,E,W) _____
Lot No: _____ Con/Plan No. _____ Specifically _____ meters _____ (N,S,E,W) of _____	

Purpose of entrance is: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural <input type="checkbox"/> Recreational
<input type="checkbox"/> To <b>CONSTRUCT</b> a <input type="checkbox"/> New Entrance <input type="checkbox"/> Temporary Entrance <input type="checkbox"/> Additional Entrance
<input type="checkbox"/> To <b>ALTER</b> existing entrance eg: <input type="checkbox"/> Change location <input type="checkbox"/> Remove <input type="checkbox"/> Replace Culvert <input type="checkbox"/> Culvert Extension
<b>CURB CUT REQUIRED:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Surface of entrance will be: <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete or Stamped Concrete <input type="checkbox"/> Unistone/Interlock <input type="checkbox"/> Other (specify)
<b>Notes:</b> 1. Proposed entrances to be staked at roadside. 2. Length of culvert to be a minimum of 6 meters and a maximum of 9 meters 3. Applicant is responsible for the purchase of the galvanized corrugated steel pipe and all installation costs. Specifications will be determined by the Township. 4. Proof of adequate insurance may be requested. 5. Fees as per current Fees/Charges By-law. 6. Proponent is responsible for contacting the Township and booking a final inspection upon completion of the work.
<b>Acknowledgement:</b> I/We hereby apply to the Corporation of the Township of South Stormont for permission to construct, alter or change the use of the entranceway described above and do hereby agree to conform to the Township conditions, standards and specifications governing entrances in accordance with By-law 38-1999.  _____ Owner/Authorized Applicant Signature <span style="float:right">_____</span> <span style="float:right">Date (MM-DD-YY)</span>

**FOR OFFICE USE ONLY**

<b>ENTRANCE PERMIT</b>	Print Name _____	Inspector Signature _____	Date: (MM-DD-YY) _____
Inspected <input type="checkbox"/> On Desk <input type="checkbox"/> On site BY: _____			
Culvert Required <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete the following:		
Length: _____ m	Type: <input type="checkbox"/> Aluminized Type 2	Gauge: <input type="checkbox"/> 16 (1.6mm)	
Diameter: _____ mm	<input type="checkbox"/> Other	<input type="checkbox"/>	
<b>PERMIT APPROVAL</b>			
<input type="checkbox"/> Permit approved as proposed <input type="checkbox"/> Permit approved <b>with changes noted below</b> <input type="checkbox"/> Not approved – see below			
Cost: _____		Charged to Building Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comment: _____			
_____		_____	
Date (MM-DD-YY)		Township of South Stormont Director of Public Works or Designate	



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**ENTRANCE PERMIT APPLICATION AND APPROVAL  
PURSUANT TO ENTRANCE BY-LAW 38-1999**

**ENTRANCE PERMIT CONDITIONS**

1. This Entrance Permit is subject to all Municipal By-laws.
2. Work on the construction or alteration of an entrance must not be started before an Entrance Permit has been issued by the Township.
3. All entranceway permits shall be pre-paid.
4. The applicant is responsible for the construction, marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to an entrance.
5. All work related to, or forming part of an entrance, shall be carried out in accordance with the approved plans and specifications subject to the approval of the Township. The owner of the property shall bear all expenses related thereto.
6. The locations and modes of construction of all entranceways shall be in accordance with standards and specifications established by the Director of Public Works, and approved by Council.
7. It is prohibited to obstruct any drain or water course, either situated on a Township road allowance or providing an outlet for water discharged from a Township road allowance.
8. An entranceway will not be permitted in a location that, in the opinion of the Director of Public Works or Public Works Supervisor, would cause a traffic hazard.
9. Each entranceway onto a Township Road must be designed, constructed and maintained in a manner that will prevent surface water from adjoining property being discharged via the entranceway onto the travelled portion of the Township road.
10. Pillars/columns of any description are not permitted on a Township road allowance.
11. Culvert headwalls of any material are not permitted.
12. Curbing will be permitted for commercial entrances, provided it conforms to the Ontario Provincial Standard Drawings and Specifications.
13. Cutting or re-shaping the concrete curb for a new or existing entranceway will be permitted provided it conforms to the specifications determined by the Director of Public Works, and will be at the expense of the applicant.
14. Failure to comply with the provisions of By-law 38-1999 or the standards and specifications established in accordance with the provisions may be prosecuted to the full extent of the law.





**WATER/SEWER CONNECTION INSTALLATION INFORMATION**

**A. PROJECT INFORMATION**

Building Number, Street Name	Unit No	Lot / Part	Con / Plan
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Description of Proposed Construction

**B. WATER – SANITARY SEWER - STORM SEWER CONNECTION**

Every building requiring connection to the Municipal Water and/or Sewer System shall be subject to the following:

1. An application to connect to the Municipal Water and/or Sewer System shall be filed with the Chief Building Official and is subject to the fees set out in the current Fees and Charges By-law.
2. The applicant shall be responsible for connection and all costs associated with the connection to the municipal systems(s). When applicable, these shall include connection to the Municipality's infrastructure at the water and/or sewer main.
3. All connections shall be completed to the following standards (or latest revisions):
  - a. American Water Works Association
  - b. Ontario Provincial Standard Drawings (OPSD)
  - c. Ontario Building Code
  - d. Ministry of Environment Regulations and Procedures
  - e. Township of South Stormont Site Plan and Subdivision Design Guidelines
4. Application for works within the Township Right of Way must conform to By-law 2016-024.
5. The applicant/contractor must call to request an inspection a minimum of 24 hours prior to backfill.

**C. ACKNOWLEDGEMENT**

I/We hereby apply to the Township of South Stormont for permission for a Water/Sewer connection and do hereby agree to conform to the conditions, standards and specifications listed above.

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

**D. CONTRACTOR**

Proposed work will be completed by the following contractor:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CONTACT: \_\_\_\_\_

**NOTE:** By-law 2016-24 requires that the contractor provide proof of insurance and WSIB Coverage when working within the Municipal right-of-way. Minimum coverage of \$5,000,000 Commercial General Liability and Automobile Liability with the Township of South Stormont named as Additional Insured.