

# Application for a Permit to Construct or Demolish

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

For use by Principal Authority			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m <sup>2</sup> )	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number ADE	Lot/con. ADE
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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<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>			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p><input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">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="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">Date <span style="margin-left: 150px;">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?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)
<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><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <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>_____</p> <p style="text-align: center;">Date <span style="margin-left: 200px;">Signature of applicant</span></p>			



Corporation of the Township of Essa  
5786 Simcoe County Road 21  
Utopia, Essa Township, Ontario  
L0M 1T0

Telephone: (705) 424-9770  
Fax: (705) 424-2367  
Web Site: [www.essatownship.on.ca](http://www.essatownship.on.ca)

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## AGENT AUTHORIZATION

I/We, \_\_\_\_\_,

The registered owners of the property known as:

\_\_\_\_\_

Hereby appoint:

\_\_\_\_\_

To act as our agent in connection with a building permit application for the property.

Dated \_\_\_\_\_ .

\_\_\_\_\_  
(Owner)

\_\_\_\_\_  
(Owner)



# Applicable Law Checklist -Township of Essa

This form is used to confirm approvals from other agencies that are required before a building permit can be issued

Address	Application No.	Date Received
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	YES	NO
<b>Zoning Bylaws ♦ Township Planning Department</b>		
Is/was relief required to permit a minor zoning variance in your proposal?	<input type="checkbox"/>	<input type="checkbox"/>
Is/was rezoning required to permit the proposed building or land use?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project/development subject to a section 37 agreement?	<input type="checkbox"/>	<input type="checkbox"/>
Is this property subject to a Minister's Zoning Order or Provincial Zoning Regulation?	<input type="checkbox"/>	<input type="checkbox"/>
Is a land division or subdivision required and not yet fully completed?	<input type="checkbox"/>	<input type="checkbox"/>
Are municipal services required but not yet completed or available?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Planning Approval ♦ Township Planning Department</b>		
Does this development require site plan approval from the Planning Department?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Heritage ♦ Township Planning Department</b>		
Are you demolishing a building that is listed on the Township heritage inventory? Is the building designated or in the process of being designated?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property located in a heritage district or study area?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Construction and Fill Permits ♦ Nottawasaga Conservation Authority</b>		
Does the property abut a ravine, watercourse, wetland or shoreline or is it located in a regulated area?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building &amp; Land Use Permits ♦ Ontario Ministry of Transportation</b>		
Is the property within 45 m of a highway or 180 m from any highway intersection?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property within 395 m of a controlled highway intersection?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a major traffic generating project located within 800 m of a highway?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property located within a Transit Corridor or within 30 m from any Transit Corridor?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Environmental Approvals ♦ Ontario Ministry of Environment</b>		
Is an RSC required to be filed because of a change to more sensitive land use?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property a former waste disposal site?	<input type="checkbox"/>	<input type="checkbox"/>
Is this project a major industrial, commercial or government project?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a renewable energy project?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Clean Water Act ♦ Township of Essa</b>		
Is a Containment Management Plan required to be filed due to bulk fuels or chemical handling?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project involve construction of a new building or addition within a Well Head Protection Area?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Agriculture and Farms ♦ Ontario Ministry of Agriculture and Food</b>		
Is this a farm building that will house animals or manure?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a milk processing plant?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Education / Child Care Centres ♦ Ontario Ministry of Education</b>		
Is a daycare proposed in any part of the building?	<input type="checkbox"/>	<input type="checkbox"/>
Is this permit for the demolition of a school operated by the public or separate school boards?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Seniors Centres ♦ Ontario Ministry of Community and Social Services</b>		
Is this a seniors project where Ontario Government Funding is being sought?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electrical Conductor Clearances ♦ Electrical Safety Authority</b>		
Are any overhead electrical conductor wires within 3.7 m of the proposed building?	<input type="checkbox"/>	<input type="checkbox"/>
<b>DECLARATION</b>		
I have considered the list of applicable laws in the Ontario Building Code and as described above, and do hereby declare that:		
<input type="checkbox"/> 1. None of these applicable law approvals apply to this project.		
<input type="checkbox"/> 2. Applicable laws checked with a 'yes' apply to this project, and approval documents are submitted with this application.		
<input type="checkbox"/> 3. Applicable laws checked with a 'yes' apply to this project, however all approval documents have not yet been obtained.		
The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation or partnership with respect to this application (if applicable).		
Name of Applicant:	Signature:	Date:

# Applicable Laws & Building Permits

The *Building Code Act* prohibits the issuance of a building permit if the proposed construction or demolition will contravene an applicable law as defined by the building code. Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **not** administered by the Building Standards Department. The fastest way to obtain a building permit is to ensure all these other approvals are completed (or do not apply) before applying for a building permit. The Building Department is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals.

## **Zoning, Planning & Heritage**

Contact: Township of Essa Planning Department: [planning@essatownship.on.ca](mailto:planning@essatownship.on.ca) (705) 424-9917 ext.104

### *Planning Act, s.34, 34(5), 45 and Part VI*

Zoning bylaws restrict such things as land use, lot size, building size and setbacks. If your project doesn't comply with any part of the zoning by-law, a minor variance or rezoning must be obtained before any building permit can be issued. Zoning by-laws also restrict the issuance of permits until any associated land division, subdivision or municipal servicing is complete.

### *Planning Act, s.41*

Site Plan Approval is required for most new buildings and additions other than houses and accessory structures. The site plan agreement must be registered before site plans will be approved.

### *Ontario Heritage Act, s. 27, 30, 33, 34 40.1 & 42*

Township of Essa has designated certain heritage buildings and maintains a listing of buildings of heritage interest. Specific areas have also been established as Heritage Conservation Districts. Planning and/or City Council approval for demolition, alteration and construction is required if your property is affected.

## **Conservation Authority Permits**

Contact [permits@nvca.on.ca](mailto:permits@nvca.on.ca)

### *Conservation Authorities Act s.28 (1)(c), regulation 166/06*

Development within certain conservation regulated areas requires a construction and fill permit from the conservation authority before any building permit can be issued. NVCA will confirm if your property falls within their jurisdiction.

## **Highway Corridor Building & Land Use Permits**

Contact: Ministry of Transportation [www.mto.gov.on.ca](http://www.mto.gov.on.ca)

### *Public Transportation and Highway Improvement Act, s.34, 38*

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.

## **Transit Corridor Building & Land Use Permits**

Contact: Ministry of Transportation [www.mto.gov.on.ca](http://www.mto.gov.on.ca)

### *Building Transit Faster Act, 2020, s.o. 2020, c. 12*

Ministry authorization is required for construction or alteration of a building or other structure within certain distances of a transit corridor. The requirement for Ministry authorization within transit corridor land or lands within 30 meters of a transit corridor.

## **Environmental Approvals**

Contact: Ministry of the Environment at 1-800-461-6290

### *Environmental Protection Act s. 46, 47.3, 168 and the Environmental Assessment Act s 5.*

Ministry of Environment approvals are required where a property of industrial or commercial use is change to more sensitive residential or parkland use, for major government, industrial and commercial projects where defined by regulation, properties formerly used for landfill or waste disposal, or renewable energy projects.

## **Electrical Conductor Clearances**

Contact: Electrical Safety Authority at 1-877-372-7233

Certain minimum distances must be maintained from overhead electrical conductors, depending on their voltage.

## **Source Water Protection**

Contacts: [ddollmaier@essatownship.on.ca](mailto:ddollmaier@essatownship.on.ca)

### *Clean Water Act s. 59*

Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated risk management official. Properties located within a Highly Vulnerable Aquifer (HVA) are to contact York Region. Properties located within the Well Head Protection Area Water Quality (WHPA-Q) are to contact the TRCA.

## **Agriculture and Farms**

Contact: Ministry of Agriculture Food and Rural Affairs at 1-877-424-1300

### *Nutrient Management Act 2002 s. 11 reg 267/03, Milk Act s. 14*

Buildings or structures that house animals or store manure may trigger a requirement for a nutrient management strategy approved by the Ministry. The Ministry must determine that a milk processing plant is necessary and authorize it before a building permit can be issued.

## **Child Care Centres**

Contact: Ministry of Education at 1-877-510-5333

### *Day Nurseries Act s. 5 of reg 262*

Ministry plan approval is required if a new building is proposed to be used as a day nursery, an existing building is proposed to be used, altered or renovated for a day nursery, or if an existing day nursery is altered or renovated.

## **Seniors Centres**

Contact: Ontario Ministry of Community and Social Services at 1-888-789-4199

### *Elderly Persons Centres Act s. 6 of reg 314*

Reports must be submitted to the Minister and approval obtained for all seniors centres to which government funding applies.

## Essa Zoning Information Form

**What is the general zoning of your property?**

Zoning	Check the applicable zone box.
Residential	<input type="checkbox"/>
Commercial	<input type="checkbox"/>
Agricultural or Rural	<input type="checkbox"/>
Industrial	<input type="checkbox"/>
Institutional	<input type="checkbox"/>

**What type of development are you proposing?**

- |  |  |
|--|--|
| <input type="checkbox"/> Single Family Dwelling (SFD)      | <input type="checkbox"/> Additional Residential Unit (ARU) |
| <input type="checkbox"/> Deck                              | <input type="checkbox"/> Septic / Sewage System            |
| <input type="checkbox"/> Agricultural Building             | <input type="checkbox"/> Barn                              |
| <input type="checkbox"/> Garage                            | <input type="checkbox"/> Shed                              |
| <input type="checkbox"/> Interior Renovations/Construction |  |
| <input type="checkbox"/> Other: _____                      |  |

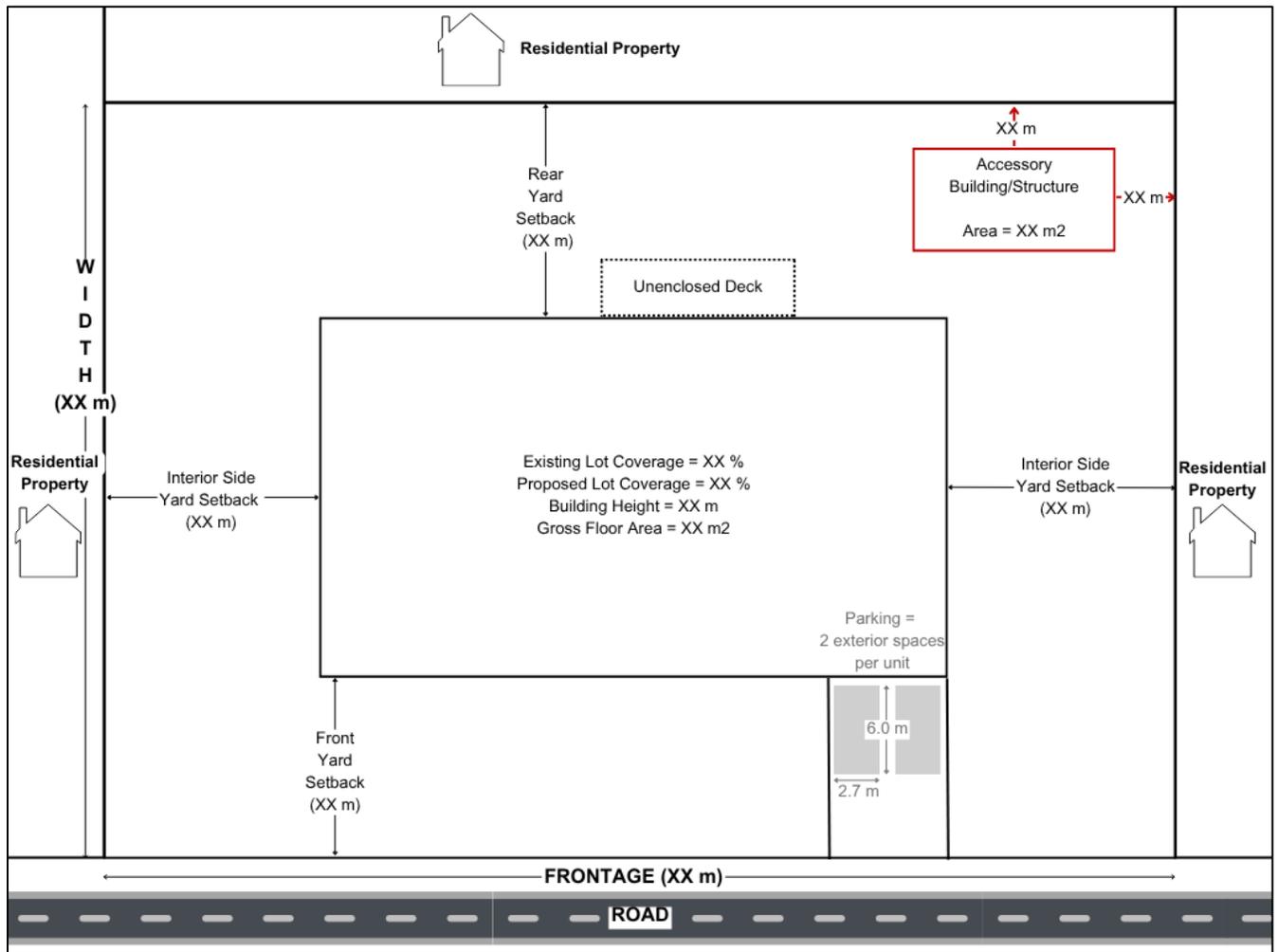
**List project specifics**

List all project details below. If you're not changing the building (e.g. just doing interior work), write "N/A". If your project changes how the space is used (like adding a unit) and affects parking, include all related information. ***The information on the table below must match what's shown on your Site Plan (See example). You or your engineer/designer can take the measurements.***

Zoning Matrix Information	Please list all information in metric (m)
Gross Floor Area <i>(The total of all floor areas including basement, main floor, second storey, attached garage, etc.)</i>	
Building Height <i>(Measured from the average grade to midpoint of the roof)</i>	
Front Yard Setback	
Side Yard Setback	

Exterior Side Yard Setback ( <i>only applies to corner lots</i> )	
Rear Yard Setback	
Existing Lot Coverage <i>(Measured by dividing the total footprint area of all buildings/structures/paved surfaces by the total lot area then multiplying by 100)</i>	
Proposed Lot Coverage	
How many exterior (i.e. outdoor) parking spaces are being proposed?	

**Example Site Plan Diagram**



**FOR STAFF USE ONLY**

**Does the project require Planning Applications?**

Is there an Active Planning Application on the property?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

**What applications are required?**

Application Type	Check the applicable zone box.
Minor Variance	<input type="checkbox"/>
Consent	<input type="checkbox"/>
Official Plan Amendment	<input type="checkbox"/>
Zoning By-law Amendment/Temporary Use By-law	<input type="checkbox"/>
Site Plan Control application	<input type="checkbox"/>
Plan of Subdivision	<input type="checkbox"/>

**Designation:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**N.V.C.A. Regulated:** \_\_\_\_\_