



BUILDING PERMIT APPLICATIONS



BUILDING PERMIT CHECK LIST

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Schedule A

2018 BUILDING DEPARTMENT FEES

| | |
|--|---|
| Construction commencing before permit issued (Extra charge in addition to permit fee, due to additional administration) (or Provincial Offences Ticket/Penalty) | \$400.00 \$1,000.00 |
| Minimum fee for any permit | \$150.00 |
| Residential Fees per square foot (area includes all above grade floors) (\$1.00 per \$100.00 if square footage not applicable) | \$1.00 per sq.ft. |
| \$0.70 per square foot for a finished basement and (finished or unfinished) walkout basement | \$0.70 per sq.ft. |
| \$0.60 per square foot for an unfinished basement | \$0.60 per sq.ft. |
| \$0.45 per square foot for a new footings/foundation only under an existing building | \$0.45 per sq.ft. |
| Commercial/Industrial Fees per square foot (\$1.00 per \$100.00 if square footage not applicable) | \$0.60 per sq.ft. |
| Accessory/Decks, Balconies fees per square foot Farm/Hunting/Outbuilding (\$1.00 per \$100.00 if square footage not applicable) | \$150.00 + \$0.40 per sq.ft. |
| Wood Furnaces and Chimneys/Plumbing/Demolition Renewal/Designated structures per OBC A1 1.3 | \$150.00 |
| Building Department Fire Safety and Liquor Licence Inspections Building Department letters, including each issue of inspection reports And Occupancy/Septic Use Permits | \$100.00 |
| Septic Permits including major repair and alterations Major repair and alterations include replacing tank or bed | \$600.00 |
| Minor alteration (Eg. Replace effluent filters/Baffles/Feed Pipe) (holding tank alarms) | \$300.00 |

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 ²) | | |
| B. Purpose of application | | | | |
| New construction | Addition to an existing building | Alteration/repair | Demolition | Conditional Permit |
| Proposed use of building | | Current use of building | | |
| Description of proposed work | | | | |
| C. Applicant | | | | |
| 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 | |
| D. Owner (if different from applicant) | | | | |
| Last name | First name | Corporation or partnership | | |
| Street address | | | Unit number | Lot/con. |
| Municipality | Postal code | Province | E-mail | |
| Telephone number | Fax | | Cell number | |

| E. Builder (optional) | | | | |
|---|--|------------------------|--|-------------|
| Last name | | First name | Corporation or partnership (if applicable) | |
| Street address | | | Unit number | Lot/con. |
| Municipality | | Postal code | Province | E-mail |
| Telephone number | | Fax | | Cell number |
| F. Tarion Warranty Corporation (Ontario New Home Warranty Program) | | | | |
| i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G. | | | 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): _____ | | | | |
| G. Required Schedules | | | | |
| i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities. | | | | |
| ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system. | | | | |
| H. Completeness and compliance with applicable law | | | | |
| i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made. | | | 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 |
| I. Declaration of applicant | | | | |
| I _____ declare that: | | | | |
| (print name) | | | | |
| 1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. | | | | |
| 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. | | | | |
| _____ | | _____ | | |
| Date | | Signature of applicant | | |

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

| A. Project Information | | | |
|---|-------------------------------|--------------------------------|-------------|
| Building number, street name | | Unit no. | Lot/con. |
| Municipality | Postal code | Plan number/ other description | |
| B. Individual who reviews and takes responsibility for design activities | | | |
| Name | | Firm | |
| Street address | | Unit no. | Lot/con. |
| Municipality | Postal code | Province | E-mail |
| Telephone number | Fax number | | Cell number |
| C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C] | | | |
| 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 | | | |
| D. Declaration of Designer | | | |
| <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"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of Designer </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 2: Sewage System Installer Information

| A. Project Information | | | |
|---|-------------|--|-------------|
| Building number, street name | | Unit number | Lot/con. |
| Municipality | Postal code | Plan number/ other description | |
| B. Sewage system installer | | | |
| Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C? | | | |
| Yes (Continue to Section C) | | No (Continue to Section E) | |
| | | Installer unknown at time of application (Continue to Section E) | |
| C. Registered installer information (where answer to B is "Yes") | | | |
| Name | | BCIN | |
| Street address | | Unit number | Lot/con. |
| Municipality | Postal code | Province | E-mail |
| Telephone number | Fax | | Cell number |
| D. Qualified supervisor information (where answer to section B is "Yes") | | | |
| Name of qualified supervisor(s) | | Building Code Identification Number (BCIN) | |
| | | | |
| E. Declaration of Applicant: | | | |
| <p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>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"> 1. The information contained in this schedule 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. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p> | | | |

Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

| For use by Principal Authority | |
|--------------------------------|----------------------------|
| Application No: | Model/Certification Number |

A. Project Information

| | | |
|------------------------------|-------------|--------------------------------------|
| Building number, street name | Unit number | Lot/Con |
| Municipality | Postal code | Reg. Plan number / other description |

B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package): Package: _____ Table: _____

C. Project Design Conditions

| Climatic Zone (SB-1): | Heating Equipment Efficiency | Space Heating Fuel Source |
|--|--|--|
| <input type="checkbox"/> Zone 1 (< 5000 degree days) | <input type="checkbox"/> ≥ 92% AFUE | <input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel |
| <input type="checkbox"/> Zone 2 (≥ 5000 degree days) | <input type="checkbox"/> ≥ 84% < 92% AFUE | <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy |
| Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area | | Other Building Characteristics |
| Area of walls = _____ m ² or _____ ft ² | W, S & G % = _____ | <input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement <input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit <input type="checkbox"/> Air Sourced Heat Pump (ASHP) <input type="checkbox"/> Ground Sourced Heat Pump (GSHP) |
| Area of W, S & G = _____ m ² or _____ ft ² | Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

| Energy Efficiency Substitutions | | | | |
|---|--|-----------|--|--------------------|
| <input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6)) | | | | |
| <input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7)) | | | | |
| <input type="checkbox"/> Airtightness substitution(s) Airtightness test required (Refer to Design Guide Attached) | <input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____ | | | |
| | <input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____ | | | |
| | Required: _____ Permitted Substitution: _____ | | | |
| Building Component | Minimum RSI / R values or Maximum U-Value ⁽¹⁾ | | Building Component | Efficiency Ratings |
| Thermal Insulation | Nominal | Effective | Windows & Doors Provide U-Value ⁽¹⁾ or ER rating | |
| Ceiling with Attic Space | | | Windows/Sliding Glass Doors | |
| Ceiling without Attic Space | | | Skylights/Glazed Roofs | |
| Exposed Floor | | | Mechanicals | |
| Walls Above Grade | | | Heating Equip.(AFUE) | |
| Basement Walls | | | HRV Efficiency (SRE% at 0° C) | |
| Slab (all >600mm below grade) | | | DHW Heater (EF) | |
| Slab (edge only ≤600mm below grade) | | | DWHR (CSA B55.1 (min. 42% efficiency)) | # Showers _____ |
| Slab (all ≤600mm below grade, or heated) | | | Combined Heating System | |

(1) U value to be provided in either W/(m²•K) or Btu/(h•ft²•F) but not both.

E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

| Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work. | | |
|--|------|-----------|
| Name | BCIN | Signature |
| | | |

Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1 *Windows, Skylights and Glass Doors:* If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

Other Building Conditions: These construction conditions affect SB-12 Prescriptive compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

| Building Type | Airtightness Targets | | | | |
|-------------------|----------------------|--------------------------------------|--|-------------------------|----------------------------|
| | ACH @ 50 Pa | NLA @ 10 Pa | | NLR @ 50 Pa | |
| Detached dwelling | 2.5 | 1.26 cm ² /m ² | 1.81 in ² /100ft ² | 0.93 L/s/m ² | 0.18 cfm50/ft ² |
| Attached dwelling | 3.0 | 2.12 cm ² /m ² | 3.06 in ² /100ft ² | 1.32 L/s/m ² | 0.26 cfm50/ft ² |

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.



Municipality of Hastings Highlands
 Building Department
 33011 Highway 62N, Box 130 Maynooth,
 Ontario, K0L 2S0
 Tel.: (613) 338-2811 Fax: (613) 338-3292
 Website: www.hastingshighlands.ca

Calculation Sheet

Ontario Building Code Proposed Requirements - Residential Sewage Disposal System

Name: _____ Address: _____ Tel: () _____

1. Sewage Flow

- a) Number of bedrooms up to 5 bedrooms: _____ = _____ Litres (1)
- b) Each bedroom over 5 bedrooms: _____ x 500 = _____ Litres (2)
- OR**
- c) Living Space: _____ m²
- Each 10 m² (or part of it) over 200 m² up to 400 m²: _____ x 100 = _____ Litres
- Each 10 m² (or part of it) over 400 m² up to 600 m²: _____ x 75 = _____ Litres
- Each 10 m² (or part of it) over 600 m²: _____ x 50 = _____ Litres Total: _____ Litres (3)
- OR** (whichever is the larger flow)
- d) Total Fixture Units: _____
- Each Fixture Unit over 20: _____ x 50 = _____ Litres (4)
- Total Sewage Flow:** (Q) (Add 1 + 2 or 3 or 4) _____ Litres

2. Septic Tank Size

Residential Occupancy: _____ Sewage Flow: _____ x 2 = _____ Litres (Minimum - 3600) Litres

3. Leaching Bed Size

Length of Pipe = $\frac{\text{Sewage Flow} \times \text{Percolation Time}}{200}$

$L = \frac{QT}{200} = \frac{\quad \times \quad}{200} = \quad$ m. of trench \quad ft. of trench

Rounded to: \quad m. of trench \quad ft. of trench

4. Loading Rate for Fill-Based Absorption Trenches and Filter Beds

| Loading Rates | Percolation Time | Loading Rate (L/m ² /day) |
|---------------|------------------|--------------------------------------|
| | 1-20 | 10 |
| | 20-35 | 8 |
| | 35-50 | 6 |
| | > 50 | 4 |

Sewage Flow ÷ Loading Rate = m² of contact area

_____ ÷ _____ = _____ m² of contact area

5. Filter Bed Size

Sewage Flow < 3000 Litres/Day: Sewage Flow ÷ 75 = m²

_____ ÷ 75 = _____ m² of filter bed

Sewage Flow > 3000 Litres/Day: Sewage Flow ÷ 50 = m²

_____ ÷ 50 = _____ m² of filter bed

| SOIL CONDITION | |
|---------------------------|----------------|
| Depth (metres) | Soil Type |
| 0 | |
| 0.5 | |
| 1.0 | |
| 1.5 | |
| Show Rock Elevation _____ | |
| Show Water Table _____ W | |

6. Filter Bed Contact Area of Filter Sand

Area = $\frac{\text{Sewage Flow} \times \text{Percolation Rate}}{850} = \quad$ m² of contact area

$A = \frac{QT}{850} = \frac{\quad \times \quad}{850} = \quad$ m² of contact area

Owner/Contractor/Designer's Name: _____

Signature: _____

Date: _____

**Vic Bodnar
Mayor**



**Municipal Office
Tel: 613-338-2811
Fax: 613-338-3292**

**CBO Ext. 255
Building/Planning Clerk Ext.
222**

P.O. Box 130, Maynooth, Ontario, K0L 2S0

January 4, 2019

REQUIREMENTS TO BE FOLLOWED WHEN BUILDING:

1. Obtain a septic permit application form. The provincial standard building permit application form is required. The fee is \$600.00 for a new system and \$300.00 for alteration or repair to an existing system.
2. Contact the Planning Clerk at 613-338-2811 extension 222 regarding an Entrance Permit and an emergency response (E-911) number. The fee for an Entrance Permit is \$500.00 with a \$100.00 rebate after a written request for a refund and final inspection is received. The fee for the E-911 blade and post is \$50.00 + \$6.50 HST = \$56.50
3. You will be advised regarding the size and length of culvert, if required. Obtain and complete a Building Permit Application and return the completed application to the Building Department. The provincial standard building permit application form is required.
4. If property is on Ministry of Transportation Ontario owned highway a permit may be required from MTO, 613-332-3220.
5. HVAC and plumbing drawings are required prior to the combined framing, plumbing rough-in and mechanical rough in inspection.

Please give a minimum of 48 hours notice for scheduled inspections

A PERMIT APPLICATION MUST BE ACCOMPANIED BY:

1. A comprehensive site plan showing the proposed building in relation to the lot lines, water bodies, existing structures and hydro lines. Show applicable dimensions. Include a drainage plan showing flow of water onto and from the property.
2. Floor plans-two sets of plans including:
 - a. Floor, wall and roof framing plans. If a structural joist is to be used, provide framing plans showing required bracing.
 - b. Elevations of all building faces showing grade, include measurements of grade to first floor.
 - c. Sections of exterior walls and uppermost ceilings.
 - d. Foundation plans, footings, column pads, floor drains.
 - e. Foundation wall section showing footings, wall, damp-proofing, etc.
3. Provide heating, ventilation and air conditioning specifications.
4. Complete Energy Efficiency Design Summary.
5. Prescribed fees.

Guide to Completing your Building Permit Application

This guide will provide direction and assistance for you as you complete your application for building permit. Completing all necessary sections of the application form will enable the municipality to process your application more quickly. If you have any questions regarding your application that are not answered by this guide please feel free to contact our office at 613-338-2811 for further information.

Section A – Project Information

All boxes of this section are to be completed as applicable including lot and concession number .

Section B – Purpose of Application

All boxes of this section are to be completed as applicable.

Section C – Applicant

All boxes of this section are to be completed as applicable.

Section D – Owner (if different from applicant)

All boxes of this section are to be completed as applicable.

Section E – (optional)

As noted this section is optional therefore any information provided or none is sufficient, unless Owner Builder of a new home

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

Part i is to be completed for all permit applications.

Parts ii and iii are to be completed where the answer to part i is “yes”.

Section G – Required Schedules

All boxes in sections A, B, C and D of Schedule 1: Designer Information are to be completed as applicable. Note: Designs provided by Architects or Professional Engineers are not required to be accompanied by a completed Schedule 1 Designer Information.

All boxes in sections A, B, C, D and E of Schedule 2: Sewage System Installer Information are to be completed as applicable where the application involves work on a sewage system.

Section H – Completeness and compliance with Applicable Law

All five questions must be answered either “yes” or “no” in the applicable check box provided.

Fees are due and payable upon application submission. Where there is a question about the amount of the payable fee the applicant shall submit the Building Permit Fee with the application and the remaining fees can be provided upon permit pick-up.

IN ALL CASES WHERE ONLY PARTIAL PAYMENT HAS BEEN RECEIVED THE APPLICANT SHALL BE VERBALLY ADVISED THAT ADDITIONAL FEES WILL BE DUE AND PAYABLE AT PERMIT PICK-UP.

Section I – Declaration of Applicant

All applicants must complete this section. The date to be included in this section is the date the application is submitted to the Building Section.

Authorization

Where the application is submitted by an Authorized agent of the owner, the owner must complete and sign this section.

Declaration

All applicants applying for a demolition permit must complete this section.

Applicable Law Compliance

All applicants must complete this section.

Statement Regarding Required Inspections

All applicants must complete this section.

Septic Information – Class 2 to 5

All applicants applying for a septic system must complete this section as applicable.

Calculation Sheet

All applicants applying for a septic system must complete this section as applicable.

Energy Efficiency Design Summary

All applicants applying for a new house or house addition must complete this section as applicable.

Building Permit Application Plot Plan –examples attached

All applicants applying for new construction and additions must complete and submit this form.



AUTHORIZATION FROM PROPERTY OWNER for AGENT TO APPLY FOR BUILDING PERMIT ON THEIR BEHALF

I/we _____,
(Property Owner/s)

Hereby authorize _____,
(Agent)

To apply, on my/our behalf, for a Building Permit on my/our property located in the Municipality of Hastings Highlands at:

Property Description (legal, civic address)

Signature of Owner Date Signature of Owner Date

DECLARATION OF VACANCY

Where the application is for demolition of a building I/we hereby confirm that the building at _____ is vacant.

Property Description (legal, civic address)

Signature of Owner/Agent Date Signature of Owner /Agent Date

FEES (Office use Only) Civic Address(es) _____

| <i>Building Permit</i> | <i>Plumbing Permit</i> | <i>Septic Permit</i> | <i>Permit Occupancy</i> | <i>Surcharge</i> | <i>Totals</i> |
|------------------------|------------------------|----------------------|-------------------------|------------------|---------------|
| \$ _____ | \$ _____ | \$ _____ | \$ _____ | \$ _____ | =\$ _____ |

Entrance Permit & Emergency Response (E 911) Number:

\$ _____ \$ _____ =\$ _____

Grand Total =\$ _____

Applicable Law Compliance

The following questions must be answered in order to complete your application for building permit and to determine if approvals are required from any other agency before your building permit can be issued.

Completing this form accurately and providing any other required approvals at application time will help expedite the processing of your building permit.

| Question | Yes | No | Comments |
|---|-----|----|----------|
| Is the building used as a daycare? | | | |
| Is the permit for the demolition of a school? | | | |
| Is the building used as a funeral home? | | | |
| Is the building used for processing milk? | | | |
| Is the building used to house farm animals? | | | |
| Is there a farm, feedlot or manure storage within 500m? | | | |
| Is the building used for manure storage? | | | |
| Is the building located on public land? | | | |
| Is MNRF approval required? | | | |
| Is there a lake, river, creek, stream, pond or wetland on or within 500m of the property? | | | |
| Is there a provincial highway within 800m? | | | |
| Is Health Unit approval required (food)? | | | |
| Is the building used as a charitable institution? | | | |
| Is the building used as a retirement home as defined in subsection 2(1) of the Retirement Home Act, 2010? | | | |
| Is the property use changing to residential? | | | |
| Is Ministry of Environment approval required? | | | |
| Was the property used as a disposal site? | | | |
| Is there a septic system on the property? | | | |
| Is the building a designated heritage building? | | | |
| Is the permit to demolish a heritage building? | | | |
| Is site plan approval required? | | | |
| Is the permit for a mobile, park model or modular home? | | | |
| Is zoning by-law relief required? (Confirm with Planning Section) | | | |

Statement Regarding Required Inspections

To: Municipality of Hastings Highlands Building Department

Re: _____ (Civic Address)

I _____ (owner / authorized agent) understand that it is my responsibility to call the Municipality of Hastings Highlands Building Department for the required inspections listed below. I also understand the person in charge of the construction of the building shall have the permit or a copy of the permit posted at all times during the construction or demolition in conspicuous place on the property and shall keep and maintain on the site of the construction at least one copy of the drawings and specifications stamped as site copy by the Municipality of Hastings Highlands Building Department. I further acknowledge and understand that my failure to do so may result in work orders being levied against the property and further that I will be required to uncover any and all work that is covered or enclosed prior to the work being inspected by the Municipality's Building Dept. Further I also understand that all expenses related to the uncovering or exposing of work for the purposes of inspection will be at my expense. It is further acknowledged that I will not expect or knowingly allow Municipal Building Officials to enter or remain in any place or situation deemed unsafe according to the Occupational Health Safety Act that I am responsible for and that this does not relieve me from having the required inspections conducted and completed by the Municipality's Building Department.

Required Inspections:

**** Minimum 48 Hours notice required for each inspection**

**** Ensure that plans are on site for all inspections**

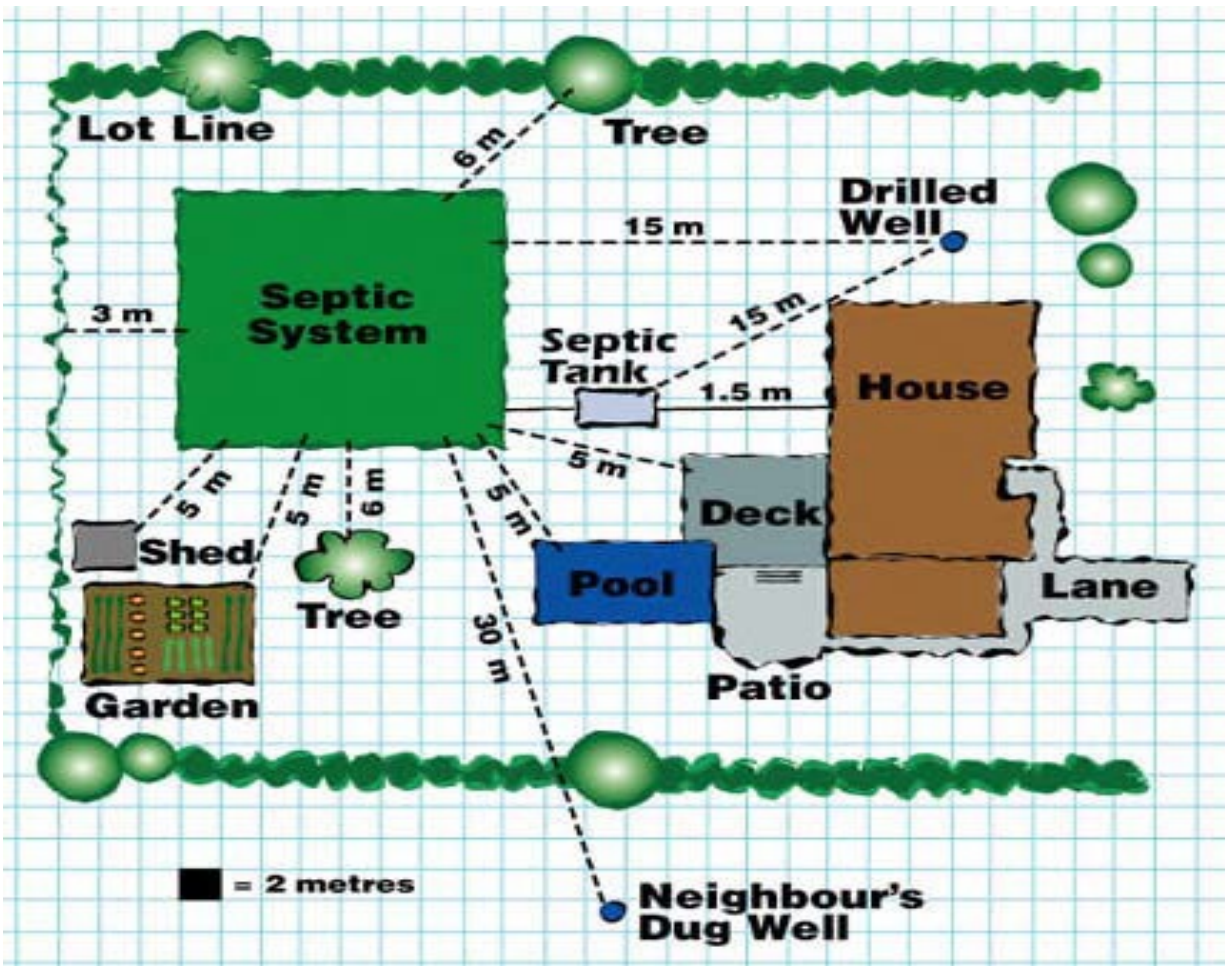
1. **Services (prior to covering)**
2. **Excavation (prior to pouring footings)**
3. **Foundation (prior to backfilling)**
4. **Underground Plumbing (prior to covering)**
5. **Framing, Plumbing and Mechanical Rough-in (prior to insulation)**
***framing inspection will not be conducted separately.**
6. **Septic system 1) Prior to covering; 2) Final**
7. **Wood Burning Appliance**
8. **Insulation & vapour barrier (prior to drywall)**
9. **Fire Separations & Fire stopping**
10. **Prior to Occupancy Electrical Safety Authority Inspection required before Occupancy will be permitted.**
11. **Other** _____

Date

Signature

NOTE: INSPECTIONS WILL NOT BE CONDUCTED WHERE PERMIT HAS NOT BEEN PICKED UP

Planning your lot and onsite sewage system



For more information on septic systems and their care please visit our
web site www.oowa.org

Information provided courtesy of the Ottawa Septic System Office

