

- APPLICANT GUIDE TO PREPARING A PERMIT -

Note: This guide is meant to assist applicants, in preparing to file a more *complete application; to avoid process delay. Also for staff use as noted.

#1 Site Plan of Property: 2 Copies of Plot Plan and/or Copy of Existing Survey of Record:

1. Lot line measurements and full extent of lot boundary/corners, with lot line setbacks to all buildings;
2. Location and size of all buildings, structures, services (water/sewer), utilities (overhead/underground Hydro);
3. Site Features: Entry Laneways, Parking spaces, culvert/ditch, fences or waterways (lake, river, stream);
4. Adjacent Roads (County/Municipal or Private), corner lot, land easement or private right-of-way route;
5. Any land cut or fill to meet Town grading standards for drainage swales; Identify land uses adjacent to lot.

Other: _____

More specific project guidelines are available for your information.

#2 Project Working Drawings: Prepare two (2) Copies for Residential & Three (3) for Commercial:

6. All building plans to be drawn to scale, fully dimensioned with construction assembly detail;
7. Foundation Plan structural design with any Main Floor Framing Layout shown above;
8. All New Floor Plan(s) and full structural design with any upper framing layout shown above;
9. Exterior Building Elevations; Grade level, wall finish material/any opening changes, deck/stairs, etc.;
10. Cross Section full-height details of all new wall/floor/roof, with any fire separation detail;
 - ▶ **Important Form:** 'Schedule 1: Designer information'; For most residential projects, either Homeowner or a Building Code Designer-BCIN declares responsibility for all design work.
 - For most Commercial work, a design data 'Matrix' to be filed by Designer/Architect/Engineer.

Other: _____

▶ **Service Note:** Inquire about project type drawing guides that are available. Visit us, see online or inquire by email: building@smithsfalls.ca For all required drawings, fees and other documents; see Town Building By-Law/Schedules.

***IMPORTANT*: Completeness and Compliance to Applicable Laws:** A 'complete' application is defined by the Ontario Building Code (OBC), which includes required drawings/supporting documents. A full permit plans review may only start once the application is *complete, determined by the Chief Building Official as per OBC 1.3.1.3 Div.C-Part 1.

#3 Application for Permit to Construct or Demolish: Fill out form and complete all fields.

11. **Project Value Estimate (\$):** Calculate a fair figure in the 'Application Section A.' for the total work value of all Construction Materials, Work/Labour (not free), Services & Equipment to fully complete the project.
12. **Area of Work (Sq.Ft.):** Accurately provide the total work area/s in 'Application Section A.' for the gross building area in square feet or metres. See designer to verify total of all work area(s) on all floor levels.
13. **Purpose/Description/Use:** Select purpose of a) New Construction, b) Addition to Existing building, c) Alteration/repair (renovation), d) Demolition (full or part) or e) Installation. Describe work and Declare use/s.
14. **Sign the Application:** If application not signed by landowner (if other person signs application as an 'agent'); Provide an 'Agent form/letter signed by owner' as written acknowledgement for agent to act on their behalf.
15. **Permit Fee:** Deposit upfront or paid in full. Balance due prior to permit pickup. There is no credit card use.



Application for a Permit to Construct or Demolish

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

For use by Principal Authority Town of Smiths Falls

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to Town of Smiths Falls

A. Project information			
Building number, street name		Unit number (if applicable)	Lot/con. (Optional)
Municipality	Postal code	Plan number & lots/parts	
Project value est. \$ (To include cost of materials & labour)		Area of work (ft ²)	

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
<input type="checkbox"/> Install/Erect/Replace				

Description of proposed work	

Proposed use of building	Current use of building
Age of Building	

Use			
<input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Government/Institutional <input type="checkbox"/> Municipal <input type="checkbox"/> Single Residential <input type="checkbox"/> Multi Unit Residential - If So, How Many Units _____			
Type			
<input type="checkbox"/> Single Family Home <input type="checkbox"/> Duplex <input type="checkbox"/> Apt/Row House <input type="checkbox"/> Conversion <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Addition <input type="checkbox"/> Deck <input type="checkbox"/> Garage/Carport			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner (need signed agent form)			
Last name		First name	Corporation or partnership
Street address			Unit number (If applicable) Lot/con.(Optional)
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 (If applicable) Lot/con.(Optional)
Municipality		Postal code	Province E-mail
Telephone number ()		Fax ()	Cell number ()
E. Builder (If builder is not the owner, this information is required) <input type="checkbox"/> Owner is builder			
Last name		First name	Corporation or partnership (if applicable)
Street address			Unit number (If applicable) Lot/con. (Optional)
Municipality		Postal code	Province E-mail
Telephone number ()		Fax ()	Cell number ()
F. Tarion Warranty Corporation (Ontario New Home Warranty Program) <input type="checkbox"/> N/A – No new dwelling unit being constructed			
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.			<input type="checkbox"/> Yes <input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes <input type="checkbox"/> 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. | <input type="checkbox"/> Attached | |
| ii) | Attach Schedule 2 where application is to construct on-site, install or repair a sewage system. | <input type="checkbox"/> Attached | <input type="checkbox"/> N/A |
| iii) | Attach Schedule 3 being the required plot plan. | <input type="checkbox"/> Attached | |
| iv) | Attach Schedule 4 where application is to demolish. | <input type="checkbox"/> Attached | <input type="checkbox"/> N/A |

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. | <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 |

I. Declaration of applicant

I _____ declare that:
(print name)

1. The information contained in these 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

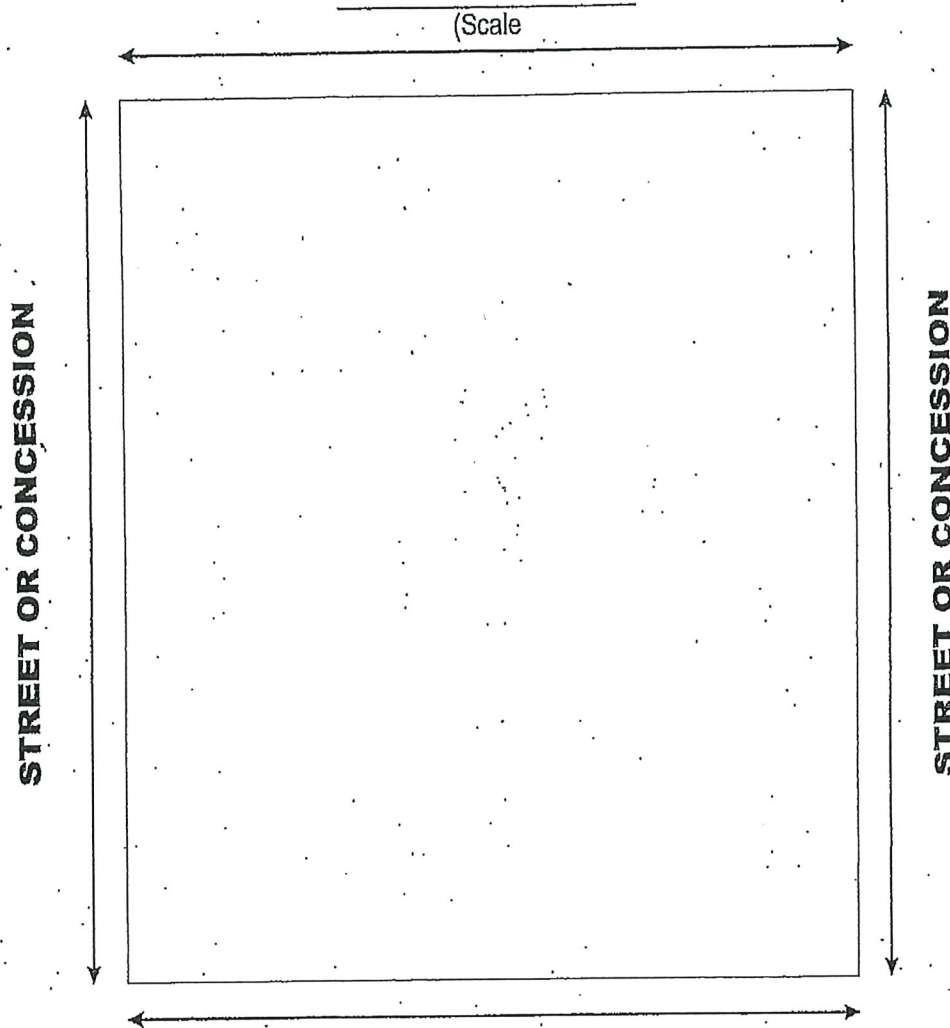
Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number and lots/parts	
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]			
<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 or <input type="checkbox"/> letter attached.			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
<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. Individual BCIN: _____ Firm BCIN: _____			
<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. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: <input type="checkbox"/> Owner Design <input type="checkbox"/> Other – Detail Required: _____ _____			
I certify that:			
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.			
_____		_____	
Date		Signature of Designer	

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) 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.

C COPY OF PLOT PLAN



D DECLARATION

I, _____, certify the truth of all the statements or representations contained therein.

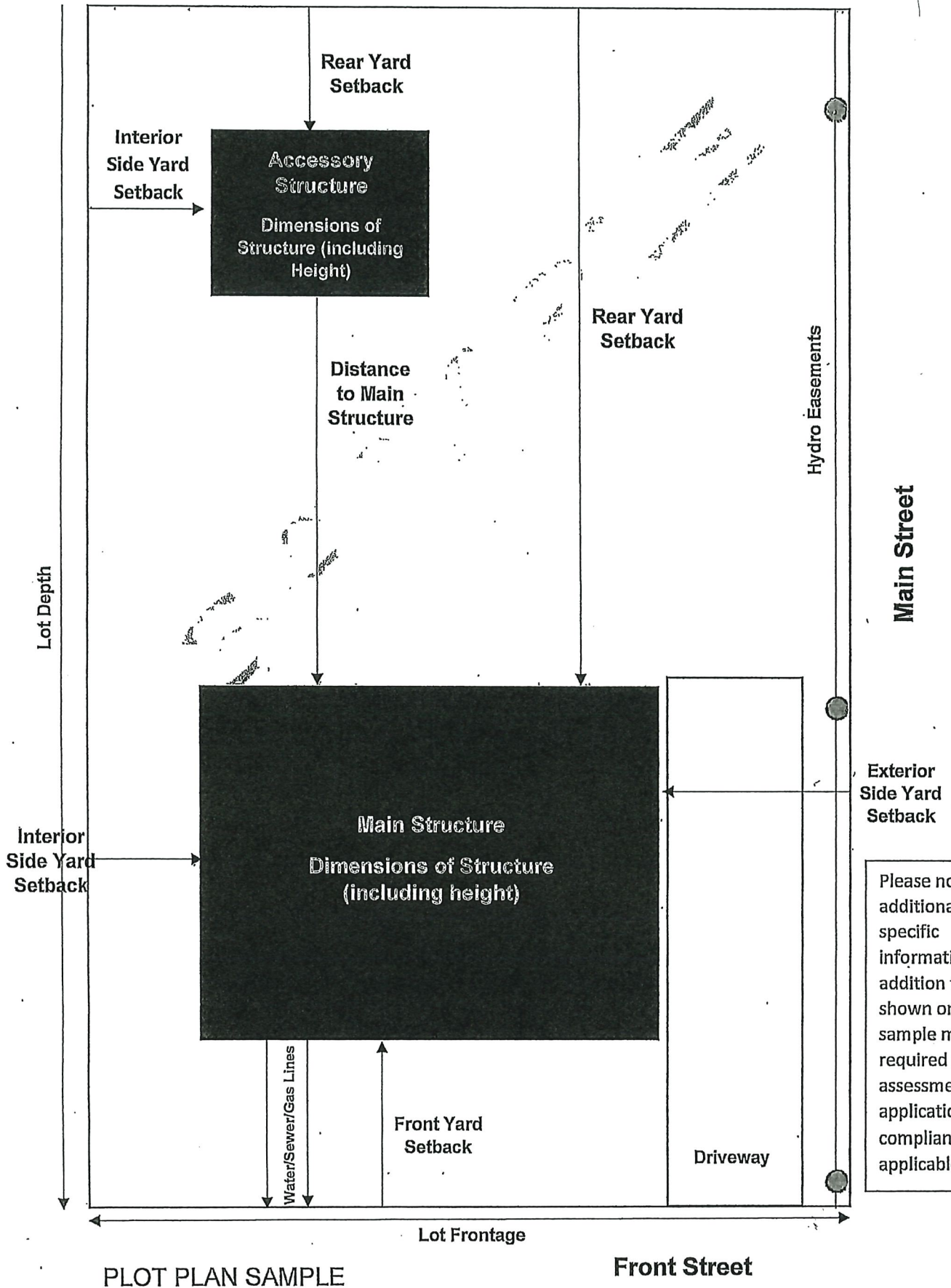
I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any by-laws or requirements of the *Building Code Act, 1992*, or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with an application.

I acknowledge that in the event a permit is issued, any departure from specific conditions, plans, specifications or building locations proposed in the application is prohibited and such could result in the permit being revoked.

I further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with by-laws or requirements of the *Building Code Act, 1992*, or regulations made thereunder, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any such claim is hereby expressly waived.

Date

Signature of Applicant



Please note that additional site specific information in addition to that shown on the sample may be required for the assessment of the applications compliance with applicable law.

PLOT PLAN SAMPLE

Front Street

Schedule 4: Disconnection of Services & Compliance Requirement for Demolition

A. Project Information			
Building number, street name	Unit number (If applicable)	Lot/con. (Optional)	
Municipality	Postal code	Plan number & lots/parts	
Proposed Date of Demolition			
Completion Date of Demolition			
B. The Following Services Require Disconnection or Shut Off Prior to Issuance of a Demolition Permit and Clearance From the Corresponding Utility Agencies Is Required. This Completed Form Must Be Forwarded to The Chief Building Official Prior To Obtaining a Demolition Permit.			
Bell Canada	Telephone: (613) 345-2377	Fax: (613) 345-2581	
Date Service to be Disconnected: _____ Authorized Representative/Signature: _____			
Hydro One	Telephone: 1-888-345-2377	Fax: (613) 267-9917	
Date Service to be Disconnected: _____ Authorized Representative/Signature: _____			
Cogeco	Telephone: (613) 432-6580	Fax: (613) 432-4810	
Date Service to be Disconnected: _____ Authorized Representative/Signature: _____			
Water/Sewer	Telephone: (613) 283-4124	Fax: (613) 283-0558	
Date Service to be Disconnected: _____ Authorized Representative/Signature: _____			
Enbridge	Telephone: 1-800-267-3616	Fax: (613) 742-4503	
Date Service to be Disconnected: _____ Authorized Representative/Signature: _____			
C. Requirements:			
1. If the building is serviced by a septic tank, the tank shall be pumped out & capped until approved for future use or the septic tank shall be pumped out, broken and filled with sand or gravel, or the entire tank shall be removed or backfilled.			
2. If the building is serviced by a well, the well is to be properly abandoned by a licensed well driller in accordance with Regulation 903 of The Ontario Water Resources Act.			
3. Sites containing any possible contaminants are to be decommissioned and approved by the Ministry of the Environment.			
4. A material assessment inspection must be conducted and a Notice of Project forwarded to the Ministry of Labour according to Ontario Regulation 278/05.			
5. A copy of the material assessment inspection report must be provided to the building department.			
D. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>I acknowledge that all of the above agencies that are applicable to this structure have been contacted and the services disconnected. I further acknowledge that I have read Requirements 1 to 5 and have complied with all that are applicable.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>			