

How to fill out an Building Permit Application Form

All areas indicated must be completed.

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: Town of Erin <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
A. Project information			
Building number, street name		Unit number	Lot/con. N/A
Municipality	Postal code	Plan number/other description N/A	
Project value est. \$		Area of work (m 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			
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. N/A
Municipality	Postal code	Province	E-mail
Telephone number	Fax	N/A	Cell number
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con. N/A
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number

Unit number only if applicable

Area of work is all areas that are part of the proposed work
 * INCLUDE basements (both finished and unfinished) and attached garages
 * DO NOT include crawl spaces or unexcavated spaces

Briefly describe the work proposed.
 Ex: New septic, kitchen reno, rear deck, front porch, new SDR, demolition of house, etc.

If applicant is a representative of a company, then the company name and information is required here

An email must be provided if available

An email must be provided if available

Note:
 If the applicant is someone other than the owner, then the owner information is to be filled out and an Owners Authorization Form is also required.

Provide the name, company of the person and/or company that is going to do the work. If the owner is proposing to do the work, include the name here.

E. Builder (optional)				
Last name	First name	Corporation or partnership (if applicable)		
Street address			Unit number	Lot/con. N/A
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		N/A
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the Ontario New Home Warranties Plan Act? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the Ontario New Home Warranties Plan Act?			<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.				
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 Building Code Act, 1992, 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 Building Code Act, 1992.			<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 Building Code Act, 1992 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 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		

Note: Tarion information is required for new home construction. Go to www.tarion.com for more information

Application form has been filled out and submitted?

Payment provided?

All drawings and documents provided?

All additional legislative (applicable law) approvals (conservation, heritage, ministry, etc.) provided?

If the building DOES NOT contravene any applicable laws, choose YES.

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.

Someone must take responsibility for the design of the proposed work and the design of the drawings.

This page must be completed. Exceptions: Architects and professional engineers are not required to complete this page

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. N/A	
Municipality	Postal code	Plan number/ other description N/A		
B. Individual who reviews and takes responsibility for design activities				
Name		Firm		
Street address		Unit no.	Lot/con. N/A	
Municipality	Postal code	Province	E-mail	
Telephone number	Fax number	N/A		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				
D. Declaration of Designer				
I <input type="text"/>		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:	<input type="text"/>		
	Firm BCIN:	<input type="text"/>		
<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:	<input type="text"/>		
	Basis for exemption from registration:	<input type="text"/>		
<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="text"/>		
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.				
<input type="text"/>	<input type="text"/>			
Date	Signature of Designer			

Location of project

An email must be provided if available

A designer with a BCIN is to indicate which design activity they are undertaking

Description of the work that the designer is responsible for

Name of Designer. This will match name in Section B.

Certain types of projects require a Registered Designer or Registered Firm

Certain types of projects require an independent designer. This designer must provide the basis for exemption from being registered

Certain types of projects are exempt from the requirement to have a BCIN.

Ex: A homeowner may take responsibility for the design of their proposal. If this is the case, he/she would indicate "homeowner" as the basis from exemption from registration.

NOTE:

- 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.
- 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.

Installers of new systems, repairs and/or expansion of existing, tank replacement, etc. must complete this page.

Location of project

Schedule 2: Sewage System Installer Information

A. Project Information					
Building number, street name			Unit number	Lot/con. N/A	
Municipality	Postal code	Plan number/ other description		N/A	
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?					
<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)	
C. Registered installer information (where answer to B is "Yes")					
Name			BCIN		
Street address			Unit number	Lot/con. N/A	
Municipality	Postal code	Province	E-mail		
Telephone number	Fax	N/A		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:					
			I declare that:		
(print name)					
<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;					
OR					
<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.					
I certify that:					
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.					
Date		Signature of applicant			

Is the system installer known at this time?
If not, a Schedule 2 form is required once the installer is determined

Information for installer

Information for supervisor (Can be same as installer, if that person is qualified as a supervisor)

This is the SAME person as the applicant indicated on the first page of the permit application form