



## CHECKLIST FOR ALL BUILDING PERMIT APPLICATIONS

TOWNSHIP OF THE ARCHIPELAGO  
9 JAMES STREET  
PARRY SOUND ON P2A 1T4

Phone: 705 746 – 4243  
Fax: 705 746 – 7301

The following items are required to be submitted as a complete application. If all the appropriate information is not provided then the application will be returned as incomplete.

1.  The completed Ontario Application Form and all applicable Schedules (1,2).
2.  Schedule 3 (this schedule applies only to residential properties within The Archipelago).
3.  2 sets of all submitted drawings & plans. All **drawings** must be legible and to **scale**.
4.  Return this Checklist with the appropriate boxes checked next to the items that you have submitted.
5.  For a Change of Use, Plumbing or other permit not listed below contact the Building Department.

6.  **NEW BUILDING, ADDITION OR RENOVATIONS:** include items from above; 1.  2.  3.  4.

Refer to Schedule 5 as a guideline for required drawings and plans.

It may be possible to combine certain drawings and plans with others, as long as all the necessary design information is provided (example; plumbing, mechanical & electrical services).

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Site Plan   | <input type="checkbox"/> Building Elevations | <input type="checkbox"/> Floor Plan                                | <input type="checkbox"/> Foundation Plan |
| <input type="checkbox"/> Framing Plan  | <input type="checkbox"/> Roof Plan           | <input type="checkbox"/> Sections & Details Plan                   |  |
| <input type="checkbox"/> Electrical Services Plan  | <input type="checkbox"/> Plumbing Plan       | <input type="checkbox"/> Heating Ventilation Air-Conditioning Plan |  |
| <input type="checkbox"/> Energy Efficiency Design Summary ( <b>Year Round Residence Only</b> ) |  |  |  |

7.  **DECK ATTACHED/NOT ATTACHED TO A STRUCTURE:** include items from above; 1.  2.  3.  4.

- |  |   |
|--|---|
| <input type="checkbox"/> Site Plan:                                | Detailed legible plan showing all existing and proposed buildings and their size and location to lot lines, septic system, water and shore road allowance or crown reserve. |
| <input type="checkbox"/> Foundation, Piers, Floor & Section Plans: | <b>Drawings</b> that show size & spacing of piers (or foundation), beams, joists, decking and railing details.  |

8.  **DOCK:** include items from above; 1.  2.  3.  4.

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Site Plan: | Show location and dimensions of all existing docks, boathouse and proposed docks. Include all setbacks to lot lines and distance from all shorelines. |
|-------------------------------------|---|

9.  **SEWAGE SYSTEM:** include items from above; 1.  2.  3.  4.

- |                                      |  |   |                                       |
|--------------------------------------|--|---|---------------------------------------|
| <input type="checkbox"/> Schedule 4: | Including 2 sets of all applicable Schedule 4 details; | <input type="checkbox"/> Site Plans     | <input type="checkbox"/> Calculations |
|                                      |  | <input type="checkbox"/> Cross Sections |                                       |

# 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.

## 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 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?			
Yes (Continue to Section C)		No (Continue to Section E)	
		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>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"> <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="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p>			



## Schedule 3 Zoning Information

Must be submitted with all Building Permit Applications for Residential Lots within The Archipelago. Provide information for all **existing buildings including boathouse** located on the property in the table below. For sewage system application, you need only list those building used for human habitation.

TYPE OF STRUCTURE	SQ. FT. (or SQ. M.) <small>DO NOT INLCUDE UNENCLOSED DECKS</small>	NUMBER OF STOREYS	NUMBER OF BEDROOMS	NUMBER OF FIXTURE UNITS

<b>THIS SECTION FOR OFFICE USE ONLY</b>		DD/MM/YY
Zoning of Property _____	Size of Property _____	
Total Permitted Lot Coverage _____	Existing Lot Coverage _____	
Proposed Additional Lot Coverage _____	Permitted Remaining Lot Coverage _____	
Type of Construction _____	Type of Construction _____	
(GFA _____ TFA _____)	(GFA _____ TFA _____)	
Cost of Construction _____	Cost of Construction _____	
Permit Fee _____	Permit Fee _____	
Comments _____		



# Schedule 4 Sewage System Details

A detailed, legible **site plan** must be submitted for all sewage system designs and must include all applicable clearance distances for water courses & bodies, rock outcrops, direction of sewage flow, tank & bed location, all buildings & structures, driveways, utility corridors, all applicable wells (including type), lot lines and shore road allowance or crown reserve.

Metric units must be provided for all **calculations** required below.

For a **CLASS 3 CESSPOOL** permit or **OCCUPANCIES OTHER THAN DWELLINGS** contact the Building Dept.

## **CLASS 4 SEPTIC SYSTEM**

Total # of Bedrooms = ..... Total Finished Floor Area (m<sup>2</sup>) = ..... Total Fixture Units = .....

Q: Total Daily Design Sewage Flow (L/day) = ..... T: Percolation Rate of Existing Soil = .....

No. of Septic Tanks = ..... Working Capacity of Each Septic Tank (L) = ..... Other Treatment Unit Details

Include a **cross section** design or description of the Class 4 leaching bed, detailing existing & finished grades and vertical clearances to high-water table, bedrock and T>50.

**Filter Bed:** Filter Medium/Stone Area (m<sup>2</sup>) = ..... Extended Contact Base Area (m<sup>2</sup>) = .....  
Loading Area or mantle (m<sup>2</sup>) = ..... Loading Area is: Existing or Imported (Details on tertiary unit)

**Trench Bed:** Type of Trench: In-ground or Fill-Based "T" time of fill = ..... or Shallow Buried   
Total Length of Trench (m) = ..... Loading Area (m<sup>2</sup>) = ..... No. of Runs = .....

**BMEC System:** BMEC Approval No. .... Stone Area (m<sup>2</sup>) = ..... Sand Area (m<sup>2</sup>) .....

## **CLASS 2 GREYWATER PIT**

Total Fixture Units = ..... Pressurized Water System: Yes or No

Q: Total Daily Design Sewage Flow (L/day) = ..... Pit is dug into: Existing Soil or Imported Fill

T: Percolation Rate of Soil or Fill = ..... No. of Pits = ..... Dimensions of Pit(s) = .....

## **CLASS 5 HOLDING TANK**

Total No. of Bedrooms = ..... Total Finished Floor Area (m<sup>2</sup>) = ..... Total Fixture Units = .....

Q: Total Daily Design Sewage Flow (L/day) = ..... Total Capacity of Tanks (L) = .....

Does this proposed construction replace an existing Class 5 holding tank? Yes or No



## Schedule 5 Required Drawings & Plans

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**The following list of plans and drawings should be used as a guide** when preparing an application for submission for a building permit **for a project designed under Part 9 of the Ontario Building Code, which does not require professional design.** Any project that requires design by an Architect and/or a Professional Engineer (Part 3 Buildings, such as assembly, institutional or large buildings over 600 square meters and multiple dwellings), will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.

**The Designer** that prepares the permit drawings must provide sufficient information to ensure compliance with the requirements of the Ontario Building Code. **As of January 1<sup>st</sup>, 2006, Designers will be required to show proof of meeting the qualifications required by the Ministry of Housing.**

All drawings must be legible and to scale.

### 1. **Site Plan:**

- Show the location of all existing buildings and sewage systems as well as the proposed. If you do not own your shore road allowance or crown reserve indicate on the site plan the limit of the allowance. Show the elevation of footings from the current water level.
- The plan should be to scale and show all property boundaries, adjacent road and water bodies. Indicate the location of site services, easements or others as well.
- The setbacks to lot lines must be clearly shown.
- A copy of the deed may be beneficial if the site plan has not been prepared by an Ontario Land Surveyor.

### 2. **Floor Plan Drawings:**

- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows and plumbing fixtures and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plans for simple projects, as well as mechanical and electrical information. The plans must be to scale, with a separate plan for each storey, including basement. If the project is an addition, the layout of the existing floor plan is also required.

### 3. **Building Elevation Drawings:**

- Show proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc. should be clearly illustrated.

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## Schedule 5 (Continued) Required Drawings & Plans

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### 4. Foundation & Pier Plan Drawings:

- The size and type of materials used for the foundation.
- The location and size of all footings, including column and pier footings.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services could be added on this drawing.
- Provide a description of the soil conditions.

### 5. Framing Plan Drawings:

- For simple projects the framing can be shown on the floor plans.
- The size and location of all structural members must be clear.
- The size & span for beams should be indicated.
- The specifications for engineered lumber must be provided (e.g. truss drawing).
- Sufficient information must be provided on the drawings to verify that all loads are safely transferred to the foundation.

### 6. Roof Plan Drawings:

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.

### 7. Section and Detail Drawings:

- Cross section will illustrate all the materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of all building components, for example; insulation, air barrier, vapor barrier, structural members, sheeting, backfill height, bracing and required connections.

### 8. Electrical Services Plan:

- Indicate location of lights, smoke alarms, carbon monoxide detectors, switching, and other electrical components required under the Ontario Building Code

**Note: Contact the Electrical Safety Authority for electrical wiring permits.**

### 9. Heating, Ventilation and Air Conditioning Plan:

- Indicate locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design.
- Location and description of HVAC units and ventilation design summary.
- Location and clearance details of woodstoves and fireplaces.

### 10. Plumbing Plan:

- Indicate all plumbing fixtures, including roughed-in fixtures.
- Provide information on pipe sizing & materials, appliances, devices and fixtures.