



House, Cottage, Sleeping Cabin and Additions

The following pages contain the permit application, as well as other forms that may be required for your permit application. The applications have been inserted into this document from the Ministry of Municipal Affairs and Housing and may be updated from time to time.

Approvals required:

1. If you are doing any new construction or additions to any existing structure you may require **Planning approval**.
2. Other Agency and Township Department approvals. eg. Hydro One, MTO, CN, Bell, Township Public Works Entrance Permit, Township zoning requirements, etc.

Building Permit Process:

1. A building permit application fully completed including Roll Number.
2. The following plans are required:
 - a. Site plan sketch to scale showing all existing structures & proposed structures (with dimensions and setbacks), well(s), drive way, parking area, overhead hydro lines, septic system, etc;
 - b. Building plans to scale (2 sets of each) including:
 - i. Floor plans
 - ii. Cross sections (including air barrier location and details)
 - iii. Elevations
 - iv. Truss plans
 - v. Engineered floor systems
 - vi. Electrical layout for each floor
 - vii. Plumbing layout with pipe sizing (or a letter from a qualified plumber)
 - viii. Heating systems, duct work plans (including heat loss calculations)
 - ix. Any engineered documents
 - x. Energy Efficiency Schedule
3. Ensure that the Schedule 1 "Designer" sheet is completed by each individual who has completed any of the above noted designs, eg., Construction plans, plumbing, heating, floor plans, etc.
4. Required permit fees;
5. Confirmation of new septic system or verification of existing septic system adequate for proposed project.
6. Cottage Declaration signed by the property owner (if applicable).
7. Electrical work requires a permit from Hydro One. A copy of the approved final electrical report from ESA (Electrical Safety Authority) will be required by the Township at the final inspection for your building. Contact numbers for Hydro One **1-888-664-9376** & ESA **1-877-ESA-SAFE (1-877-372-7233)**

Contents:

- Application Worksheet
- Application for a Permit to Construct or Demolish (MMAH application form)
- Schedule 1: Designer Information
- Energy Efficiency Design Summary Guide and Forms
- Declaration for Authorized Agent
- Annual Permit Maintenance Fee
- Fee Calculation Sheet
- Cottage Declaration
- Required Inspections
- Electrical Components Checklist
- Sample Detailed Site Sketch
- General Occupancy Requirements

The Building Services Department can only accept and review complete applications and plans. The review is to ensure that they meet Ontario Building Code, Municipal by-laws and other applicable law. If the project requires a septic approval, the building permit will not be issued until such approval is granted.

Permit Application Worksheet

The following documents must be provided with your completed building permit application. To ensure that the permit can be processed as efficiently as possible, the application will not be accepted if any documents are missing or incomplete.

All Fields of Application are to be filled in with either a: Yes or No and Reason

DESIGNER SHEET	YES	NO	REASON
HOUSE			
PLUMBING			
HVAC			
OTHER			

Incomplete drawings create long delays in obtaining a building permit. Please ensure that all drawings provide sufficient detail to allow the design to be assessed for compliance with the Building Code Act and Ontario Building Code.

[BCA S. 1.1(2)] Drawings must be to scale and accurately dimensioned. Below is a checklist to help ensure that the drawings are complete.

DRAWINGS	YES	NO	REASON
Detailed site plan sketch to scale (2 copies)			
House construction drawings (2 copies)			
Plumbing drawings (2 copies or letter from qualified plumber)			
HVAC design and drawings (2 copies)			
Complete floor plans with all rooms labelled			
Foundation plans detailing all footings and foundations with reinforcing details.			
Cross section detailing all building elements, including details and location of air barrier.			
Framing plans for all floors and roof			
Engineered product layout and design			
Building elevation drawings			
Electrical information/layout			
Energy Efficiency			
Letter of Authorization for Agent (If applicable)			
Deed or survey			
Entrance permit			
NBMCA Septic permit (Permit # _____)			
Meets Township of Perry Zoning Compliance or has site plan control			
Compliance with other applicable law (MNR, DFO, MTO, etc.)			
Fees			

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 (if known)				
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. New home construction licensing requirement				
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.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence 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., 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.

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="text-align: center;"> 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 Professional Engineers Ontario.

Guide to the Energy Efficiency Design Summary Form

The Energy Efficiency Design Summary form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form is completed by the person responsible for the energy efficiency design of the project, and must be submitted with the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit will be refused. 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 at www.mah.gov.on.ca, or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the SB-12 Prescriptive design tables,
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star standards, or
4. Evaluate the design according to EnerGuide technical procedures and achieve a rating of 80 or more.

COMPLETING THE FORM

A. 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 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- SB-12 Performance refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- Energy Star houses must be designed to Energy Star requirements and be labelled on completion by Enerquality or other agency. The Energy Star BOP form must be submitted with the permit documents.
- EnerGuide80 houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with EnerGuide administrative and technical procedures.

B. 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 and 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 2.1.1.1. 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.

C. 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, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

D. Performance Design Summary - This section is not required to be completed if the SB-12 Prescriptive option is being used.

AIRTIGHTNESS REQUIREMENTS FOR 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. A blower door test to verify the air tightness of the house must be conducted during construction if the NRCan EnerGuide80 option is used, or if the SB-12 Performance or Energy Star options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES: Energy Star and EnerGuide issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.

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 Number	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:
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C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source		
Zone 1 (<5000 degree days)	> 92% AFUE	Gas	Propane	Solid Fuel
Zone 2 (≥5000 degree days)	≥ 84% < 92% AFUE	Oil	Electric	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% =		
Area of W, S & G =	m ² or ft ²	Utilize window averaging: Yes No	Log/Post&Beam Slab-on-ground Air Conditioning Air Sourced Heat Pump (ASHP) Ground Sourced Heat Pump (GSHP)	ICF Above Grade Walkout Basement Combo Unit ICF Basement

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

Energy Efficiency Substitutions				
ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))				
Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))				
Airtightness substitution(s)	Table 3.1.1.4.B Required:		Permitted Substitution:	
Airtightness test required (refer to Design Guide Attached)	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

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>			



Declaration for Authorized Agent

Owner's Authorization

I, _____, am the owner of the property for which this permit applies. I do hereby grant authorization to _____ to act on my behalf in regard to this application.

Date: _____ Owner Signature: _____

Agent's Authorization

I, _____, the undersigned, do hereby acknowledge and agree to the following:

2012 Ontario Building Code Division B, Part 3, Article 3.1.19.1. Clearance to Buildings:

1. A building shall not be located beneath existing above ground electrical conductors (wires),
2. The horizontal clearance measured from the maximum conductor swing to the building, including balconies, fire escapes, flat roofs or other accessible projections beyond the face of the building, shall:
 - a) be not less than 1 m, for electrical conductors carrying voltages 750 V or less, except where necessary to connect to the electrical wiring of the building,
 - b) be not less than 3 m, for electrical conductors carrying voltages greater than 750 V but not exceeding 46 kV, where,
 - c) be not less than 3.7 m, for electrical conductors carrying voltages greater than 46 kV but not exceeding 69kV, or
 - d) conform to the requirements of CAN/CSA-C22.3
3. Where the swing of an above ground electrical conductor not owned or operated by an electrical supply authority is not know, a swing of not less than 1.8m shall be used.
4. There are no Right of Ways or Easements (either Registered or Unregistered on title) on this property for which this application pertains.
5. This building permit may be revoked if work is not commenced within six (6) months or if there is a lapse in construction for a period of twelve (12) months.
6. I will be solely responsible for give at least two municipal working days notice for the purpose of having inspections carried out pursuant to inspection requirements listed on the posted building permit and further acknowledge that failure to give required inspection notices can result in having to uncover uninspected work and/or penalties as set out in the *Building Code Act*.
7. No changes in plans will be made without written approval from the Chief Building Official.
8. The information set out in this application is accurate and correct.

Date: _____ Authorized Agent Signature: _____



Cottage Declaration

Ontario Building Code SB – 12 Article 1.1.1.3
1.1.1.3 Compliance Options After December 31, 2016

(1) The energy efficiency of a building or part of a building of residential occupancy that is within the scope of Part 9 of Division B in the Building Code and is intended for occupancy on a continuing basis during the winter months shall comply with:

- (a) Subsection 3.1.1. (Prescriptive Compliance Packages) of Chapter 3,
- (b) Subsection 3.1.2. (Performance Compliance) of Chapter 3, or
- (c) Subsection 3.1.3. (Other Acceptable Compliance Methods) of Chapter 3.

If this application is for a cottage or an addition to a cottage and it is not intended to be occupied on a continuous basis during the winter months it may be exempt from the requirements of SB - 12 Energy Efficiency for Housing.

The property owner is required to complete and sign the statement below for all cottages and additions to cottages for all applications that do not conform to SB - 12.

I, _____,
am the owner of property (Roll Number) _____,
located at (civic address)_____.

I understand that the proposed cottage does **not** comply with the energy efficiency requirements as set out in SB-12 of the Ontario Building Code. I acknowledge that the proposed cottage or addition to a cottage is not intended to be occupied on a continuous basis during the winter months. I understand that the statement below will be on the Occupancy and Final inspection report.

This dwelling is a cottage **not** intended to be occupied on a
continuous basis during the winter months.

Date: _____ Owner Signature: _____



Township of Perry Building Department Annual Permit Maintenance Fees

Option 1:

Non-refundable \$250 Administration Fee

Plus

Refundable Deposit for Dwellings and/or Construction Value between:

\$50,000 to \$149,999	Fee	\$500
\$150,000 to \$299,999	Fee	\$2,500
\$300,000 to \$499,999	Fee	\$3,000
Over \$500,000	Fee	\$5,000

* As long as the Township receives a request for and grants an occupancy or final within three years of issuing the permit the deposit will be returned in full.

If the building is occupied before the three years, and an occupancy or final has not been granted only 50% of the deposit will be returned.

Total: \$250 non-refundable admin fee **plus** \$_____ Refundable Deposit = \$_____

** If occupancy is granted but the permit remains open a \$500 permit maintenance fee will be charged annually starting on year 4*

Option 2:

Annual Permit Maintenance fee for each year a building permit remains open:

Building Permit fee covers year 1 of Annual Permit Maintenance Fee.

\$200 Annual Permit Maintenance fee for each year a building permit remains open for years 2, 3, & 4.

\$500 Annual Permit Maintenance fee for each year the building permit remains open after 4 years.

(Optional) Pre-payment = \$_____

Date: _____ Authorized Agent/Owner Signature: _____



Township of Perry Building Department Calculation Sheet

Last Name: _____

Roll No.: _____

Civic Address: _____

Permit No.: _____

Building Permit Cost: The **greater of** \$15 per every \$1000 of estimated construction value **or** cost per sq. ft.

Minimum Charge: \$250.00

Completion Permit: Double the final building permit cost (Minimum \$500.00)

Estimated Construction Value

Estimated construction value _____ divided by \$1000 = _____ x \$15 **Total= \$** _____

Cost Per Sq.Ft.

New House/Cottage (less than 3000 sq.ft):

Basement _____ sq.ft – 1st Floor _____ sq .ft – 2nd Floor _____ sq.ft = _____ sq.ft x \$ _____ = \$ _____

New House/Cottage (more than 3000 sq.ft. - Includes Log construction):

Basement _____ sq.ft – 1st Floor _____ sq .ft – 2nd Floor _____ sq.ft = _____ sq.ft x \$ _____ = \$ _____

Internal Renovations: _____ sq.ft. x \$ _____ = \$ _____

Deck(s): _____ sq.ft. x \$ _____ = \$ _____

Garage: _____ sq.ft. x \$ _____ = \$ _____

Muskoka Room, Screen Room, Covered Entry: _____ sq.ft. x \$ _____ = \$ _____

Bunkie: _____ sq.ft. x \$ _____ = \$ _____

Carport/Storage Building: _____ sq.ft. x \$ _____ = \$ _____

Repair or Replacement Foundation or Roofs - Flat Fee \$500.00 = \$ _____

Foundation Permit \$300 (above the normal fee) = \$ _____

Shoreline Structures:

Floating or post dock: _____ sq.ft. x \$ _____ = \$ _____

Crib Dock: _____ sq.ft. x \$ _____ = \$ _____

Steel Dock: _____ sq.ft. x \$ _____ = \$ _____

Boat port: _____ sq.ft. x \$ _____ = \$ _____

Boathouse: _____ sq.ft. x \$ _____ = \$ _____

All Other Occupancies (New/Additions): _____ sq.ft. x \$ _____ = \$ _____

Renovation for Non-Residential Building: _____ sq.ft. x \$ _____ = \$ _____

Total= \$ _____

\$250 Minimum Charge

Total= \$ _____

Additional/Other Fees

Civic Address (\$125 New, \$100 Full Replacement, \$50 Post, \$60 Sign) = \$ _____

Demo Permit (\$100 Part 9, \$250 Part 3) = \$ _____

Water Access _____ estimated Inspections x \$ _____ = \$ _____

Annual Permit Maintenance Fee = \$ _____

**See Building Dep Annual Permit Maintenance Fees Sheet*

Total= \$ _____

Building Permit \$ _____ **+ Other Totals \$** _____ **= Grand Total= \$** _____



Required Inspections

All inspection requests are to be received at least 2 municipal business days prior to each stage of construction. Next business day inspection requests may be possible if booked by 3:00 p.m. and the schedule allows the inspection.

Footings	When all forms are in place and, before concrete is poured. Column footing forms must be in place as well. If a drainage layer is employed, an additional inspection must be conducted prior to installation of the stone layer. If the footings are on fill, engineering reports must be submitted prior to inspection.
Pre-Backfill	When drainage is complete and any damp proofing or waterproofing has been installed. Any required lateral support must be in place. If the location of the drainage disposal is changed from the permit drawings, revised drawings must be provided prior to the inspection.
Plumbing Rough In	When all below slab plumbing is in place (with the required test on) prior to covering any pipe.
Framing	When all framing is complete and the building is ready to be insulated. Roof must be shingled and windows & doors installed. If an exterior air barrier is to be employed, it should be installed and complete. It is preferred that the plumbing rough in is complete as well. If unstamped truss drawings were submitted with the application, stamped sealed drawings must be on site for the inspection.
Air Barrier	See framing or insulation inspection.
Plumbing Rough In	A separate inspection required if plumbing was not complete at time of framing inspection. All piping to be complete and under test. All plumbing must be permanently connected for the test, with appropriate test plugs employed.
Insulation/Mechanical Rough In	When the ductwork for heating and ventilation is complete. Insulation and vapour barrier must be complete. If the air barrier was not complete at time of framing inspection, it must be complete and not covered for inspection (such as header wrap). Attic insulation may be omitted to allow for ceiling drywall to be installed after the inspection.
Fire Protection	When fire separations and closures are complete. All fire protection systems such as fire alarm, sprinklers, stand pipe and emergency lighting are complete (if required).
Fire Access Routes	When the private roadway and/or yard has been constructed and signed (if required).
Solid Wood Burning Appliances	When the rough-in of chimneys and appliances using solid fuel are substantially complete.
HVAC Final	Certification from the installer must be provided indicating that the HVAC installation is complete in accordance with the permit documents, PRIOR to requesting the inspection.
Occupancy	Required if the building is to be occupied prior to it being complete. All components and systems specified in Division C, Part 1, Article 1.3.3.4 of the OBC are complete and operational (house).
Final	All construction or demolition, authorized by the permit, has been completed and approved by the Township.

Declaration

I declare that I have an obligation to contact the Building Department, at 705-636-5941 at least two (2) business days in advance of the required construction phase inspections as listed by the Chief Building Official which require an inspection.

Sworn before me at the Township of Perry, in the District of Parry Sound, this ____ day of _____, 20____.

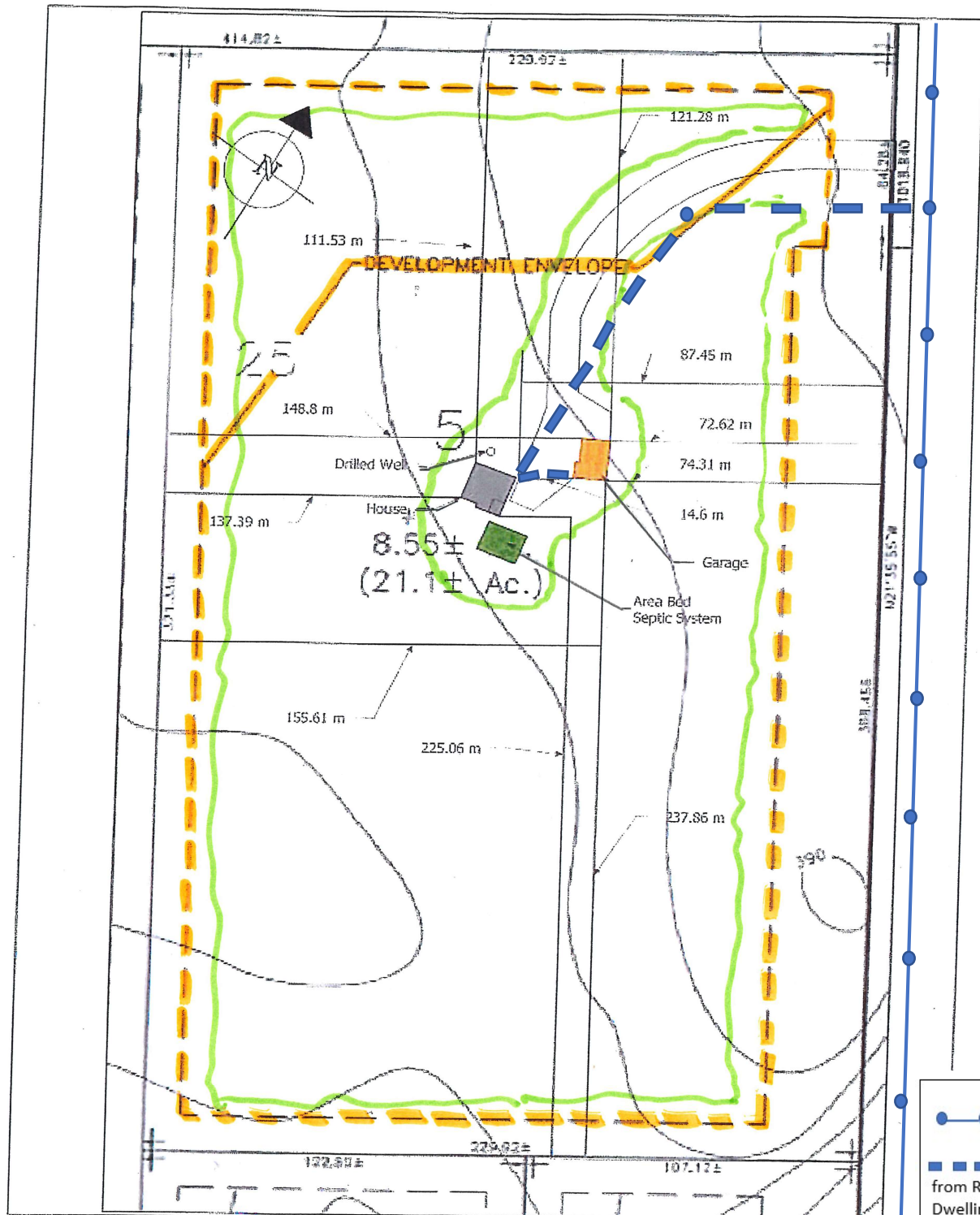
Applicant

CBO/Commissioner



Electrical Components Checklist for Building Permit
 (See OBC Division B, Part 9, Section 9.34 – Electrical Facilities)

OK	N/A	Site Plan
		Proximity to buildings, overhead and buried, voltage of hydro-electric transmission lines, Division B Part 9, article 9.1.1.5. and Division B Part 3 subsection 3.1.19.
		Show Location of
		Location of Smoke Alarms, Division B Part 9 Subsection 9.10.19. (& Division B Part 3, article 3.2.4.22.)
		Smoke alarms shall have a visual signaling component conforming to the requirements in 18.5.3 (Light, color and Pulse Characteristics) of NFPA 72, "National Fire Alarm and Signaling Code", Division B Part 3, sentence 3.2.4.22.(13)
		Location of Carbon Monoxide Detectors, Division B Part 9, subsection 9.33.4. (& Division B Part 6, subsection 6.2.12)
		Lighting Outlet Locations
		Exterior lighting at entrances (sentence 9.34.2.1(1)) Be neighbor considerate, ensure your exterior lighting is Dark Sky friendly.
		Lighting outlets in kitchen, bedrooms, living rooms, utility rooms, laundry rooms, dining rooms, bathrooms, water closet, vestibules and hallways (sentence 9.34.2.2.(1))
		Stairway Lighting Locations
		3 way wall switch at head and foot of each stairs with 4 with four or more risers (sentence 9.34.2.3.(2))
		Single light switch at head and foot of stairs for unfinished basement (sentence 9.34.2.3.(3))
		Outlet for every 30 m ² sq of unfinished basement space (sentence 9.34.2.4.(1))
		Lighting outlet near doorway in storage room, attached, built in or detached garage or carport (sentence 9.34.2.5.(1), sentence 9.34.2.6.(1))
		Single light switch leading to built in garage (sentence 9.34.2.6.(1))
		Public and Service Areas
		Lighting outlets controlled by a wall switch if required for minimum light requirements (article 9.34.2.7. of Table 9.34.2.7)



SAMPLE SITE SKETCH

REVISIONS	
1	REVISION
2	REVISION
3	REVISION
4	REVISION

LEGEND

- = Hydro Wires
- = Hydro Wires from Road/Pole to the Dwelling/Garage. *

*Clearance to overhead hydro lines is 3m of either side of the hydro line.



General Occupancy Requirements for House / Cottage

The following items are required in order for an approved occupancy inspection (other items may be required depending on permit, OBC & other applicable law):

- All required inspections have been conducted and approved;
- Building envelope is substantially complete: cladding (exterior siding) required on all sides,
- roofing, doors & windows installed (including all required flashing);
- Insulation (batt, blown & spray foamed), vapor barriers and air barrier substantially complete and protected from mechanical damage (covered);
- Decks, stairs, handrails and guards complete, substitute guards must comply with OBC requirements;
- Required plumbing fixtures substantially complete and operational (kitchen sink, lavatory, bath tub or shower & water closet shall be provided, laundry facilities or a space for laundry facilities provided and floor drain installed in basement);
- Water system complete (approved potable water report provided), building drain, building sewer and septic system complete (approved septic final provided);
- Require firefighting access routes to be provided and accessible: for year round dwelling (access to be provided to building by street, private roadway or yard);
- Grading substantially complete (site graded so water will not accumulate at or near the dwelling; does not adversely affect adjacent properties; ensure a minimum of 6 inches of foundation is visible; that a minimum of 8 inches of clearance to wood siding is maintained and that ICF foundation is protected/covered);
- Exhaust fume barrier complete and operational between attached garages and dwelling (this includes insulated steel or solid wood door with self-closing device, weather stripping, caulking, etc.);
- Electrical system complete & operational, (approved ESA report to be provided) and
- Heating system complete and operational (approved HRV balancing report, Energy Efficiency Installation Summary and depressurization test, when applicable, to be provided).

If you are uncertain if you have not had an occupancy inspection or wish clarification on the above noted items, please contact the Building/By-Law Services Department and we would be pleased to assist you (705)636-5941.

Please note an “Occupancy” inspection is not a “Final” inspection.