Building Permit Guide & Application
Township of Perry, 1695 Emsdale Road, Emsdale ON P0A 1J0

PHONE: (705)636-5941
FAX: (705)636-5759
www.townshipofperry.ca

Demolition

The following items are required and form part of a complete demolition application.

Building Permit Process:

1. A building permit application fully completed including Roll Number.
2. The following plan(s) are required:
   - 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;
3. Required permit fee(s).
4. Letter of Authorization to Demolish.

Contents:

- Application for a Permit to Construct or Demolish (MMAH application form)
- Letter of Authorization to Demolish
- Annual Permit Maintenance Fee
- Fee Calculation Sheet
- Sample detailed site sketch

Call Before You Dig

The following services should be contacted for the disconnection of the applicable services noted by the applicant/agent.

Utility	Phone Number
Hydro One	1-888-238-2398
Bell Canada	1-866-301-1942
Ontario One Call	1-800-400-2255

Sewage Hauler – It is advisable to contact a local septic service to ensure your septic tank is pumped, capped and marked out to ensure it remains intact and undisturbed during a demolition.

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.

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: Township of Perry
(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 *New Home Construction Licensing Act, 2017*? If no, go to section G.	☐ Yes	☐ No
ii. Is a licence required under the *New Home Construction Licensing Act, 2017*?	☐ 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).	☐ Yes	☐ No
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.	☐ 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 *Building Code Act, 1992.*	☐ 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 *Building Code Act, 1992* 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.

Declaration for Authorized Agent for Demolition Permit

Owner's Authorization

I, _____, am the legal owner of the property for which this permit applies. I do hereby grant authorization to _____ to make application to the Township of Perry for a building permit to authorize the demolition of the structure(s) as listed:_____.

Date: _____ Owner Signature: _____

Date: _____ Authorized Agent 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 and 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 $1.85 = $_____

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 $2.00 = $_____

Internal Renovations: _____sq.ft. x $0.80 = $_____
Deck(s): _____sq.ft. x $0.50 = $_____
Garage: _____sq.ft. x $0.75 = $_____
Muskoka Room, Screen Room, Covered Entry: _____sq.ft. x $0.75 = $_____
Bunkie: _____sq.ft. x $1.10 = $_____
Carport/Storage Building: _____sq.ft. x $ 0.50 = $_____
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 $ 0.50 = $_____
Crib Dock: _____sq.ft. x $0.50 = $_____
Steel Dock: _____sq.ft. x $0.75 = $_____
Boat port: _____sq.ft. x $0.60 = $_____
Boathouse: _____sq.ft. x $0.85 = $_____

All Other Occupancies (New/Additions): _____sq.ft. x $1.80 = $_____
Renovation for Non-Residential Building: _____sq.ft. x $1.20 = $_____

Total= $_____

☐ $250 Minimum Charge

Total= $_____

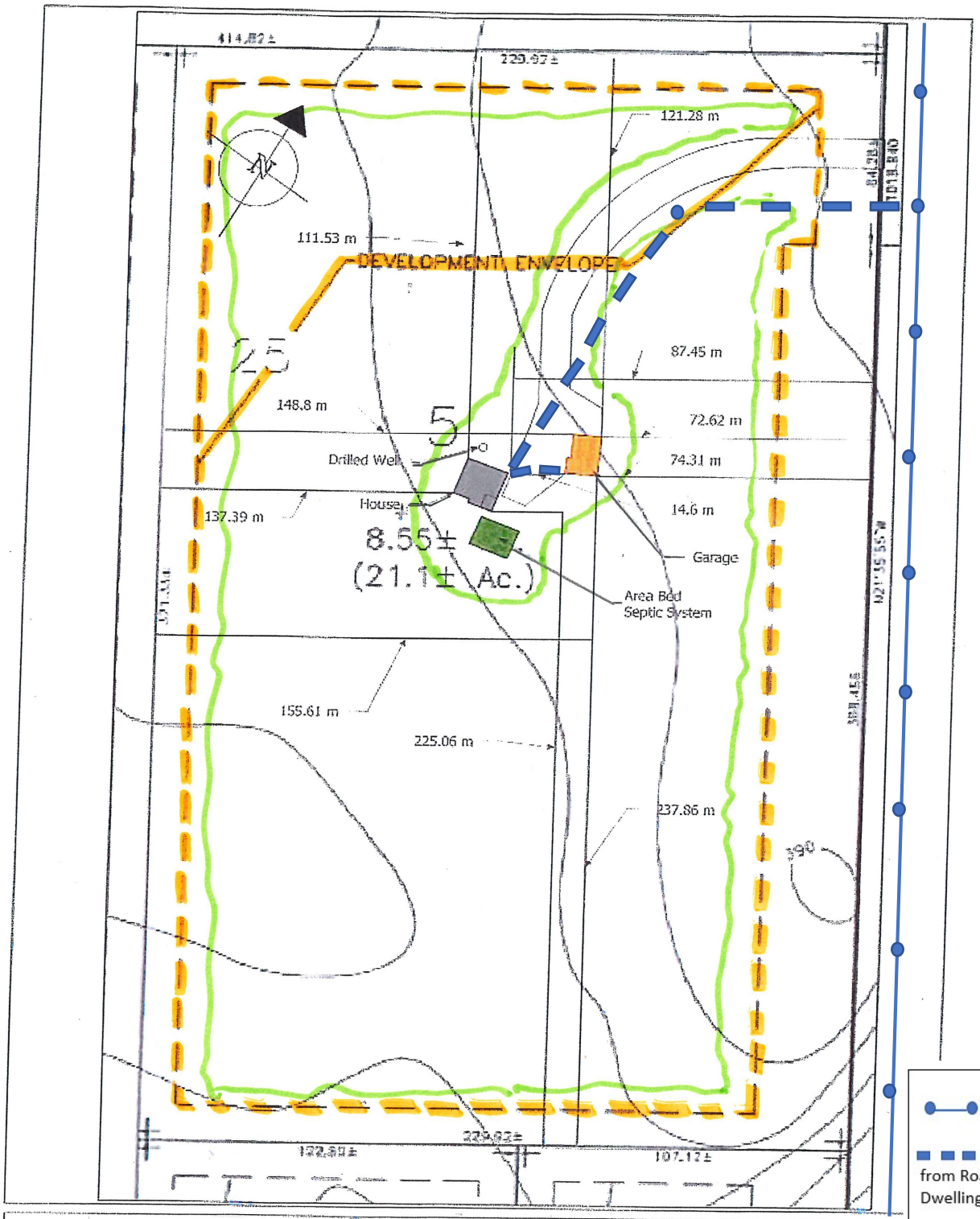
Additional/Other Fees

Demo Permit ($100 Part 9, $250 Part 3) = $_____
Water Access _____ estimated Inspections x $25 = $_____
Annual Permit Maintenance Fee = $_____
Other: _____ = $_____

Total= $_____

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

PERRY TOWNSHIP



SAMPLE SITE SKETCH