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

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www.townshipofperry.ca

Garage, Carport, Shed, etc.

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

Building Permit Process:

1. Please be aware that if you are doing any new construction or additions to an existing structure within the **shoreline area**, you may require **Planning Approval**. Contact the Building Services Department for enquiries regarding work within the shoreline area.
2. A Ministry of Municipal Affair and Housing (Building Permit) Application (attached) fully completed including Roll No.
3. You will be required to submit the following plans:
   a. Site plan sketch to scale showing all existing structures & proposed structures (with dimensions and setbacks clearly indicated), 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
      iii. Elevations
      iv. Truss plans
      v. Engineered floor systems
      vi. Electrical layout for each floor
      vii. Plumbing (if applicable)
      viii. Heating systems, duct work plans (including heat loss calculations)
      ix. Any engineered documents
4. 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.
5. Required permit fees;
6. Confirmation of new septic system or verification of existing septic system adequate for proposed project.
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:

- Permit Application Worksheet
- Application for a Permit to Construct or Demolish (MMAH application form)
- Schedule 1: Designer Information
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- Declaration for Authorized Agent
- Annual Permit Maintenance Fee
- Fee Calculation Sheet
- Electrical Components Checklist
- Sample detailed site sketch

A garage/shed construction guide is available at the Township of Perry office or on our web page at www.townshipofperry.ca under the Building Department.

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 (TWP Public Works Department)			
Septic permit (Permit #)			
Civic Addressing Approval (TWP Fire Department)			
Meets Township of Perry Zoning Compliance or has site plan control			
Compliance with other applicable law (MNRF, 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: 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.

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

I _____ declare that (choose one as appropriate):

(print name)

☐ 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: _____

☐ 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: _____

☐ The design work is exempt from the registration and qualification requirements of the Building Code.

Basis for exemption from registration and qualification: _____

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) (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.

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:

I _____ declare that:
(print name)

☐ 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

☐ 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

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: _____

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: _____ = $_____

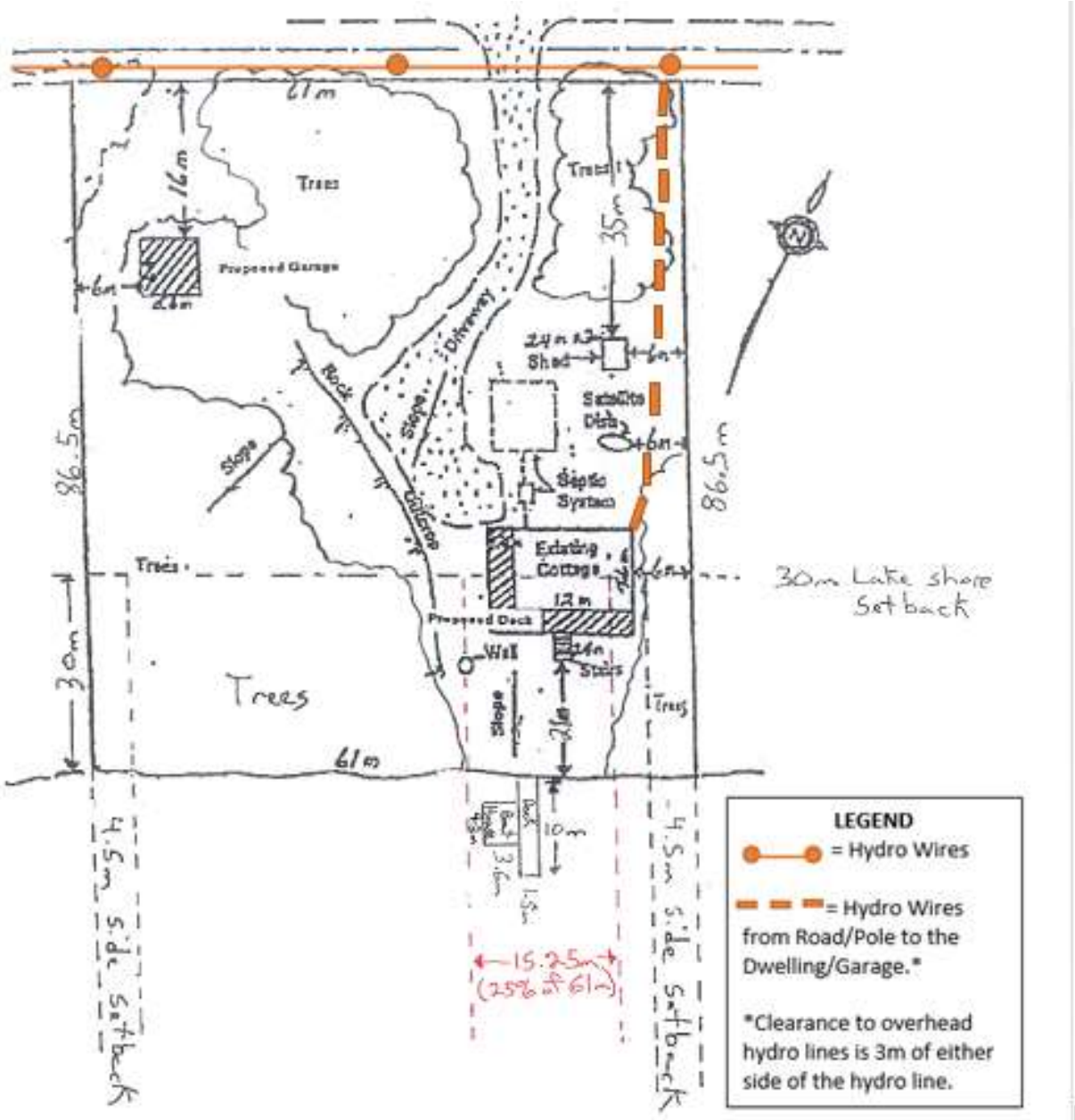
Total= $_____

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

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



SITE INFORMATION:	
SITE FEATURES	**AREA (ft²/m²)**
Area of lot:	
Footprint of house:	
Footprint of existing accessory buildings:	
Footprint of proposed garage/shed:	
Length of shoreline:	