PERRY TOWNSHIP

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

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## 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 (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.

# 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:

## C. Project Design Conditions

| **Climatic Zone (SB-1):** | **Heating Equipment Efficiency** | **Space Heating Fuel Source** |
|---|---|---|
| ☐ Zone 1 (<5000 degree days)<br>☐ Zone 2 (≥5000 degree days) | ☐ ≥ 92% AFUE<br>☐ ≥ 84% < 92% AFUE | ☐ Gas ☐ Propane ☐ Solid Fuel<br>☐ Oil ☐ Electric ☐ Earth Energy |
| **Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area** | | **Other Building Characteristics** |
| Area of walls = $m^2$ or $ft^2$<br>Area of W, S & G = $m^2$ or $ft^2$ | W, S & G% =<br>Utilize window averaging: ☐ Yes ☐ No | ☐ Log/Post&Beam ☐ ICF Above Grade<br>☐ Slab-on-ground ☐ Walkout Basement<br>☐ Air Conditioning ☐ Combo Unit<br>☐ Air Sourced Heat Pump (ASHP) ☐ ICF Basement<br>☐ Ground Sourced Heat Pump (GSHP) |

## 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/($m^2$•K) or Btu/(h•$ft^2$•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:

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: _____

# 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: _____

## 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) |

# 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= $_____**

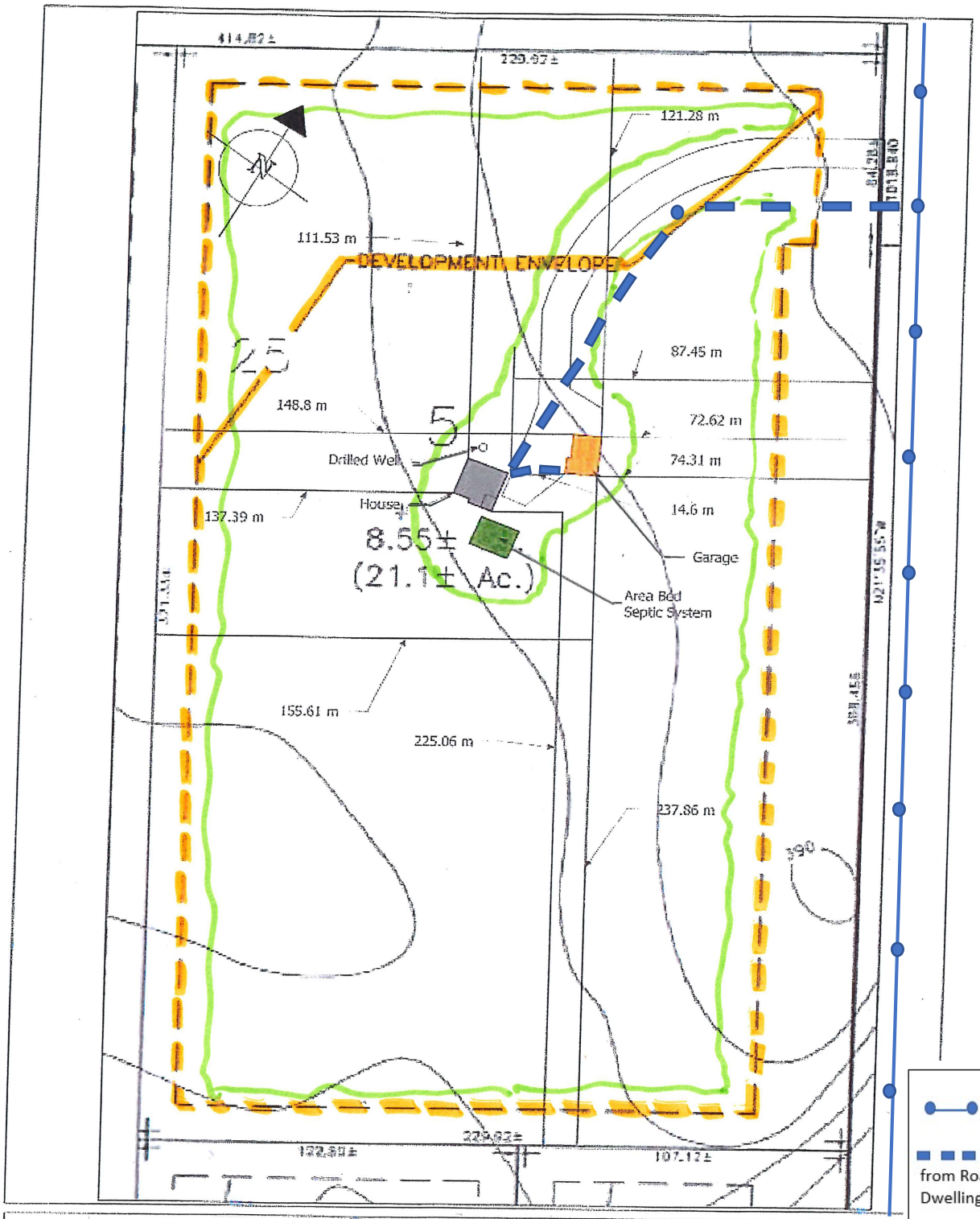
### Additional/Other Fees

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

## 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.**