

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 (optional)				
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. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
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				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p>Date Signature of applicant</p>				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

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. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;">Signature of Designer</p> </div> </div>			

NOTE:

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Application for a Permit to Construct or Demolish

As per Section 6 of Town of Hanover Building By-Law No. 2486-05

BUILDING FORM "S"

(Please Print Clearly)

A. Sign Permit - Information

1. OCCUPANCY OF BUILDING/PROPERTY		
EXISTING:	PROPOSED:	
2. ZONING OF PROPERTY		
EXISTING:	PROPOSED:	
3. THE APPLICANT HEREBY APPLIES FOR A PERMIT TO CONSTRUCT A _____ SIGN (Type of Sign as per Classifications on Excerpt)		
4. SIGN DESCRIPTION:		
Type of Sign:	Size:	Weight
Lighting Type/Operation	Support:	Installation:
Temporary Signs (Advise Date of Removal):		

B. Additional Information (if required)

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C. Declarations of Owner/Authorized Agent

I, the undersigned _____, am the owner/authorized
(Print Name)

agent of owner named in the above application and I certify the truth of all the statements or representations contained therein.

I, understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any bylaws or requirements of The Building Code Act, or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with the above application.

I, acknowledge that in the event a permit is issued, any changes from plans, specifications or building locations proposed in the above application is prohibited and such changes could result in the permit being revoked.

I, further acknowledge that in the event the permit is revoked for any cause or irregularity or non-conformity with by-laws or requirements of The Building Code Act, or regulations made thereunder, there shall be no right of claim whatsoever against the Municipal Corporation or any official thereof and any such claim is hereby expressly waived.

DATED at _____, ONTARIO on the _____ day of _____ 20 _____

Signature of Owner/Authorized Agent

Signature of Chief Building Official

DATE

FOR OFFICE USE ONLY

COST OF CONSTRUCTION:	PERMIT FEE:	PERMIT NO.	DATE RECEIVED:
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TOWN OF HANOVER (Excerpts from Sign By-Law Number 2916-15)

This section is provided in accordance to Building Form “S”, Section 2 “Type of Sign” and any further queries should be directed to the address on the application. A “SIGN” means a device or surface on which is displayed a message directing attention to a business, profession, commodity, subject, service or entertainment. A single faced sign means a sign containing only one sign face, and a double faced sign means a sign containing two sign faces opposite each other.

“ACCESSORY SIGN” means a sign that its principle purpose is identifying, advertising or directing attention to a business, profession, commodity, subject, service or entertainment which is located, conducted, sold or offered at the lot upon which the sign is located, and such sign may incorporate changeable message areas on which accessory or non-accessory messages may be displayed.

“ADVERTISING DEVICE” shall include any awning or marquee, whether projecting over a street or not, or other feature or structure, that has displayed thereon a message or symbol established for purpose of conveying a message.

“ANIMATED SIGN” shall mean any sign which includes action or motion of all or any part of the sign but shall not include colour changes.

“AWNING” means a retractable or non-retractable roof-like structure constructed of canvas or canvas-like material (which may have displayed thereon a message) supported by a frame that projects from, is attached to and is supported by a building.

“AWNING SIGN” shall mean a non-illuminated identification sign or logo painted or affixed flat to the surface of an awning which does not extend vertically or horizontally beyond the limits of such awning.

“BANNER SIGN” means a sign produced on cloth, paper, fabric, or other similar material of any kind, either with or without a frame, and not solidly fixed to the ground or any structure.

“BILLBOARD” shall mean a third party, non-accessory sign that advertises goods, products, services or facilities that are not available at the location where the sign is situated or that directs persons to a location different from that where the sign is located.

“CANOPY” shall mean any structure projecting from the face of the building having a rigid frame and being attached to a building in such a manner as not to become an integral part thereof, but does not include collapsible or fixed awning or balconies.

“CHANGEABLE COPY SIGN” shall mean a sign on which copy can be changed through the use of attachable letters, numerals and pictorial panels, or automatically by electronic switching of lamps or illuminated tubes and shall be deemed not to mean time and temperature messages.

“CONTRACTOR'S SIGN” means a single or double faced temporary accessory sign containing the name of the contractor or the name of the product being used for an on-going construction, renovation or maintenance project on a lot.

“DEVELOPER'S SIGN” means a single or double faced temporary accessory sign used to identify a development or redevelopment project on a lot or establishment of a subdivision; such sign to be removed upon completion of the development or redevelopment project of the subdivision.

“FASCIA SIGN” shall include a wall sign and every sign attached to, marked or inscribed on, or erected or placed against a wall or other surface, whether forming part of a building or not, and having the exposed face thereof on a plane approximately parallel to the plane of such wall and projecting not more than 0.6 m from the face of such wall and shall include a painted wall sign.

“FLASHING SIGN” shall mean a sign or advertising device which contains an intermittent or flashing light source or which includes the illusion of intermittent or flashing light by means of animation or an externally mounted light source, but does not include an automatic changing sign such as time and/or temperature and/or date sign, or electronically controlled message centre.

“FREE STANDING SIGN” shall mean any sign, except billboards, supported independently of and visibly separated from a building or other structure and permanently fixed to the ground.

“FREE STANDING DIRECTIONAL SIGN” shall mean a sign under 0.4 m² in an area (0.2 m² per face), supported independently of and visibly separated from a building or structure and permanently fixed to the ground and shall be used for the direction of pedestrian and/or motor vehicle traffic and shall not be used for identification or advertisement.

“FREE STANDING MODEL HOME REAL ESTATE SIGN” shall mean a non-illuminated sign which is permanently installed or affixed to the ground and the content of the sign is to direct attention to model homes at another location.

“GROUND SIGN” means a single or double faced accessory sign which rests on the ground or is mounted on one or more poles where the sign has a clear height of less than 3.0 m.

“IDENTIFICATION SIGN” shall mean a sign which is limited to the name, address and street number of a building, telephone number, structure, institution, or person and to the activity carried on in the building or institution, or the occupation of the person.

“MARQUEE” means a non-retractable roof-like structure constructed of metal, wood, plastic, plaster or similar materials projecting from, attached to and supported by a building, upon which there may be one or more sign faces which may be intended to have frequent message changes.

“MOBILE SIGN” shall be any sign or sign structure which was expressly designed for temporary placement or erection on a site and which is constructed to support, carry or display an area of changeable copy and/or a read-a-board sign.

“NON-ACCESSORY SIGN” shall mean a sign that advertises goods, products, services or facilities that are not necessarily available at the location where the sign is situated or that directs persons to a location different from that where the sign is located.

“PAINTED SIGN” means a sign painted on the wall or roof of a building and shall be deemed to be a fascia sign if the sign is accessory or a poster panel if the sign is non-accessory.

“PAINTED WALL SIGN” shall mean any sign painted upon any outside wall or other integral part of the building, without the use of independent supports or frames therefor.

“PERSONAL IDENTIFICATION SIGN” means a single or double faced accessory sign that identifies the residential occupants of the lot.

“PILLAR SIGN” means a non-accessory sign which is illuminated 24 hours per day located on a structure which may be cylindrical, spherical, rectangular, or triangular in shape, with a maximum horizontal diameter, diagonal or width, as the case may be, of 2.0 m and having a maximum height of 4.5 meters above the ground immediately beneath the sign structure, erected on its own foundation directly on the ground.

“PLATE IDENTIFICATION SIGN” shall be a wall sign having the exposed face thereof on a plane parallel to the plane of such wall, projecting not more than 0.03 m from the face of such wall, shall not be internally illuminated and shall be used for identification, direction and liability notices.

“PORTABLE SIGN” means a single or double faced accessory or non-accessory sign which is positioned without a permanent means of anchorage to the ground, not permanently affixed thereto which shall be permitted only as a temporary sign, and to include signs that may be moved from place to place on wheels.

“POSTER PANEL” means a single or double faced non-accessory sign which is used for the display of a message produced on sheet paper and applied to the sign face or painted directly onto the sign face.

“PRIVATE DIRECTIONAL SIGN” means a single or double faced accessory sign that indicates points of ingress, egress, traffic circulation, rest rooms, parking areas or similar information on the lot.

“PRIVATE NOTICE SIGN” means a single faced accessory sign that directs a notice to the public such as no trespassing, beware of dog, no hunting, block parent or similar notice.

“PROJECTING SIGN” shall mean any sign other than a wall sign, canopy or fascia sign, which is attached to and projects from a structure, building face or wall.

“READ-A-BOARD SIGN” shall mean a temporary sign or any part thereof;

- a) not permanently attached to the ground or to a building, and
- b) designed for the temporary placing of copy, letters, or messages.

“PYLON SIGN” means an accessory sign having one or more sign faces mounted on one or more poles where the sign has a minimum clear height of 3.0 m and does not project more than 15.0 m above the ground immediately below the pylon sign.

“REAL ESTATE SIGN” means a single or double faced accessory sign used to advertise that the lot, building or structure is for sale or for lease or has been sold or leased.

“ROOF SIGN” means a single or double faced sign located upon and attached to the roof of a building and shall be deemed to be a poster panel if the sign is non-accessory. A roof sign shall not project more than 6.0 m above the roof immediately below the roof sign.

“ROTATING SIGN” shall mean any sign or portion of a sign which moves in a revolving or similar manner but not including trios and other multiple-prism sign designed for multiple use of the same copy area.

“SANDWICH SIGN” means a free standing single or double faced temporary accessory sign having a maximum sign area of 0.5 m² for each sign face.

“TEMPORARY OPEN HOUSE REAL ESTATE” shall mean any sign which is not permanently installed or affixed and the content of the sign is to direct attention to a real estate open house where the sign is located or at another location.

“TEMPORARY SIGN” means a single or double faced accessory or non-accessory sign which is capable of being readily moved or removed where the duration of the display time is intended to be limited as indicated on the sign permit issued in accordance with this By-law or as otherwise stipulated by this By-law or as conveying a message applicable for a definable and specific limited period of display for holidays, public demonstration, or charitable organizations which has been approved by Town Council and shall exclude any sign otherwise defined in this By-law.

SITE PLAN

Application for a Permit to Construct or Demolish

As per Section 6 of Town of Hanover Building By-Law No. 2486-05

~~ FOR OFFICE USE ONLY ~~
PERMIT NO. _____

The site plan should include the following:

1. Width of Road Allowance.
2. Name of Street.
3. Frontage of Lot on the Street.
4. Depth of Lot.
5. If irregular shape, all dimensions.
6. Location of Sewer Line or Septic System.
7. Location of Waterline or Well.
8. Location of any underground services (Hydro, Gas, Cable, Telephone, etc.)
9. Location of Existing Buildings in relation to all Lot lines, including neighboring properties.
10. Dimensions and Locations of Proposed Building or Addition.
11. Location of Driveway.
12. North to be indicated.
13. Location of Existing Swimming Pools, ponds, lakes and rivers and any other pertinent topographical features (swamps, steep slopes, etc.)
14. Drawings to be done to scale, with the scale indicated, if Metric or Imperial.
15. On-site Sanitary Sewage Systems:
 - Details of Proposed Sewage system including size, design and location of septic tank and leaching bed components. Distance from all buildings, well or waterline (include adjacent property location and type of water service).
 - Length of Absorption Trench (Maximum 30m)
 - Distance to Surface Water (Minimum 15m)
16. Signs:
 - Location of sign on Property
 - Minimum clear Height and Maximum Height of Sign
 - Location and Size of other signs on Property and within vicinity of Property.

ADDITIONAL INFORMATION:

The accuracy of the information appearing on the "Site Plan" is the responsibility of the Applicant and is hereby made part of this application. I hereby certify that the information appearing on the "Site Plan" is true and accurate to the best of my ability.

DATED at _____, ONTARIO on the _____ day of _____ 20 _____

Signature of Owner/Authorized Agent

Signature of Chief Building Official

DATE