

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				
I _____ declare that: (print name) - 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. _____ 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., 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				
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 Association of Professional Engineers of 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; <u>OR</u> 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			

Application for a Permit to Construct or Demolish
As per Section 6 of Town of Hanover Building By-Law No. 2486-05

BUILDING FORM "A - S"
(Please Print Clearly)

A. On-Site Sanitary Sewage System - Information

1. PLEASE STATE NUMBER OF:

Bedrooms/Motel Units:

People:

Flush Toilets:

Urinals:

Washbasins:

Showers/Bathtubs:

Area of Living Space:

Whirlpool/Spa:

Laundry Sinks:

Kitchen Sinks:

Garbage Grinder:

Water Softener:

2. SERVICING - WATER

Water Supplied By:

Municipality

Communal

Private: Dug or Drilled Well, Spring, Lake, Other--Please specify

EXISTING

PROPOSED

3. SOIL AND GROUND CONDITIONS:

DATE AREA TESTED:

4. WORKING CAPACITY OF TANK:

☐

GALLONS

☐

LITRES

5. DEPTH OF FILL (if applicable):

☐

FEET

☐

METRES

6. LENGTH OF DISTRIBUTION PIPE:

☐

FEET

☐

METRES

7. IMPORTED SOIL MANTLE REQUIRED:

☐ YES

☐ NO

B. Additional Information (if required)

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:

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