

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%; border-bottom: 1px solid black; text-align: center;">Date</div> <div style="width: 65%; border-bottom: 1px solid black; text-align: center;">Signature of Designer</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

Other Information

A. Zoning Information	
1. MUNICIPAL SERVICES: <input type="checkbox"/> HYDRO <input type="checkbox"/> WATER <input type="checkbox"/> SANITARY <input type="checkbox"/> STORM TYPE OF HEATING _____	
2. LIGHTWEIGHT & TRUSS-TYPE CONSTRUCTION? <input type="checkbox"/> NO <input type="checkbox"/> YES (Describe) _____	
3. CURRENT USE OF PROPERTY (e.g. Residential/Commercial/Vacant)	PROPOSED: _____
4. ZONING OF PROPERTY EXISTING: _____	PROPOSED: _____
5. FLOOR AREA: 1st _____ 2nd _____ 3rd _____ Total _____	
6. NUMBER OF STOREYS _____ TOTAL HEIGHT ABOVE GRADE _____	
7. FRONT YARD SET-BACK FROM PROPERTY LINE	
8. REAR YARD SET-BACK FROM PROPERTY LINE	
9. SIDE YARD SET-BACK FROM PROPERTY LINE: LEFT _____ RIGHT _____	
10. LOT AREA	11. FRONTAGE
12. LOT COVERAGE: _____	
13. PARKING SPACES: REQUIRED: _____ PROVIDED: _____	
14. LOADING SPACES: REQUIRED: _____ PROVIDED: _____	
15. WATER COURSE SET-BACK _____	
B. Additional Information (if required)	
C. Declarations of Owner/Authorized Agent	

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

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:	DATE RECEIVED:	PERMIT NO.	PERMIT FEE:	WATER METER FEE:	COUNTY DEVELOPMENT CHARGE:



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