

## ADDITIONS

Permit Application Checklist

- 1. Completed Application Form
- 2. Schedule 1 (Designer Information)
- 3. Development Review Forms
- 4. Site Plan
- 5. Lot Grading Exemption Form or Grading Plan
- 6. Building Plans (Electronic Submissions Preferred)
  - Floor Plans (foundation, 1st floor, 2nd floor)
  - Exterior Elevations (front, side, rear)
  - Cross Section
  - Type of Foundation (piers, pole, full or slab of grade)
  - Building Area and Spatial Separation Calculations
- 7. Engineered Truss Plans and Engineered Floor Plans (if applicable)
- 8. Heat Loss Calculations and Duct Design
- 9. Soil Gas Control Form
- 10. Energy Efficiency Design Summary
- 11. Conservation Authority Approval (Catfish Creek or Kettle Creek where applicable)

\*\* If Septic System is present, a report from a qualified Septic Installer is required to ensure the system is capable of handling the increased loading of the system





### SUBMISSION REQUIREMENTS

When submitting for a building permit the following items are required:

- Application to Construct or Demolish with Schedule 1 (Designer Information)
- Development Review Form completed with all other authorities having jurisdiction approval
- A Set of Building Plans to scale, legible and include:
  - Site Plan lot lines and dimensions, new and existing building sizes and locations, building setbacks, street names, municipal address and north arrow. (Plans submitted for development approval may also be re-submitted for building permit)
  - Foundation Plan showing; scale, dimensions, size type and location of all walls and partitions, width locations and lintel sizes for all openings, material specifications or notes.
  - Floor Plans showing; scale, dimensions, use of rooms and spaces, size type and location of all walls and partitions, width locations and lintel sizes for all openings, material specifications or notes, location and direction of stairs, references to details.
  - Elevations showing; scale, vertical dimensions, grade level, exterior finishes, overhang dimension, roof shape slope and finish, references to details.
  - Sections and Details showing; scale, details of footings foundation, walls, floors and roof, distance from grade to floors, roof and underside of footing, material specifications or notes.
  - All drawings to be done by a qualified designer with a valid BCIN (Except for exemptions as outlined under sections 2.17.4.1.(3) (4) and 2.17.5.1.(2) of the OBC)
  - Engineered Truss Drawing (with Engineers stamp) required prior to framing inspection. To avoid any problems it is recommended the stamped truss drawing be submitted with the permit application.
- General Review Commitment Certificate completed by engineer/architect for aspects of the building designed outside of part 9 of the OBC.

Incomplete applications will be rejected prior to review and will need to be resubmitted for issuance of permit.

As of August 22, 2016, By-Law 2029, being a by-law respecting the implementation of the Building Code Act, S.O. 1992, c.23. and cited as the "Building Permit By-Law":

9.11 **Building Permit Security Deposit**: With respect to the issuance of a building permit, a refundable security deposit will be paid to the Municipality to assure total completion of work authorized by the permit. The amount will be based on five (5) percent of the permit value to a maximum of \$1,000.00. The deposit will be held without interest until completion certificate is issued. The deposit will be returned in full, less any additional required inspection fees. If an extension for completion of the permitted work is not requested in writing and granted, then the deposit will be forfeited at the end of one year after the date of issuance of the permit. The fee contemplated by this section shall be forfeited in full if the building for which the permit was issued has been occupied prior to the issuance of a completion certificate.

# 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 ı	number (if different):		
Date received:		Roll nur	nber:		
	ity, upper-ti	er municipality, bo	pard of health or conserva	ation authority)	
A. Project information					
Building number, street name				Unit number	Lot/con.
Municipality	Postal o	code	Plan number/other c	lescription	
Project value est. \$			Area of work (m <sup>2</sup> )		
B. Purpose of application			·		
New construction Addition existing bu		Alteratio		Demolition	Conditional Permit
Proposed use of building		Current use of	building		
Description of proposed work					
C. Applicant Applicant is:			uthorized agent of owr		
Last name	First na	me	Corporation or partn	-	
Street address				Unit number	Lot/con.
Municipality	Postal o	code	Province	E-mail	
Telephone number	Fax			Cell number	
D. Owner (if different from applicant)	•				
Last name	First na	me	Corporation or partn	ership	
Street address	1		1	Unit number	Lot/con.
Municipality	Postal	code	Province	E-mail	
Telephone number	Fax			Cell number	

E. Builder (optional)					
Last name	First name	Corporation or partners	hip (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 Warrant	y Program)			
<ul> <li>Is proposed construction for a new hor <i>Plan Act</i>? If no, go to section G.     </li> </ul>	e as defined in the Onta	rio New Home Warranties	s Ye	es No	
ii. Is registration required under the Ontar	io New Home Warranties	s Plan Act?	Ye	es No	
iii. If yes to (ii) provide registration number	(s):				
G. Required Schedules					
i) Attach Schedule 1 for each individual who rev	iews and takes responsi	bility for design activities.			
ii) Attach Schedule 2 where application is to con	struct on-site, install or re	epair a sewage system.			
H. Completeness and compliance with a	applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Yes No 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.					
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, Yes No resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992.</i>					
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.					
iv) The proposed building, construction or demo	ition will not contravene	any applicable law.	Ye	es No	
I. Declaration of applicant					
			de	clare that:	
(print name)			u		
<ol> <li>The information contained in this applic documentation is true to the best of my</li> <li>If the owner is a corporation or partners</li> </ol>	knowledge.	• •		her attached	

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 descrip	otion	
B. Individual who reviews and takes	responsibilit	ty for design activities		
Name	-	Firm		
Street address		1	Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax number		Cell number	
C. Design activities undertaken by in Division C]	ndividual ider	ntified in Section B. [Bui	Iding Code Tab	le 3.5.2.1. of
House	HVAC	C – House	Building	Structural
Small Buildings		ng Services		g – House
Large Buildings		tion, Lighting and Power		g – All Buildings
Complex Buildings Description of designer's work	Fire P	Protection	On-site S	Sewage Systems
D. Declaration of Designer				
I		de	eclare that (choose	e one as appropriate):
(print name	e)			
I review and take responsibility C, of the Building Code. I am qu				
Individual BCIN:			_	
Firm BCIN:			_	
I review and take responsibility under subsection 3.2.5.of Divisi			oriate category as	an "other designer"
Individual BCIN:			_	
Basis for exemption from re	egistration:			
The design work is exempt from	the registration	n and qualification requireme	nts of the Building	Code.
Basis for exemption from re	egistration and o	qualification:		
I certify that:				
1. The information contained in this s				
<ol><li>I have submitted this application w</li></ol>	ith the knowled	ge 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.

 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.



### DEVELOPMENT REVIEW FORM

The Building Code Act requires compliance to other applicable law and items identified under the Municipal Building By-law prior to issuance of a building permit.

In order to determine compliance, the Municipality of Central Elgin has developed the attached "Development Review Form (DRF)" as a general guideline for residential and small construction projects. Failure to complete this form and submission of all required approvals as noted on the DRF will leave the municipal staff unable to determine compliance to other applicable law and, therefore, a building permit **will not** be reviewed or issued.

Building permit application time frames as set out in the Building Code Act will not commence until such time as the DRF is complete and all approvals have been received.

Drawings are required to be to scale, legible and include:

#### • Zoning Compliance

Site plan showing lot lines and dimensions, new and existing building sizes and locations, building height, building set backs, street names, municipal address and north arrow, reference to legal survey or note stating survey stakes located and confirmed on site.

#### • Lot Grading

Site plan showing lot lines and dimensions, new and existing building sizes and locations, building setbacks, location or paved surfaces, street names, municipal address and north arrow, location of septic field, reference to legal survey or note stating survey stakes located and confirmed on site, (geodetic elevations) and drainage arrows. Lot grading plans must bear the signature and deal of a Professional Engineer, Landscape Architect, or Ontario Land Surveyor.

#### Access Permit

Site plan showing lot lines and dimensions driveway location and width.

#### • Service Permit

Site plan showing lot lines and dimensions, building setbacks, street names, municipal address and north arrow, location or service lines, location of driveways and sidewalks.

#### • Proximity to Overhead Power Lines

Site plan identifying and confirming by the Local Utility Company the proximity to overhead power lines.

Sections outlined below deal with applicable law as outlined in section 1.1.3.3. of the O.B.C, and the Municipal Building By-law as per section 7 of the BCA. Prior to the acceptance of a building permit application, all sections must be fully completed and approved by the appropriate authorities. Time frames for issuance of permits under the BCA, due not commence until all items below are completed and submitted with a complete building permit application to the municipality. This form is only a guideline for residential and small development in our area, additional reviews and approvals may be required.

#### Full Address of Project

Building Number	Street Name	Unit Number	Lot/Con.

#### A) Zoning Compliance

To obtain property zoning, you **must** contact the Municipality of Central Elgin's Planning Office at 519.633.2560

Property Zoning			
Building Size			
	Longth	Height	A 100
Width	Length	Height	Area
Setbacks Provided			
Side Yard	Side Yard	Front Yard	Rear Yard
Is this application conditional to	Site Plan Control or Zoning Amen	dment?	
If yes, attach copies of approvals	-		Yes No
in yes, attach copies of approvals	>		

#### **B) Lot Grading Approval**

Does the proposed development include a roofed structure greater than 10 m <sup>2</sup> (108 ft <sup>2</sup> )? If yes, one of the following is required.	Yes	No
Have you provided a Lot Grading Plan or Lot Grading Exemption Form for approval?	Yes	No

#### **C)** Overhead Power Lines

Does the development deal with a historical designated building? If yes, please provide a letter of approval from the Municipal Council.	Yes No
n yes, please provide a letter of approval non the Maniepar Coulen.	

D) Conservation Authority	
ls the proposed development in a flood, erosion or dynamic beaches controlled area? • Kettle Creek Conservation Authority • Catfish Creek Conservation Authority	Yes No
Does the proposed construction require Conservation Authority review? If yes, please provide a copy or permit issued.	Yes No

E) Agricultural Minimum Distance Separation Non-livestock related construction Are there any structures capable of housing livestock within 500m (1650ft) of this proposed	] Yes	
Non-livestock related construction	Yes	_
structure?		No
<b>Livestock related construction</b> Are there any residential structures within 500m (1650ft) of this proposed structure?	Yes	No
Nutrient Management Act Is this a new operation creating > 5 N.U. 's If yes, please provide a copy of Nutrient Management Plan.	Yes	No
Is this a new operation creating > 150 N.U.'s?	Yes	No
Is this a expanding operation creating > 300 N.U.'s? If yes, to either of the above, please provide a copy of the Provincial approval.	Yes	No
F) Septic Permit		
Does the development require installation of a new septic system?	Yes	No
Does the development require alterations of an existing septic system?	Yes	No
Does the development increase the number of bedrooms?	Yes	No
Does the development increase the number of plumbing fixtures?	Yes	No
G) Access Permit		
Does the development require new access onto a County road?	Yes	No
Does the development require access approval for MTO? If yes, please provide a letter of approval	Yes	No
Does the development require new access onto a Municipal road? If yes, please provide plans for approval by the Director of Development Services	Yes	No
H) Service Connection		
Does the development require connection to municipal services? If yes, please provide plans for approval by the Directory of Development Services	Yes	No
I) Declaration of Applicant		
l,	cer	tify that:
<ol> <li>The information contained in this application, attached plans and specifications, and other attached docume best of my knowledge.</li> <li>As the Owner/Contractor, I take responsibility to ensure compliance to all federal, provincial and municipal I regulations prior to, during, and after construction. I will not hold The Municipality of Central Elgin or its emplications</li> </ol>	egislatio	n and or

actions by myself resulting in non-issuance of a permit, revoking of a permit, civil action, and/or possible fine.

3. I have the authority to bind the Corporation or Partnership (if applicable)

Dated \_

\_ Signature \_

Personal information contained in this form and schedules is collected under the authority of section 7 subsections 8(s) of the Building Code Act, 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)Chief Building Official of the Municipality to which this application is being made.



### LOT GRADING EXEMPTION FORM

Property Owner Name	Permit
Address	
Phone	Email
Description of Work	

**SKETCH/PLAN** (Indicate Location of Proposed Work) Municipal Drain On Property? Y N Name:

Indicate North

On the approval of this exemption you are hereby advised that you will be responsible for any flooding or drainage disputes which may arise as a result of this construction

Signature of Applicant	Date
Comments	
Signature of Senior Engineering Technologist	Date

### **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 No:			Model/0	Certification Number			
A. Project Information							
Building number, street name						Unit number	Lot/Con
Municipality			odo		on number / other decorpt	<u></u>	
Municipality	nicipality Postal code Reg. Plan number / other description						
B. Prescriptive Com	pliance	e [indicate the	building code co	ompliance	package being emplo	yed in this house des	sign]
SB-12 Prescriptive (input	t design p	ackage): P	ackage:	-	Table		_
C. Project Design Con	ditions						
Climatic Zone (SB-1):		Heating Eq	uipment Effi	ciency	Space Heating F	uel Source	
□ Zone 1 (< 5000 degree days		□ ≥ 92% AF				Propane	Solid Fuel
□ Zone 2 (≥ 5000 degree days)		□ ≥ 84% < 9				Electric	Earth Energy
Ratio of Windows, Skylights	& Glass	(W, S & G) to	o Wall Area		Other Building C		
2	e.2				•	n 🗆 ICF Above Gr	
Area of walls =m <sup>2</sup> or	ft~	W, S & G	i % =		0	UWalkout Base	ement
				<i>.</i>	<ul> <li>Air Conditioning</li> <li>Air Sourced He</li> </ul>	•	
Area of W, S & G =m <sup>2</sup> or	ft <sup>2</sup>	Utilize window	averaging:	res ⊡No		d Heat Pump (GSI	HP)
D. Building Specificat							)
Energy Efficiency Substi							
□ ICF (3.1.1.2.(5) & (6) / 3.1.1	.3.(5) & (6	6))					
Combined space heating an	d domest	ic water heat	ting systems	(3.1.1.2.(	7) / 3.1.1.3.(7))		
<ul> <li>Airtightness substitution(s)</li> </ul>							
-	□ Table 3.	.1.1.4.B Red	quired:		Permitt	ed Substitution:	
Airtightness test required (Refer to Design Guide Attached)							
(*************************************			quired:			ed Substitution:	
Building Component	t	Minimum R	SI / R values m U-Value <sup>(1)</sup>		Building Compo		Efficiency Ratings
Thermal Insulation		Nominal	Effective	Windo	ws & Doors Prov	ide U-Value <sup>(1)</sup> or ER ra	ting
Ceiling with Attic Space				Window	ws/Sliding Glass [	Doors	
Ceiling without Attic Space					ts/Glazed Roofs		
Exposed Floor				Mecha	nicals		
Walls Above Grade				Heating	g Equip.(AFUE)		
Basement Walls					fficiency (SRE% at	0° C)	
Slab (all >600mm below grade)							
Iab (edge only ≤600mm below grade)       DWHR (CSA B55.1 (min. 42% efficiency))       # Showers							
Slab (all ≤600mm below grade, or	heated)			Combir	ned Heating System	n	
(1) U value to be provided in eithe	r W/(m²•K)	or Btu/(h•ft <sup>2</sup> •F	) but not both.				
E. Designer(s) [name(s) &	. ,	•		riding infor	mation herein to subs	tantiate that design n	neets the building code
							<u> </u>

 Qualified Designer
 Declaration of designer to have reviewed and take responsibility for the design work.

 Name
 BCIN
 Signature

### Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. 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 or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

- 1. Comply with the <u>SB-12 Prescriptive</u> design tables (this form is for this option (Option 1)),
- 2. Use the <u>SB-12 Performance</u> compliance method, and model the design against the prescriptive standards,
- 3. Design to Energy Star, or
- 4. Design to R2000 standards.

#### COMPLETING THE FORM

#### **B.** Compliance Options

Indicate the compliance option being used.

• <u>SB-12 Prescriptive</u> requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

#### C. 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, glazing in doors and sliding 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 3.1.1.1. 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 <u>SB-12 Prescriptive</u> compliance package table applies. *Other Building Conditions:* These construction conditions affect <u>SB-12 Prescriptive</u> compliance requirements.

#### **D. Building Specifications**

*Thermal Insulation*: Indicate the RSI or R-value being proposed where they apply to the house design. Under the <u>SB-12 Prescriptive</u> option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

#### BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN 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.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Duilding Turns	Airtightness Targets					
Building Type	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa		
Detached dwelling	2.5	1.26 cm <sup>2</sup> /m <sup>2</sup>	1.81 in <sup>2</sup> /100ft <sup>2</sup>	0.93 L/s/m <sup>2</sup>	0.18 cfm50/ft <sup>2</sup>	
Attached dwelling	3.0	2.12 cm <sup>2</sup> /m <sup>2</sup>	3.06 in <sup>2</sup> /100ft <sup>2</sup>	1.32 L/s/m <sup>2</sup>	0.26 cfm50/ft <sup>2</sup>	

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the <u>SB-12 Prescriptive</u> option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

#### E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.



### SOIL GAS CONTROL

Applicant	Date					
Address	Permit Number					
CONTROL METHOD						
$\Box$	Option 1					
	Provide minimum 100mm (4") of granular fill below the basement floor slab					
	Rough-in 100mm (4") soil gas pipe as per Supplementary Standard SB-9					
	Mandatory Radon Gas Testing					
$\bigcirc$	Option 2					
	Provide minimum 100mm (4") of granular fill below the basement floor slab					
	Provide soil gas barrier on exterior foundation walls as per Supplementary Standard SB-9					
	• Provide soil gas barrier below the basement floor slab as per Supplementary Standard SB-9					
	Voluntary Radon Gas Testing					
0	Option 3					
	• Provide minimum 100mm (4") of granular fill below the basement floor slab					
	Provide 100mm (4") soil gas pipe as per Supplementary Standard SB-9					
	• Provide an active sub-slab depressurization system as per Supplementary Standard SB-9					
	Voluntary Radon Gas Testing					
I						

Applicant Signature

RADON GAS TESTING					
Start Date		End Date			
Concentration (Bq/m3) Sampling Method					
Testing Agency					