



THE MUNICIPALITY OF CENTRAL ELGIN

RENOVATIONS





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Renovation Permit Guide

The Ontario Building Code (OBC) requires a permit for renovations if those renovations include any of the following...

1. Structural alterations to the building. (Removing or altering load-bearing walls, columns, lintels, or beams.)
2. Finishing your basement or adding a bedroom to a basement
3. Adding or removing plumbing drains or vents (If a septic system is present and new plumbing fixtures are being installed, a report from a qualified septic installer may be required to ensure that system can handle the increased load.)
4. Reinsulating walls, ceilings, or floors
5. Changing the heating source in an existing building

This permit guide provides a summary of the Building Permit submission requirements for interior renovations and has been developed for convenience purposes only. The property owner is responsible for ensuring compliance with all Central Elgin By-laws, other applicable laws, and the Ontario Building Code.

Required Documents

Forms

1. Applicable Laws Checklist (In many instances, before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by the Building Division and are required as part of a complete application package. Please consult the applicable law checklist prior to applying for a building permit.)
2. Application to Construct or Demolish
3. Owner Authorization Form (if the applicant is not the registered property owner)
4. Schedule 1
5. General Review Commitment Form (if applicable)

Drawings and Specifications

1. Building Plans – Floor plans showing scale, use of rooms and spaces, types and location of walls and fire separations, lintel/beam sizes including supporting construction for all openings, floor joist sizes and direction, all structural alterations, plumbing changes, material specifications or notes, location and direction of stairs.
 - All drawings are to be done by a qualified designer with a valid BCIN (Except for exemptions as outlined under sections DIV C – 3.2.4.1 & 3.2.5.1 of the OBC.
2. Heat Loss/Gain Calculations and Duct Design (if applicable)

How to Apply:

Step 1: Review and complete the Applicable Laws Checklist.

Step 2: Complete the required forms (see above/attached) and apply for a permit by submitting the forms and all required documentation in person or online through Cloudpermit. Please refer to our [website](#) for online submission instructions.

Once received the application will be reviewed for completeness and compliance with the Ontario Building Code and Applicable Law. Application review comments are provided during review to identify any outstanding requirements. A permit will be issued when the review is complete, and all fees are paid.

Construction may commence and required inspections requested once the permit is issued. When all required inspections are completed and requested documentation submitted, the permit will be closed.



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Applicable Law Checklist

This form is used to confirm approvals from other agencies that are required before a building permit can be issued.

Project Address: _____

The *Building Code Act* prohibits the issuance of a building permit if the proposed construction or demolition will contravene any applicable law as defined by the Building Code. The questions below will help you to determine if an applicable law applies to your project. Timeframes for building permit review cannot be established until all required applicable law approvals have been received and the associated documentation submitted to the Building Department.

If you answer 'yes' to any of the following questions, please ensure that the approval documents issued by the relevant authority/agency are submitted with this permit application. Approval documents that are required but have not yet been received from the relevant authority/agency, must be acknowledged in the declaration located on the bottom of this form.

	Yes	No
Zoning By-Laws – Building Department & Planning Department		
Is/Was a minor variance required to permit the proposed construction or land use? Is/was a rezoning required to permit the proposed construction or land use?	<input type="checkbox"/>	<input type="checkbox"/>
Is a land division or subdivision application required and not yet fully completed?	<input type="checkbox"/>	<input type="checkbox"/>
Are municipal services required but not yet completed or available?	<input type="checkbox"/>	<input type="checkbox"/>
Planning Approval – Planning Department		
Does this development require site plan approval from the Planning Department? Are you intending to live in an existing dwelling on the subject property during construction of your new dwelling on the same property?	<input type="checkbox"/>	<input type="checkbox"/>
Design Requirements – Ontario Association of Architects/Professional Engineers Ontario		
Does the proposed construction require design by an Architect or a Professional Engineer?	<input type="checkbox"/>	<input type="checkbox"/>
On-site Sewage System (Septic) Approval – Building Department		
Does the proposed construction impact a septic system?	<input type="checkbox"/>	<input type="checkbox"/>
Are you demolishing a building that is connected to a septic system?	<input type="checkbox"/>	<input type="checkbox"/>
Heritage – Municipality of Central Elgin – List of Recognized Properties		
Is the building recognized by the Municipality as having historical and heritage significance?	<input type="checkbox"/>	<input type="checkbox"/>
Are you demolishing a building that is a designated heritage property?	<input type="checkbox"/>	<input type="checkbox"/>
Road Permits – Municipal or Country of Elgin		
Are you proposing a new entrance or changes to an existing entrance on the property? Select one: <input type="checkbox"/> Municipal Road <input type="checkbox"/> County Road	<input type="checkbox"/>	<input type="checkbox"/>
Conservation Authority Permits – Building Department, Kettle Creek & Catfish Creek Conservation Authority		
Does the property abut or contain a ravine, watercourse, wetland or shoreline, and does it fall within an area regulated by a Conservation Authority?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Public Lands Works Permit – Ontario Ministry of Natural Resources		
Is the property Crown Lands or Shore Lands?	<input type="checkbox"/>	<input type="checkbox"/>
Building and Land Use Permits - Ontario Ministry of Transportation		
Is the property within 45m of a highway or 180m from any highway intersection? Is the property within 395m of a controlled highway intersection?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a major traffic generating project located within 800m of a highway?	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Approvals – Ontario Ministry of the Environment		
Is a record of site condition required due to a change to a more sensitive land use? (ie. Industrial/Commercial to Residential)	<input type="checkbox"/>	<input type="checkbox"/>
Is this property a former waste disposal site or former industrial site?	<input type="checkbox"/>	<input type="checkbox"/>
Is this project a major industrial, commercial or government project?	<input type="checkbox"/>	<input type="checkbox"/>
Will this project generate a daily sewage flow of 10,000L or more?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a renewable energy project?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Conductor Clearances - Electrical Safety Authority & Building Code		
Are any overhead power lines located either above or within 5.5 meters of the project?	<input type="checkbox"/>	<input type="checkbox"/>
Clean Water Act/Source Protection – Planning Department & Kettle Creek Conservation Authority		
Does a water source protection plan restrict the land use you are proposing?	<input type="checkbox"/>	<input type="checkbox"/>
Agriculture and Farms – Ontario Ministry of Agriculture, Food, and Agribusiness		
Is this a farm building that will house animals or manure?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a milk processing plant?	<input type="checkbox"/>	<input type="checkbox"/>
Education and Child Care Centres – Ontario Ministry of Education		
Is a daycare proposed in any part of the building?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project involve the demolition of a school?	<input type="checkbox"/>	<input type="checkbox"/>
Seniors Centres – Ontario Ministry of Children, Community and Social Services		
Is this a senior’s project where Ontario Government funding is being sought?	<input type="checkbox"/>	<input type="checkbox"/>
X-Ray Equipment – Ontario Ministry of Health		
Does the project include spaces for the use of X-Ray equipment?	<input type="checkbox"/>	<input type="checkbox"/>

Declaration:

I have considered the list of applicable laws above and as described in Article 1.3.1.3 of the Ontario Building Code, and do hereby declare that:

- None of these applicable law approvals apply to this project
- Applicable laws checked with a “YES” apply to this project and approval documents are submitted with this application
- Applicable laws checked with a “YES” apply to the project, however not all approval documents have been received from the relevant authority/agency(s)

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation or partnership with respect to this application (if applicable).

Name:

Date:

Applicable Laws & Building Permits - Additional Information

In many instances, approvals are required from other agencies and authorities to ensure that a development can be safely and suitably accommodated on a proposed site. The requirements and regulations associated with these approvals can have significant impact on the design parameters of a project, so it is important that they are completed prior to applying for a building permit. Fully complete building permit applications are given priority by law and are less likely to have their review timelines impacted by the requirements and changes resulting from these other processes.

Zoning & Planning

Contact: Central Elgin Building Department at 519-631-4860 ext. 284 / Central Elgin Planning Department at 519-633-2560 <https://www.centralelgin.org/en/building-and-development/planning-and-development.aspx>

Planning Act, s. 34, 34(5), 45 and Part VI

Zoning by-laws restrict things such as land use, lot size, building size and setbacks. If your project does not comply with the relevant sections of the zoning by-law, a minor variance or rezoning must be applied for and granted before any building permit can be issued. Zoning by-laws can also be used to restrict the issuance of building permits until an associated planning application (such as land division or subdivision) has been completed, or, until municipal servicing has been made available.

Planning Act, s. 41

Site Plan Approval is required for most new industrial, commercial, institutional and multi-residential buildings and additions. A finalized site plan, and site plan agreement must be registered on the title of the property before a building permit can be issued. Houses, residential accessory buildings and agricultural buildings are exempt from this process.

Design Requirements

Contact: Ontario Association of Architects www.oaa.on.ca or Professional Engineers Ontario www.peo.on.ca

Architects Act R.S.O. 1990 or Professional Engineers Act R.S.O. 1990

Certain buildings require design and general review by an architect and/or a professional engineer. Stamped design documents and 'Commitment to General Review' forms must be provided prior to the issuance of any building permits.

Heritage

Contact: Municipality of Central Elgin
<https://www.centralelgin.org/en/recreation-and-culture/designated-heritage-properties.aspx>

Ontario Heritage Act, s. 27, 30, 33, 34, 40, 1 & 42

The Municipality of Central Elgin has recognized the historical and heritage significance of eligible buildings and properties within the community through the Heritage Plaque Program. Approval should be obtained by the Municipality prior to any work or proposed demolition of any building listed within this program.

Conservation Authority Permits

Contact: Kettle Creek Conservation Authority at 519-631-1270
www.kettlecreekconservation.on.ca

Catfish Creek Conservation Authority at 519-773-9037
<https://www.catfishcreek.ca>

Conservation Authorities Act, s. 28(1)(c)

Any development proposed within a portion of a property that is regulated by a Conservation Authority must obtain approval from the respective Conservation Authority before any building permits can be issued. Regulated area mapping can be obtained from Conservation Ontario at: www.camaps.ca.

Public Lands Work Permits

Contact: Ministry of Natural Resources at 1-800-387-7011

<https://www.ontario.ca/page/crown-land-work-permits>

Public Lands Act

Ministry approvals are required for the construction of buildings, and any dredging or filling on Crown land and shore lands.

Highway Corridor Building & Land Use Permits

Contact: Ministry of Transportation (MTO) – Highway Corridor Management

<https://www.hcms.mto.gov.on.ca/>

Public Transportation and Highway Improvement Act, s. 34, 38

MTO authorization is required for a variety of development and construction activities proposed within the vicinity of a provincial highway, including new buildings, signage and entrances.

Environmental Approvals

Contact: Ministry of the Environment, Conservation and Parks (MECP) at 1-800-565-4923

<https://www.ontario.ca/page/ministry-environment-conservation-parks>

Environmental Protection Act, s. 46, 47.3, 168 and the Environmental Assessment Act, s. 5

MECP approvals are required for projects that involve a change to a more sensitive land use, ex. industrial to residential. Similarly, approvals are required for the redevelopment of brownfield sites and for development occurring on former waste disposal sites. The MECP also issues approvals for major industrial, commercial and government projects and for any renewable energy projects.

Electrical Conductor Clearances

Contact: Electrical Safety Authority at 1-877-372-7233

<https://www.esasafe.com/>

Ontario Building Code, Div. B 3.1.20. and 9.1.1.5.

Certain minimum clearances must be maintained from overhead electrical conductors depending on their voltage. Please contact the appropriate authority to obtain written approval to accompany permit submission.

Clean Water Act/Source Protection

Contact: Kettle Creek Conservation Authority at 519-631-1270

<https://www.sourcewater.ca/source-protection-areas/kettle-creek-source-protection-area>

Clean Water Act, s.59

Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated risk management official.

Agriculture and Farms

Contact: Ministry of Agriculture, Food and Agribusiness at 1-877-424-1300

Nutrient Management Act 2002, Milk Act, s. 14

<https://www.ontario.ca/page/when-farms-require-nutrient-management-strategy-nms-nutrient-management-plan-nmp-or-non>

Buildings or structures that are intended to house animals or store manure may require the submission of a Nutrient Management Strategy for Ministry review and approval. The Ministry also reviews and issues approvals for dairy processing plans and any associated additions or alterations thereto.

Education and Child Care Centres

Contact: Ministry of Education at 1-800-387-5514 <https://www.ontario.ca/page/ministry-education>

Education Act, Child Care and Early Years Act

Any construction project associated with a proposed, or already existing licensed childcare centre, requires approval by the Ministry of Education. Ministry approval is also required prior to the demolition of any school building owned by the public or separate school boards.

Seniors Centres

Contact: Ontario Ministry of Children, Community and Social Services at 1-888-789-4199 <https://www.ontario.ca/page/ministry-children-community-and-social-services>

Seniors Active Living Centres Act, 2017

X-Ray Equipment

Contact: Ministry of Health at 1-800-268-1153

<https://www.ontario.ca/page/ministry-health>

<https://www.ontario.ca/page/registering-x-ray-sources-workplace>

Healing Arts Radiation Act

Where X-Ray equipment is used for primary exposure to humans, approvals are required before a building permit can be issued.

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 (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 <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			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). 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)				
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.



THE MUNICIPALITY OF CENTRAL ELGIN

Authorization Letter

To: _____ The Municipality of Central Elgin _____

Date: _____

Project Address: _____

Project Description: _____

Owner(s) Information	Authorized Agent Information
Name (Owner 1): _____	Agent Name: _____
Name (Owner 2): _____	Agent Address: _____
Owner Address: _____	City/Town, Prov.: _____
City/Town, Prov.: _____	Postal Code: _____
Postal Code: _____	Phone Number: _____
Phone Number: _____	Email Address: _____

I/We the undersigned, as registered property owner(s) of the above noted property, authorize the agent names above to submit, amend and execute a building permit on our behalf for the project described in this letter.

I/We understand that we are ultimately responsible for ensuring that the project is completed in accordance with Applicable Law, Municipal By-law and the Building Code, as amended.

Furthermore, for the purposes of the Freedom of Information Act, I/We authorize and consent to the disclosure of any information that is collected under the Building Code Act and the Building Code, as amended, to required agencies for the purposes of processing this application.

Owner Signature

Date

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. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of Designer </p>			

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.

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Part A - Owner's Undertaking

Permit Application No.

Project Description:

Address of Project:

Municipality:

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

The undersigned hereby certifies that he/she has read and agrees to the above

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	
Consultant Name:	Signature:	Print Name:	Date:			
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	
Consultant Name:	Signature:	Print Name:	Date:			
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	
Consultant Name:	Signature:	Print Name:	Date:			
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	
Consultant Name:	Signature:	Print Name:	Date:			
Telephone:	Fax:	Address:				