

Guide to Filling out a Permit Application

The following is a step-by-step guide to assist in completing your application. Below will outline the **required** information for each section of an application and is only intended as a guide. **NOTE:** Each application must be accompanied by a plot plan (exterior) or scope of work (interior) and detailed sketch/drawing of proposed project.

****Each permit application varies in nature and may require further information to be provided****

Application for a Permit to Construct

Section A – Project Information

- Street Address
- Projected Value of Project (estimate)
- Total Square Feet of Project

Section B – Purpose of Application

- Indicate type of project (e.g. new, addition, alteration, etc.)
- Description of work (e.g. constructing a deck, detached garage, finished basement, etc.)

Section C – Applicant

- Indicate if applicant is owner or an authorized agent (if authorized agent, please refer to last page 'Letter of Authorization' in which the owner and authorized agent should fill out; giving the authorized agent authority to act on the owners behalf in applying for the permit)
- Provide applicants name, street address, phone number and email

Section D – Owner (if different from Applicant)

- Owner information provided here (if using an authorized agent)
- ****If you are the owner and completing the project without an authorized agent, you are not required to fill out this section, as you are the applicant and would only complete Section C****
- Provide Owners name, street address, phone number and email

Section E – Builder

- Builder/Contractor information provided here – not mandatory
- Provide Builders name, street address, phone number and email

Section F –Tarion Warranty Corporation

- Not Applicable

Section G – Required Schedules

- Lists Schedule 1 and 2, but this is dependent on job type and individual completing work
 - Schedule 1 – Individual who reviews and takes responsibility for work (e.g. Owner or Designer – must be one or the other)
 - Schedule 2 – Application to construct on-site, install or repair a Sewage System

Section H – Completeness and compliance with applicable law

- Four sections; select 'yes' for all (except payment section if payment to be provided after review)

Section I – Declaration of Applicant

- Print Name (Applicant from Section C)
- Date
- Sign (Print, sign and scan to email or utilize the digital signature option on the fillable form)

Schedule 1: Designer Information (Required)

If a Designer is being utilized they will fill out this form. If you are the owner completing the project, these are the following steps to completing the designer form:

Section A –Project Information

- Not applicable

Section B – Individual who reviews and takes responsibility for design activities

- Not applicable

Section C – Design activities undertaken by individual in Section B

- Not applicable

Section D – Declaration of Designer

- Print Name
- Select third (3rd) checkbox, ‘...design work is exempt...’ and in blank, type ‘Owner’ as this is the basis for your exemption
- Date
- Sign (Print, sign and scan to email or utilize the digital signature option on the fillable form)

Plot Plan

First drawing utilized to verify zoning, appropriate setbacks, and other structures on the property or in the instance that it is interior; verifying the scope of work.

- Show existing buildings and the proposed buildings/structures and their dimensions
- Show specific distances from lot lines, existing and proposed buildings/structures (include septic if applicable)
- For interior projects provide sketch of work to be completed (e.g. finish basement – show area being completed, bedrooms, windows, doors, stairs, electrical, plumbing, etc.)

Second Drawing utilized for the structural review to ensure the project will meet Ontario Building Code requirements.

- Show detailed sketch/drawing of project with dimensions
- Show sizes, spacing, distances, types of materials and connections
- Example of information required within drawing/sketch:
 - Deck - Size, Attached to house or not, Height above ground, Railings (provide sketch), Footing (type and depth), Beams (# of ply, lumber size, max span between piers), Joists (Lumber size, wood type, spacing, max span), Planking (lumber size, wood type)
 - Stairs - # of Risers/Steps, Handrail, Spacing of stringers, Joist hangers or mechanical fasteners to be used
 - Railings – Post size, Spacing of posts, Wood type, Height, Size of pickets/spindles and spacing

Building Permit Application – Letter of Authorization

- Not required unless an Authorized Agent will be applying for and acting on behalf of the owner; otherwise known as the ‘Applicant’
- If granting authority to an authorized agent, ensure signatures from both parties are completed