



### Building Permit Application Checklist

Description		Required Items	Comments	
<b>Approved Zoning Certificate</b> Must be obtained through the <b>Planning Department</b> <u>prior to permit submission</u>		✓	Refer to website for more information	
Applicable Law	Trent Severn Waterway, DFO, MNR (in water work)	*	*If applicable	
	Ministry of Transportation (MTO)	*	*If applicable	
Forms	Building Permit Application	✓		
	Schedule 1: Designer Information	Structure	✓	
		HVAC	✓ *	*If applicable
Letter of Authorization	✓ *	*If applicant is not property owner		
Plans	Foundation / Pier Plan	✓		
	Floor Plan	✓		
	Exterior Elevations	✓		
	Roof Framing Plan	✓		
	Cross Section(s)	✓		
	Plumbing Plan	✓ *	*If applicable	
	Site Plan	✓		
Engineered Products	Sealed Engineered Floor Layout & Specification Sheets	*	*If applicable	
	Sealed Engineered Truss Layout & Specification Sheets	*	*If applicable	
	Sealed Engineered Beam Layout & Specification Sheets	*	*If applicable	
	Alternative Railing/decking – Engineered Loading Report & Attachment Drawings/details *CCMC approval when not designed per SB-7	*	*If applicable (prior to inspection)	
	ICF - Insulated Concrete Forms – Installers Certification *CCMC approval & Manufacture details sheet	*	*If applicable	
HVAC	Ventilation Summary, Heat Loss Calculations and Layout	✓ *	*If applicable	
	Energy Efficiency Design Summary (EEDS)	✓ *	*If applicable	
Fees	Cash, Cheque, Debit, Credit, E-transfer & online payment available. *The fee will be provided once a complete application has been received	✓	As per fees & charges By-Law	

**NOTE: Additional information may be required following a full review of the permit application package. For further details on any required items please refer to the Building Guide or call the Building Department.**

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

<b>For use by Principal Authority</b>				
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)				
<b>A. Project information</b>				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
<b>B. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
		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	
<b>D. Owner (if different from applicant)</b>				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

<b>E. Builder (if known)</b>				
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
<b>F. New home construction licensing requirement</b>				
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): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
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
<b>I. Declaration of applicant</b>				
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.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
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			
<b>D. Declaration of Designer</b>			
<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"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of Designer</span> </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.



### Schedule 3

**Building Type:** \_\_\_\_\_  
(single family dwelling, accessory bldg., dock)

**Construction Type:** \_\_\_\_\_  
(new construction, renovation, alteration, demolition)

Proposed Structure	Building Size – Proposed
Main Floor	sqft
2 <sup>nd</sup> Floor	sqft
Basement	sqft
Open Deck	sqft
Covered Deck/Muskoka Room	sqft
Garage/Carport	sqft
Sleeping Cabin	sqft
Boat House	sqft
Dock	sqft

Provide information for EXISTING structures.

All Existing Structures On Property	Sqft	Number Of Storeys	Number Of Bedrooms	Fixture Units

#### OFFICE USE ONLY

Septic File Review

Livable Floor Area: \_\_\_\_\_ #of Bedrooms: \_\_\_\_\_ #of Fixture Units: \_\_\_\_\_

Type of Septic System: \_\_\_\_\_ System Review By: \_\_\_\_\_

MOE Approval or Permit #: \_\_\_\_\_

System Approved for Daily Design Flow of \_\_\_\_\_ L/day



## **Letter of Authorization**

I declare that, \_\_\_\_\_  
(Name of Agent, Please Print)

Has permission to act as my agent in the process of obtaining a building permit  
from the Township of Georgian Bay to:

Construct \_\_\_\_\_

Demolish \_\_\_\_\_

on my property with the Civic Address: \_\_\_\_\_

legally known as Lot \_\_\_\_\_, Con. \_\_\_\_\_, PT. \_\_\_\_\_

of Plan \_\_\_\_\_, Roll # \_\_\_\_\_

\_\_\_\_\_  
Property Owner's Name (Please Print)

\_\_\_\_\_  
Property Owner's Signature