



Building Application Protocol

1. Application for Building Permit is completed and delivered to the Building Inspector or the Municipal Office for the Building Inspector to pick-up.
2. Notification will be given from the Building Inspector that the application has been completed satisfactorily and the applicant will then be given the amount of the Building/Sewage Permit fee.
3. The Building Inspector will notify the Township Office of the amount of the fee(s) and the Office can then accept payment.
4. Only after payment is received by the Township Office will the Building Inspector be notified.
5. The building Inspector will contact the Applicant when building construction can commence.

MPAC notifies the municipality of all new assessments added to properties. Once this information is received by the municipality they will produce and mail a **supplementary** tax bill.

Township of Greater Madawaska
19 Parnell Street, P.O. Box 180 Calabogie, ON K0J 1H0
Phone: 613-752-2222 Fax: 613-752-2617

BUILDING PERMIT APPLICATIONS

A building permit application and attached forms must be completed prior to obtaining a building permit. Building permit application packages are available at the Municipal Office for pickup or mail out.

PROCEDURE FOR OBTAINING A BUILDING PERMIT

1. The building permit application is to be completed and delivered to the Building Inspector or left at the Municipal Office for pickup by the Building Inspector.
Building permit requirements No. 1 to No. 8 that are outlined below must be met prior to submitting a completed building permit application.
2. **Building Form B MUST be completed and MUST be dated and signed. (Refer to back of Form B for instructions and examples)**
3. Notification will be given from the Building Inspector that the application has been completed satisfactorily and the applicant will then be given the amount of the building permit fee, sewage permit fee and lot development fee.
4. The Building Inspector will notify the Municipal Office of the amount of the fee (s) owing by the applicant and they will accept payment of these.
5. Only after payment is received by the Municipal Office will the Building Inspector be notified.
6. The Building Inspector will contact the applicant when building/construction can commence.

REQUIREMENTS FOR SECURING A BUILDING PERMIT

The following steps are required to be completed prior to the issuance of a building permit:

SOME OF THESE STEPS MAY NOT BE NECESSARY FOR AN ACCESSORY BUILDING.

1. DEED FOR YOUR PROPERTY

This must be shown to the Chief Building Official to establish your ownership of the property.

2. ENTRANCE PERMIT

Permission must be obtained by the road authorities for you to make an entrance from the road into your property. For residences, even if there is an existing entrance in place a permit is still required.

PRIVATE ROAD: Requires deeded access. Entrance Permit not required.

TOWNSHIP ROAD: Contact Township Office 613-752-2222 Extension 0

COUNTY ROAD: Contact the County of Renfrew
9 International Dr. Pembroke, ON K8A 6W5 613-732-4353

PROVINCIAL HIGHWAY: Contact the Ministry of Transportation 613-332-3220

3. PROPERTY IDENTIFICATION SIGNS (911)

PRIVATE ROAD: Contact Township Office 613-752-2222 Extension 0

TOWNSHIP ROAD: Contact Township Office 613-752-2222 Extension 0, please note ,an application will be made when obtaining your entrance permit

COUNTY ROAD: Contact Township Office 613-752-2222 Extension 0

PROVINCIAL HIGHWAY: Contact Township Office 613-752-2222 Extension 0

4. SEPTIC SYSTEM APPROVAL

Please contact Darryl Wagner, Chief Building Official and Sewage Inspector at 613-752-2222 Extension 225. Sewage systems must be approved before residential building permits are obtained. The fee for a standard sewage system is \$400.00.

5. BLUE PRINT PLANS

Please contact Darryl Wagner, Chief Building Official and Sewage Inspector at 613-752-2222 Extension 225 or email at cbo@greatermadawaska.com for details.

6. ZONING BY-LAW CONFIRMATION

The proposed construction must conform to the Township's Zoning By-Law where applicable.

7. LAND SURVEY AND/OR ELEVATION SURVEY

Certain circumstances (i.e. small lot, constructing close to setback limits etc.) may require a surveyor to establish the lot lines.

8. LOT DEVELOPMENT FEE

The Township of Greater Madawaska requires that a Lot Development Fee be paid for any new residential construction. Please refer to the flyer attached.

SOME OF THESE STEPS MAY NOT BE NECESSARY FOR AN ACCESSORY BUILDING.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

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			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> 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> .			<input type="checkbox"/> Yes	<input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> 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., 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]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> 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><input type="checkbox"/> 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 style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Firm BCIN: _____</p> <p><input type="checkbox"/> 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 style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="padding-left: 40px;">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="margin-top: 20px;"> </p> <p style="display: flex; justify-content: space-between; width: 100%;"> 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) d) 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.

**THIS DOCUMENT CONSTITUTES BUILDING FORM 'B' WHICH IS REQUIRED & MUST BE COMPLETED PRIOR TO THE ISSUANCE OF A BUILDING PERMIT IN THE MUNICIPALITY SPECIFIED ON FORM 'A'.
(Refer to back of this Form for instructions & Examples)**

For Office Use Only

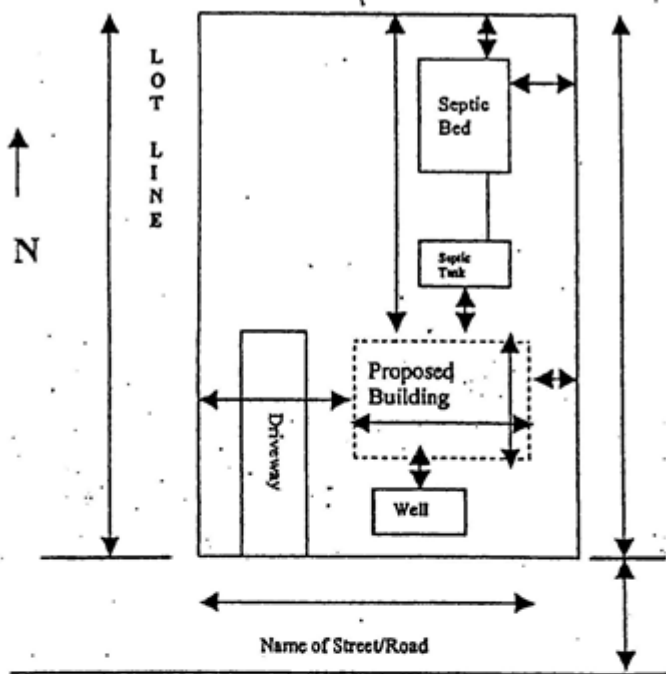
Permit No. _____

Lot _____ Conc _____

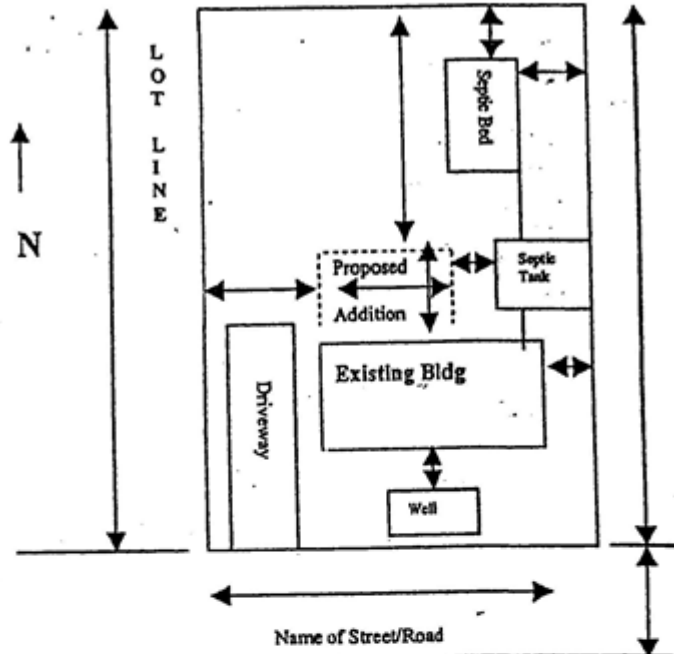
**THE ACCURACY OF THE INFORMATION APPEARING ON BUILDING FORM 'B' IS THE RESPONSIBILITY OF THE APPLICANT AND IS HEREBY MADE PART OF THIS APPLICATION. I HEREBY CERTIFY THAT THE INFORMATION APPEARING ON BUILDING FORM 'B' IS TRUE AND ACCURATE TO BEST OF MY ABILITY.
OWNER OR AUTHORIZED AGENT _____ DATE _____**

EXAMPLES ONLY

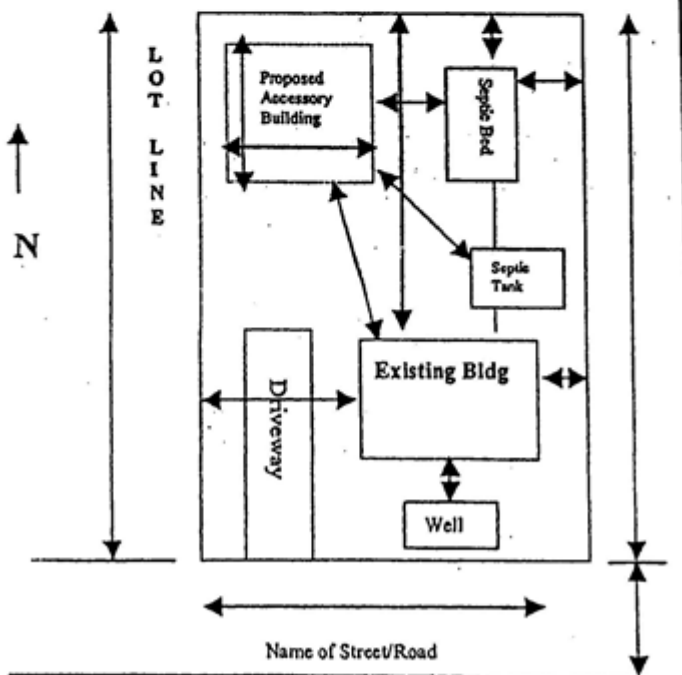
SAMPLE TO USE IF NEW BUILDING



SAMPLE TO USE IF ADDITION TO BUILDING



SAMPLE TO USE IF ACCESSORY BUILDING



ITEMS THAT MUST APPEAR ON SAMPLE USED

- 1 Frontage of Lot
- 2 Depth of Lot
- 3 If irregular shape - all dimensions
- 4 Location of Septic System
- 5 Location of Driveway
- 6 North to be indicated
- 7 Size of Proposed Building or Addition
- 8 Measurement in feet from Proposed or Existing Buildings in Relation to all Lot Lines and any water course (ie. creek, stream, marsh, lake or river)
- 9 Do not forget to sign Building Form "B"

**FOR OFFICE USE ONLY
INSPECTION REPORT**

INSPECTION	DATE	REMARKS	INSPECTED BY
EXCAVATION			
FTGS. & FDNS.			
FRAMING			
INSULATION V B & A.B			
FIREPLACES CHIMNEYS			
INTERIOR FINISHING			
EXTERIOR FINISHING			
PLUMBING			
H.V.A.C.			
OCCUPANCY			
FINAL INSP.			
FILED	NOTES		
OUTSTANDING ORDERS			