



TOWNSHIP OF

**GREATER
MADAWASKA**

19 Parnell Street
P.O. Box 180
Calabogie, ON K0J 1H0
Phone: 613-752-2222
Fax: 613-752-2617
www.greatermadawaska.com

BUILDING PERMIT APPLICATION

Information to be provided under the authority of the *Building Code Act*

1. Pre-consultation with Township staff is recommended to answer questions and confirm submission requirements.
2. The **completed application and associated drawings** must be delivered to the Township office or emailed to cbo@greatermadawaska.com. Drawings and plans in 11x17 format are preferred.
3. All forms must be properly **signed and dated** before being accepted by the Township. If the applicant is not the property owner, then appropriate signed authorization shall be provided by the property owner.
4. The applicant may be required to provide a **deed** to show proper ownership.
5. A **detailed site sketch** shall be required, showing all existing and proposed buildings and structures with distances to all lot lines, septic systems, wells and the high water mark of any abutting water body.
6. A **drainage plan** showing how surface water drainage/runoff will be managed may be required.
7. An **entrance permit** may be required from the Township of Greater Madawaska, County of Renfrew or Ministry of Transportation prior to issuance of a building permit. Please see applications available on the Township's website.
8. If the property does not currently have a **civic address**, an application for a civic address may be required. Please see the application form on the Township's website.
9. All proposed construction must **comply with the Township's Zoning By-law**. Please see the Township's website or contact planning staff to obtain zoning information.
10. In some cases, a **survey** prepared by an Ontario Land Surveyor may be required to establish the location of lot lines and existing structures and features.
11. Upon review and acceptance, the applicant will be advised of the applicable **building and/or septic permit fees**, as well as any lot development fees (all new homes are subject to **Development Charges**). The building permit will not be considered valid until all required fees have been paid in full. Current permit fees and development charge rates are available on the Township's website.
12. Permits must be posted on site within view.
13. The Township requires 48 hours notice for all inspections.



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LETTER OF AUTHORIZATION

I, the undersigned, _____ designate
Name of Owner

_____ to be my authorized agent
Name of Agent

for the purpose of obtaining a building permit. I authorize this agent to sign the application to permit, on my behalf. I understand that this application includes a declaration certifying the truth of the statement made in the application and also acknowledges that the permit could be revoked if certain procedures in the Building Code Act are contravened.

Signature of Owner

Date

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 (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.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	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.			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., 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.

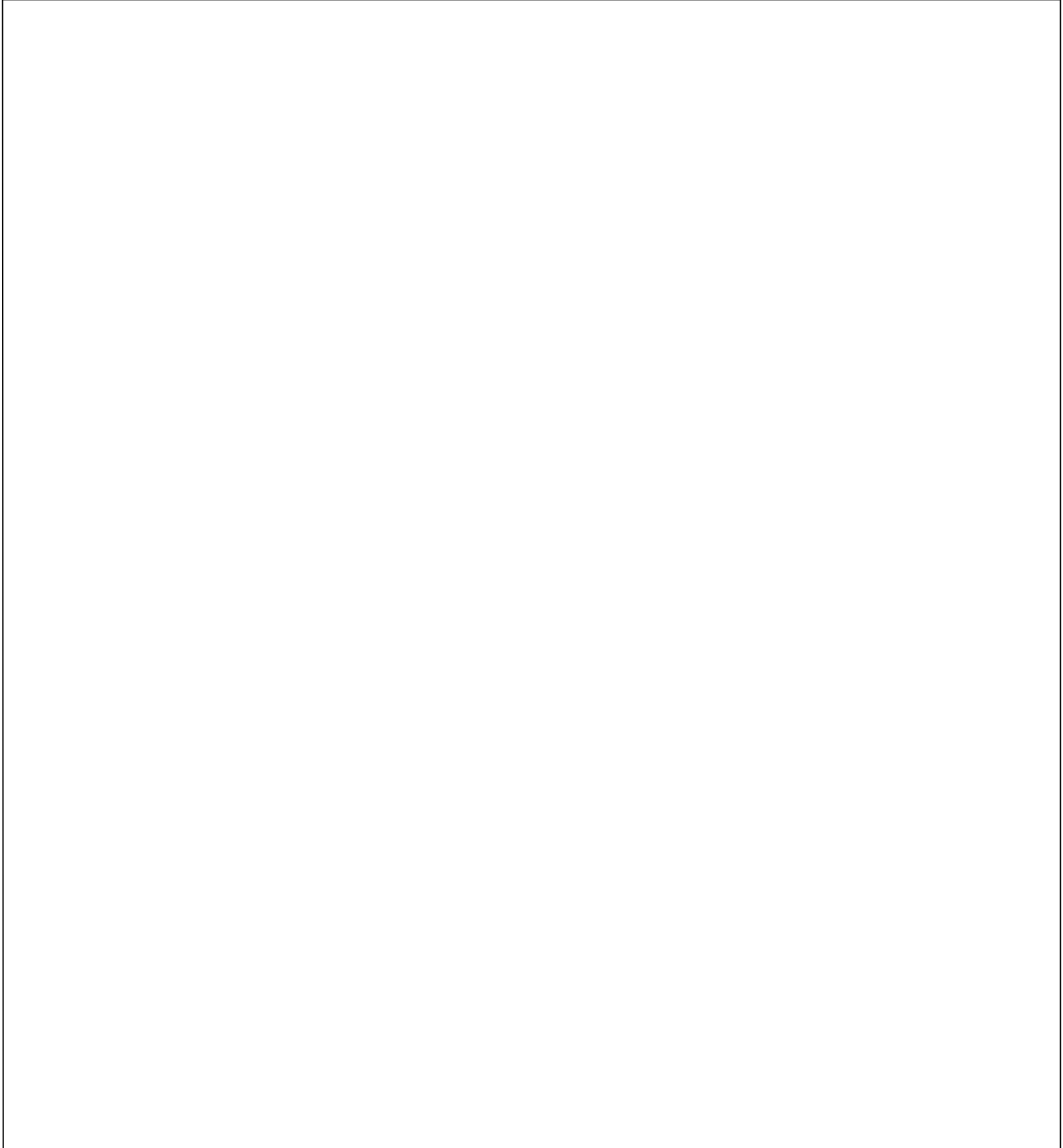
A. Project Information			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone 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]			
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 Association of Professional Engineers of Ontario.

BUILDING FORM "B" (SITE PLAN)

THIS DOCUMENT CONSTITUTES BUILDING FORM "B" WHICH IS REQUIRED AND MUST BE COMPLETED PRIOR TO THE ISSUANCE OF A BUILDING PERMIT IN THE MUNICIPALITY SPECIFIED ON FORM "A" (REFER TO SITE PLAN EXAMPLE AND CHECKLIST FOR INSTRUCTIONS).

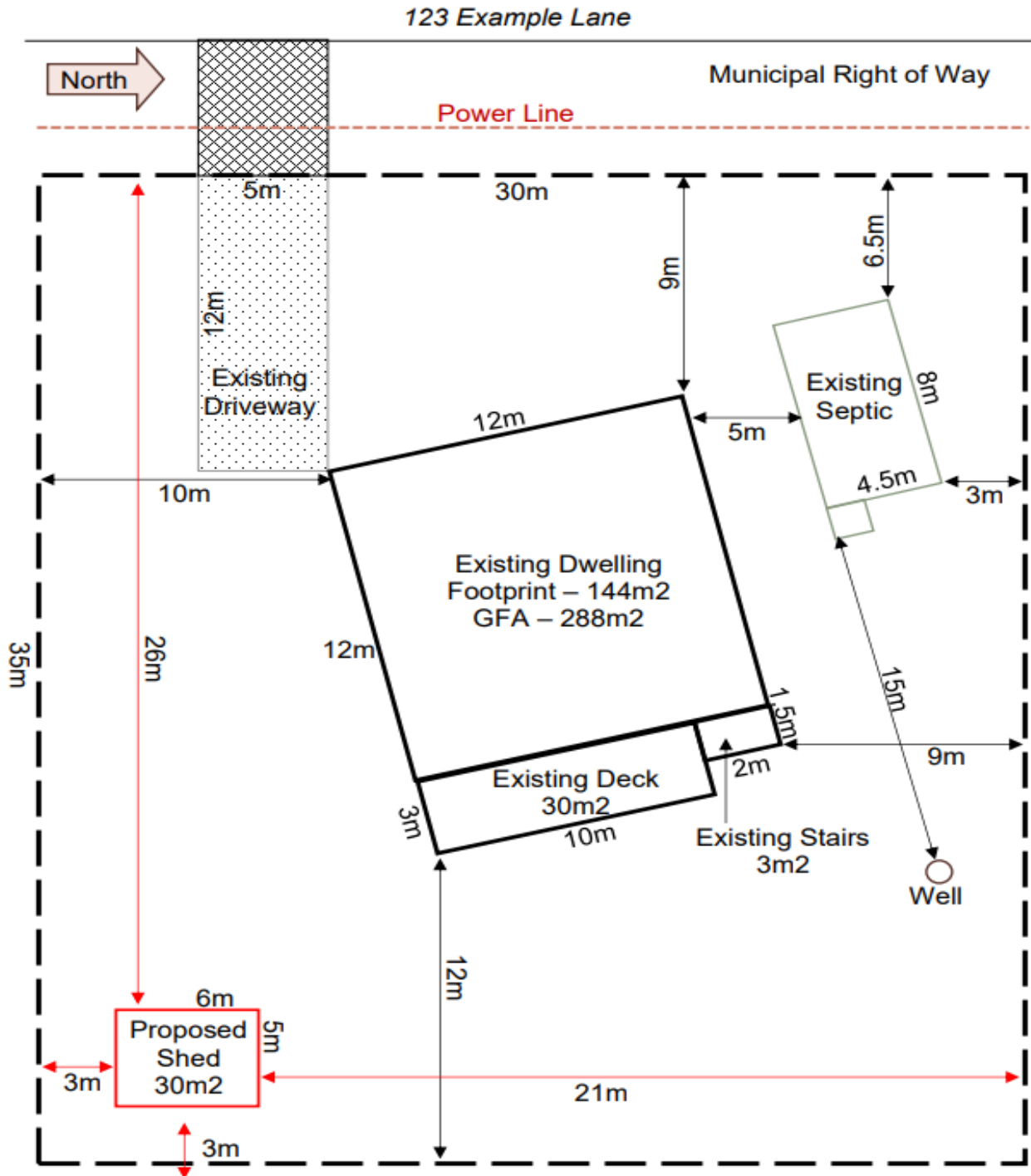


THE ACCURACY OF THE INFORMATION APPEARING ON BUILDING FORM "B" IS THE RESPONSIBILITY OF THE APPLICANT AND IS HEREBY MADE PART OF THIS APPLICATION. I HEREBY CERTIFY THAT THE INFORMATION APPEARING ON BUILDING FORM "B" IS TRUE AND ACCURATE TO THE BEST OF MY ABILITY.

OWNER OR AUTHORIZED AGENT: _____ **DATE:** _____



SITE PLAN EXAMPLE





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SITE PLAN CHECKLIST

A site plan must accurately depict all existing features of the property in its current state. Incomplete or missing information may result in delays in the review of your building permit application.

Property Address

Property lines and dimensions

Location and name of roads and water bodies

Dimensions of all existing and proposed structures, including outer dimensions (footprint) and total floor area (finished living space). It can be helpful to use one colour for proposed and another for existing elements

Setbacks to property lines from each structure at its closest point

Dimensions and location of easements, new and existing driveway
(if applicable)

Dimensions and location of any on-site sewage disposal system and proximity to wells and buildings

Location and setbacks of any overhead power lines, watercourses, and any lands affected by zoning restrictions or special designations.

If you choose to prepare the site plan by hand, please use a ruler and black pen or marker, and ensure all dimensions are shown in metres. Doing so will improve the clarity of your submission and may help facilitate a more efficient review of your application.

Please note: *This checklist provides general guidance only. Further information may be required depending on the type of permit, the property's location, or other project-specific factors.*