



## **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](mailto: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.



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](http://www.greatermadawaska.com)

## **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*

<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 (optional)</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. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
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): _____				
<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., 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.

<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 Association of Professional Engineers of Ontario.

## Schedule 2: Sewage System Installer Information

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Sewage system installer</b>			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
Yes (Continue to Section C)		No (Continue to Section E)	
		Installer unknown at time of application (Continue to Section E)	
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p>I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</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. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date <span style="margin-left: 200px;">Signature of applicant</span></p>			

**THIS PAGE IS TO BE COMPLETED BY LICENSED INSTALLER**

Description	Total #	X	Fixture Units	-	Total Fixture Units
Example Only – Potato Peeler	2	X	3	-	6
Water Closet (Flush Tank Toilet)		X	4	-	
Each Sink or Bathtub		X	1 ½	-	
Bathtub or Shower		X	1 ½	-	
Dishwasher (if direct connect)		X	1 ½	-	
Clothes Washing Machine		X	1 ½	-	
Single or double laundry tub		X	1 ½	-	
Other					
Total Fixtures					

\*\*\*\*\* **FOR SEWAGE SYSTEM**\*\*\*\*\*

- Total floor area of all dwellings (from “existing building: section of first page) \_\_\_\_\_
- Total fixture units within all Buildings on the property (from section above) \_\_\_\_\_
- Total # of bedrooms on the property \_\_\_\_\_ daily flow rate (determined from “Info Charts” \_\_\_\_\_ litres/day.
- Existing soil conditions in sewage area: Soil type \_\_\_\_\_  
 Depth to bedrock/hardpan \_\_\_\_\_ Depth to high water table \_\_\_\_\_  
 Vegetation \_\_\_\_\_
- Describe mantel (down-slope area below sewage system) Existing Vegetation \_\_\_\_\_
- Soil Type \_\_\_\_\_ Depth \_\_\_\_\_ OR soil must be imported Yes  No

**CLASS OF SYSTEM (Complete one-refer to the Ontario Building Code)**

**Class 2 – Grey Water Pit** Wall Structure: Concrete Block \_\_\_\_\_ Rock \_\_\_\_\_ Other \_\_\_\_\_  
 Use existing soil \_\_\_\_\_ OR Import soil \_\_\_\_\_ Describe \_\_\_\_\_  
 Dimensions of Pit: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ Type of Cover \_\_\_\_\_

**Class 3 – Cesspool -** describe type of construction \_\_\_\_\_

**Class 4 – Filter Bed** (Proof of approved Filter Material must be provided): Area of Filter Medium (sq.M) \_\_\_\_\_  
 No. of runs of tile \_\_\_\_\_ Header \_\_\_\_\_ OR Distribution Box \_\_\_\_\_ Use of Existing Tank \_\_\_\_\_  
 OR New Gov’t approved \_\_\_\_\_ Concrete \_\_\_\_\_ Polyethylene \_\_\_\_\_ Size (L) \_\_\_\_\_

**Class 4 – Trench Bed:** Dug into existing soil \_\_\_\_\_ OR Imported Soil \_\_\_\_\_ Describe \_\_\_\_\_  
 Total length of tile (M) \_\_\_\_\_ No. of runs of tile \_\_\_\_\_ Header \_\_\_\_\_ or Distribution Box \_\_\_\_\_  
 Use of existing tank \_\_\_\_\_ OR New Gov’t approved \_\_\_\_\_ Concrete \_\_\_\_\_ Polyethylene \_\_\_\_\_ Size \_\_\_\_\_

**Class 4 – Aerobic:** Manufacturer & Model \_\_\_\_\_ Daily Flow Rate Capacity (L) \_\_\_\_\_  
 Primary Tank Size (L) \_\_\_\_\_ Secondary Tank Size (L) \_\_\_\_\_ Bed Size (Sq.M) \_\_\_\_\_

**Class 4 Other:** Manufacture & Model \_\_\_\_\_ Other details \_\_\_\_\_

**CLASS OF SYSTEM (Complete one-refer to the Ontario Building code)**

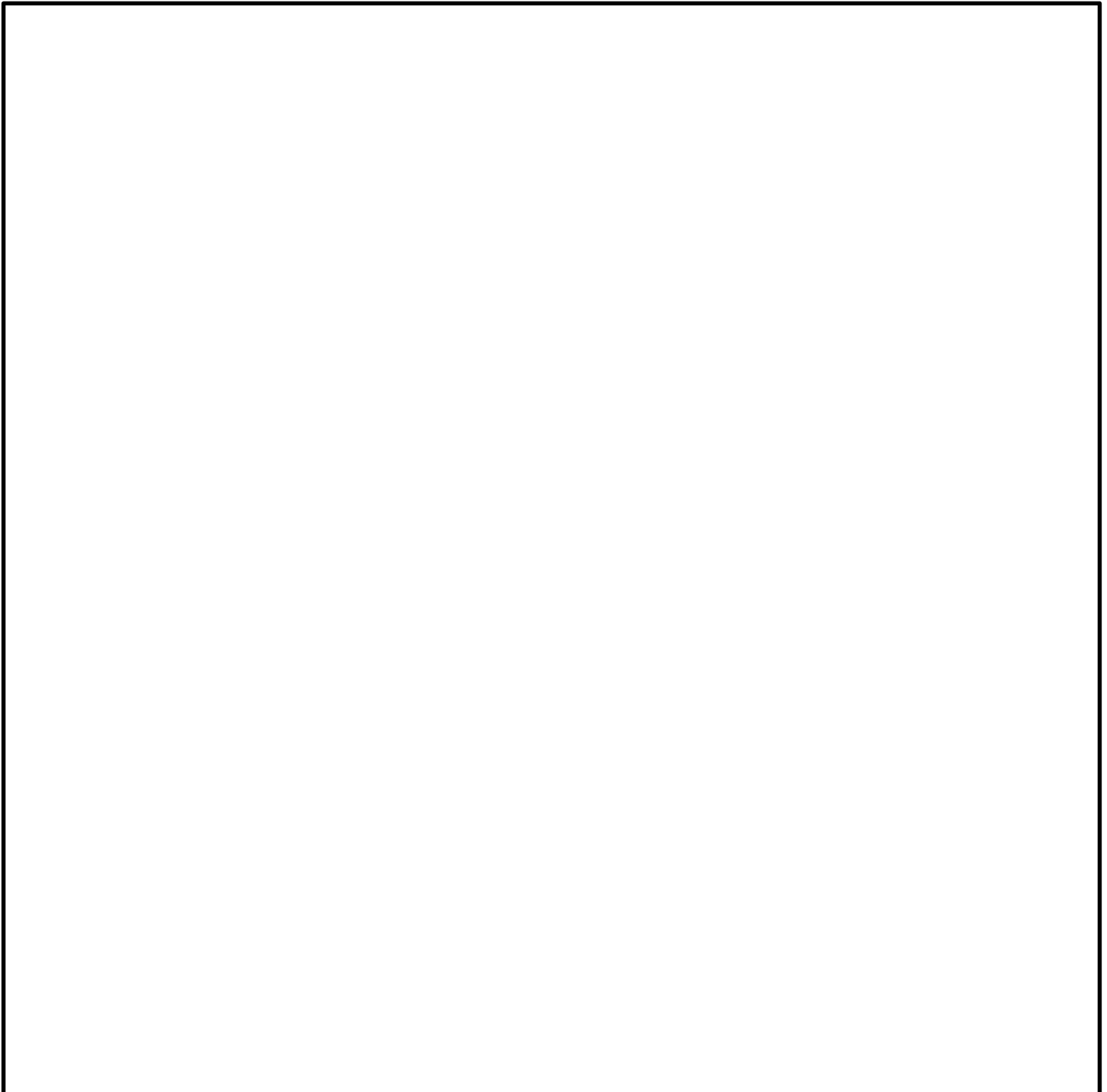
Daily Capacity (L) \_\_\_\_\_

**Class 5 – Holding Tank:** Manufacturer \_\_\_\_\_ Steel \_\_\_\_\_ Polyethylene \_\_\_\_\_ Other \_\_\_\_\_  
 Size (L) \_\_\_\_\_ Alarm is Audio \_\_\_\_\_ AND/OR Visual \_\_\_\_\_ A pump contract must be provided for any of the if a  
 pump is required? Yes  No  If yes, Head \_\_\_\_\_ Run \_\_\_\_\_ Horsepower \_\_\_\_\_

**Lot Diagram:**

**A diagram of a proposed plan of development is to be completed below, showing the following information:**

- a) North Arrow;
- b) Outline and Dimensions of low;
- c) Location of proposed and/or existing building;
- d) Type and location of your proposed or existing well and neighbouring well;
- e) Location of your septic tank and tile bed on you lot, with distances from building, wells;
- f) Location of any lakes, river or stream.

A large, empty rectangular box with a black border, intended for the user to draw a lot diagram. The box is currently blank.