

BUILDING PERMIT APPLICATION GUIDE FOR HOMEOWNERS



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Building Department
613-632-0106, ext. 2020
www.hawkesbury.ca

INTRODUCTION

Building and Plumbing permits are required to make sure construction is done to a safe level as prescribed by the Ontario Building Code. This guide will help you through the application process to help you get a permit before you start construction.

The Ontario Building Code says what is required for a permit application. The following are the main parts that are required as part of the application:

- 1) **Completed application form,**
- 2) **Schedule 1 or 2,**
- 3) **Authorization from the owner if you are not the owner, and making an application on their behalf**
- 4) **Payment of permit fees,**
- 5) **Applicable Law approvals if required,**
- 6) **Required Drawings.**

A complete application will allow the building department to review (*10 business days for most single family dwelling projects*). **Complete applications help expedite the process and reduce the need for follow up; incomplete applications may delay the permit issuance.** After the review is complete and the permit issued and picked up, construction can start.



APPLICATION FORM

The following is a short description of the sections of the application form with examples.

A. Project Information

This section is where the applicant describes the project/location. It is required that the address be properly identified in this section. Also it is required to write the construction value estimate.

B. Purpose of application

This section describes the reason of the permit application with a "X" mark beside the purpose. Also indicate the current and proposed use of the building and a description of the work to be done.

C. Applicant

This section identifies who is applying for the permit and provides contact information so that we may reach you (name, address and phone number). If an email and fax number are available, is to be shown.

D. Owner (if different from applicant)

If the applicant is not the owner of the building/property, it is required to give the contact information of the owner. This also requires the applicant to get authorization from the owner to apply for a permit. Please see the authorization form.

Application submitted to: CORPORATION OF THE TOWN OF HAWKESBURY (Name of municipality, upper-tier municipality, board of health or conservation authority)		
A. Project information		
Building number, street name 600 Higginson Street	Unit number Ste 100	Lot/con.
Municipality Hawkesbury	Postal code K6A 1H1	Plan number/other description Lot 1, Plan M-10
Project value est. \$ 1,000.00	Area of work (m ²) 20 m²	

B. Purpose of application	
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building
<input checked="" type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition
<input type="checkbox"/> Conditional Permit	
Proposed use of building Duplex dwelling	Current use of building Single detached dwelling
Description of proposed work Transform.....	

C. Applicant			
Applicant is: <input checked="" type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name Doe	First name John	Corporation or partnership Town of Hawkesbury	
Street address 600 Higginson Street		Unit number Ste 100	Lot/con.
Municipality Hawkesbury	Postal code K6A 1H1	Province Ontario	E-mail jdoe@hawkesbury.ca
Telephone number (613) 632-0106	Fax (613) 632-2463	Cell number (613) 677-1111	

D. Owner (if different from applicant)			
Last name Same as applicant	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)

This section is optional for when you know who the builder will be at the time of application.

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

This section is to be filled out if the proposed construction is a new home that is defined in the *Ontario New Home Warranties Plan Act*. If the project is **not a new home**, check “No” and move onto section G.

G. Required Schedules

This section identifies the need to provide Schedule 1 and Schedule 2, this will be explained later in the guide.

H. Completeness and compliance with applicable law

A permit cannot be issued unless all the information that is required by the Ontario government is provided as part of the application. This section is a checklist that shows what is required. If an application is complete, the City will review the permit within the timelines. **Timelines are not applicable to incomplete applications.** A “Yes” indicates that the information that is required has been submitted.

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

• H. Sub-section i)

○ If a Yes is marked, it means that:

- Completed application form is submitted,
- Required Schedule 1 form is submitted
- Authorization form, if applicable, is submitted
- Fees have been paid.

• H. Sub-section ii)

○ If a Yes is marked, it means that:

- Required drawings are submitted, please see further in the guide for more information.

• H. Sub-section iii)

○ If a Yes is marked, it means that:

- Enough information is provided so that the city can determine if there are any applicable laws connected to the building/property.

• H. Sub-section iv)

○ If a Yes is marked, it means that:

- The proposed work will not contravene any other laws (also known as applicable laws). This will be further discussed later in the guide

SCHEDULE 1

The Ontario Building Code requires that all designs submitted as part of a permit application are done by a qualified person but there are exemption (refer to the drawing section in the guide for more information). To identify who did the design, the Ontario government created a form called the Schedule 1: Designer Information.

Schedule 1: Designer Information

A completed Schedule 1 form is required as part of a permit application (a sewage system requires a Schedule 2 form). If a design can and has been done by a house owner, the owner **is** the designer and must fill out the Schedule 1 form. The house owner would declare that the work is exempt from registration since he/she is the property owner. For an application to be complete, the entire form must be filled.

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			
I _____ declare that (choose one as appropriate): (print name)			
<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. Individual BCIN: _____ Firm BCIN: _____			
<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. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
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.			
_____ Date		_____ Signature of Designer	
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 authorization, 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.			



Authorization for Application

Re: Agent for Building and/or Plumbing Permit(s)

Project: _____

Address: _____
Hawkesbury, Ontario

I (we) hereby authorize _____
as the agent for the Building and /or Plumbing Permit application(s) and permit(s) for the above referenced
project. In doing so, I (we) understand that they are my authorized agent and acting on my behalf of all
matters related to the permit application(s) and permit(s).

Registered Owner: _____

Owner's Address _____

Owner's Phone #: _____

Owner's Fax #: _____

Owner's E-mail: _____

Date: _____ Owner's Signature: _____

BUILDING PERMIT FEES

As it is the role of the municipality to enforce the Provincial Ontario Building Code, the municipality charges a permit fee to cover the associated cost and to avoid or reduce using tax based revenue for building code enforcement.

Calculating Building Permit Fees

Typical building permit fees are calculated based on the estimated construction value. The current building permit fee is **\$12.00 per \$1000 of construction value plus an administration fee of \$100.00**. For example, if construction for a project is worth \$8000, the building permit fee would be equal to: $\$12.00 \times 8 + \$100.00 = \$196.00$.

Calculating Plumbing Permit Fees

Plumbing permit fees are mostly calculated during plans review and are due at time in which the permit is picked up. All plumbing work is subject to a \$25 plumbing initial fee then the remainder is based on the proposed plumbing work (such as new plumbing fixtures, new plumbing stacks, etc).

Other Fees

Above the building/plumbing permit fees other fees and/or administration performance deposit may be added to the permit by other departments to help ensure that the municipal owned property is maintained and not affected by the construction.

REQUIRED DRAWINGS

One of the most crucial parts of a building permit application are the associated drawings. These allow the department(s) to review the proposed project prior to construction. The more complete the drawings are, the better the review can be and the more items can be identified prior to construction.

The Ontario Building Code essentially states that all designs forming part of a building permit application must be prepared by a qualified designer; however, it allows for a few key exemptions. Some of the exemptions to requiring the use of a qualified designer are:

- Construction/renovations to a house by the person who is the owner (not more than 2 dwellings and with no dwelling above another dwelling) (excluding HVAC);
- Deck serving a house which is owned by the person;
- Accessory building serving a house which is owned by the person, area not more than 50m² (538ft²);

***Note**, that the above list is only a short list of examples and that the Ontario Building Code Div. C Part 3 is to be consulted for the exemptions.

Please contact the building department if you require more information on what qualifications are needed and for help on how to find a qualified designer. A qualified designer will have a BCIN number, or be a registered member of the PEO or OAA.

Required Drawings

Although a home owner may be exempt from requiring a design from a qualified person, if a home owner decides to create their own drawings it is the **responsibility of the owner to ensure that the drawings contain sufficient information and that the design is to the Ontario Building Code**. For this reason, it is recommended that if the project is more complex than one's abilities, that the help from a designer be considered.

List of plans and working drawings, as defined in Building Code, required to accompany the application:

- | | |
|------------------------|---|
| - Site plan | - lot grading plan |
| - Foundation plans | - floor plans |
| - Framing plans | - roof plans |
| - Sections and details | - elevation plans |
| - Electrical drawings | - heating and ventilation drawings |
| - Plumbing drawings | - fire alarm, sprinkler, standpipe drawings |

CONTACT INFORMATION

General Contact Information:

Building Department
600 Higginson Street
Hawkesbury, Ontario
K6A 1H1
Tel: (613) 632-0106, ext. 2020
Fax: (613) 632-2463

For Permit Inquiries:

Tel: (613) 632-0106, ext. 2020
Fax: (613) 632-2463

To Schedule an Inspection:

Tel: (613) 632-0106, ext. 2020

For Permit Application and General Code Questions:

Tel: (613) 632-0106, ext. 2020
Fax: (613) 632-2463
www.hawkesbury.ca

For Zoning Questions:

Planning Department
Tel: (613) 632-0106, ext. 2231
Fax: (613) 632-2463
www.hawkesbury.ca

FREQUENTLY ASKED QUESTIONS

- 1) **Question:** What can result from not obtaining a building permit?

Answer: It is unlawful to commence construction without a building permit. If the work does not comply with the Ontario Building code requirements, costly repairs may be required to gain compliance, removal of work done not in compliance may be required, the building permit application fee may be increased and legal action may be initiated by the Building Department to gain compliance. If you are still not certain whether or not your project requires a building permit, contact the Building Department. Our staff will be able to assist you in making that determination.

- 2) **Question:** Where can I find information on Ontario Building Code items?

Answer: The Ontario Ministry of Municipal Affairs and Housing is the governing body that administers the Ontario Building Code. Their website, available at www.mah.gov.on.ca, contains not only building code information, but also other items as training information and related publication. If a copy of the Ontario Building Code is desired, it can also be found online through [elaws](#).

- 3) **Question:** The permit is valid for how long?

Answer: The time frame in which the project must be substantially started is six (6) months. From this point, you have 1 year to complete the project. If more time is needed, you may write to the Chief Building Official stating the reasons for requiring an extension and he may choose to grant more time to complete the project. If construction has not started within 6 months, or if at any point construction is stopped for a significant amount of time, the Chief Building Official may choose to void the permit.

- 4) **Question:** What kind of construction does not typically require a permit?

Answer: The following is a list of project that generally do not require a permit; however construction must still comply with the Ontario Building Code and associated Applicable Laws (for example, the Zoning Bylaw):

- Re-shingling of a roof
- Replacing doors or windows of equal size
- Kitchen or bathroom cabinets (no plumbing)
- New flooring
- Painting and decorating
- Landscaping that does not form part of an entrance
- Detached accessory building less than 10 square meters (108sq.ft.)
- Replacement of plumbing fixtures with NO modification to the plumbing system
- Replacement of heating equipment with no modification to the distribution system.