



Building Department Permit Information

Before submitting an application to build step one must be completed prior to applying for your permit.

- 1. Two site plans
 - One showing **ALL existing** buildings/structures (this includes sheds, bunkies, garages, dwellings and the septic bed/tank etc.,) and their sizes. Show how far each structure is from the front, sides and rear property lines. **Please include on the site plan your name, a contact number, Lot, Concession, 911 number and Roll number.**
 - One showing **ALL proposed** buildings/structures (this includes sheds, bunkies, garages, dwellings and the septic bed/tank etc.,) and their sizes. Show how far each structure is from the front, sides and rear property lines. **Please include on the site plan your name, a contact number, Lot, Concession, 911 number and Roll number.**

An application for a building permit **must** be accompanied with the following required information or it will be returned to you as incomplete:

- 2. Septic System Approval

You **need** Septic System Approval **PRIOR** to applying for a building permit if you are building:

 - a new dwelling
 - adding an addition to an existing dwelling of 15% or more of the existing finished floor area
 - increasing the loading on the septic system i.e.: with bedrooms or bathrooms OR
 - building a Bunkie
- 3. The prescribed application Form, supplied by the Ministry of Municipal Affairs, must be completed, **IN FULL**. (This is the form attached to this information sheet). An application form that is not completely filled in is considered an incomplete application and will be returned.
- 4. Your Roll Number needs to be **on** the prescribed application form. (This is located at the top of the form in the "For Use by Public Authority" section).
- 5. **Two complete sets of detailed building plans**, including floor plans, elevations, sections, etc. **If doing an addition, a floor plan of what is existing, will be required.**
- 6. Specify the type of heating _____
- 7. Driveway Entrance Approval (If you live on a Private Road, this is not required).
 - a. If you live on a Township Road, you will require approval from the Township.
 - b. If you live on a County Road, you will require approval from the County.
 - c. If you live on a Provincial Highway, you will require approval from MTO.
- 8. If building a dwelling on vacant land a 911 number **must be** obtained from the County of Haliburton prior to Occupancy being granted. They can be reached by calling 705-286-1333.

Documents Required PRIOR to a Framing Inspection:

- Truss drawings (Engineered Truss drawings are required in our office prior to a framing inspection being granted).
- HVAC design will be required in our office and be approved prior to a framing inspection being granted if building a Single Family Dwelling (Not applicable for Seasonal Dwellings).

Our department will not be able to accept an application to build unless all the above required information is attached. Construction is not to commence, nor will inspections be scheduled, until you have your building permit in your hand and all fees have been paid in full.

Supplemental Taxes:

Please be advised that additional structures or improvements to property will result in supplementary assessment. This assessment and the resulting taxes can be billed for a maximum of 3 years (2 years plus the current) and will often be issued as one bill for the full amount. Upon receipt of your assessment notice, please review all of the information provided including the effective date, assessment amount and last date for appeal. In most cases, you will not receive your tax bill until after the appeal date has expired, so it is important to act immediately if you have any concerns. If you have any questions or require further information, please contact the tax department.

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: _____ Township of Minden Hills (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).			<input type="checkbox"/> Yes	<input type="checkbox"/> No
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			
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 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

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
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?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
I _____ declare that:			
(print name)			
<input type="checkbox"/> 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;			
OR			
<input type="checkbox"/> 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.			
I certify that:			
1. The information contained in this schedule 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	

Energy Efficiency Design Summary

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code

For use by Principal Authority

Application No:	Model/Certification Number
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A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

B. Compliance Option [indicate the building code compliance option being employed in this house design]

<input type="checkbox"/> SB-12 Prescriptive (circle one): A B C D E F G H I J K L M or <input type="checkbox"/> Table 2.1.1.10. (Additions)	
<input type="checkbox"/> prescriptive trade-offs used (Specify 2.1.1.2. or 2.1.1.3. sentences being employed):	
<input type="checkbox"/> SB-12 Performance* [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> Energy Star®* [SB-12 - 2.1.3.]	* Attach Builder Option Package [BOP] form
<input type="checkbox"/> EnerGuide 80®*	* House must be evaluated by NRCAN advisor and meet a rating of 80

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Conditions
Area of walls = _____ m ²	W, S & G % = _____	<input type="checkbox"/> ICF Basement <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post&Beam
Area of W, S & G = _____ m ²		<input type="checkbox"/> ICF Above Grade <input type="checkbox"/> Slab-on-ground

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach Energy Star BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors Provide U-Value in W/m ² .K, or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		Mechanicals	
Walls Above Grade		Heating Equip.(AFUE or condensing type)	
Basement Walls		HRV Efficiency (SRE% at 0°C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		DWHR (CSA B55.1 Efficiency)	
Slab (all ≤600mm below grade, or heated)			

E. Performance Design Verification [complete applicable sections if SB-12 Performance, Energy Star or EnerGuide80 options used]

SB-12 Performance:	
The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ GJ (1 GJ =1000MJ)	
The annual energy consumption of this house as designed is _____ GJ	
The software used to simulate the annual energy use of the building is: _____	
The building is being designed using an air leakage of _____ air changes per hour @50Pa.	
Energy Star: Submit the BOP form with Energy Advisor's certification on completion.	
Energy Star and EnerGuide80:	
Evaluator/Advisor/Rater Name: _____	Evaluator/Advisor/Rater Licence #: _____

F. House Designer [name & BCIN, if applicable, of person providing information herein to substantiate that design meets the building code]

Name	BCIN	Signature

Guide to the Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables,
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star standards, or
4. Evaluate the design according to EnerGuide technical procedures and achieve a rating of 80 or more.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain trade-off options are permitted.
- SB-12 Performance refers to the method of compliance in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- Energy Star houses must be designed to Energy Star requirements and verified on completion by a licensed energy evaluator and/or service organization. The Energy Star BOP form must be submitted with the permit documents.
- EnerGuide80 houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with EnerGuide administrative and technical procedures.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

Other Building Conditions: These construction conditions affect SB-12 Prescriptive compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the SB-12 Prescriptive option is being used.

F. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Performance option is used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard. A blower door test must also be conducted if the EnerGuide 80 option is used.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and EnerGuide may issue labels for new homes constructed under their energy efficiency programs. The building code does not currently regulate or require new home labelling.

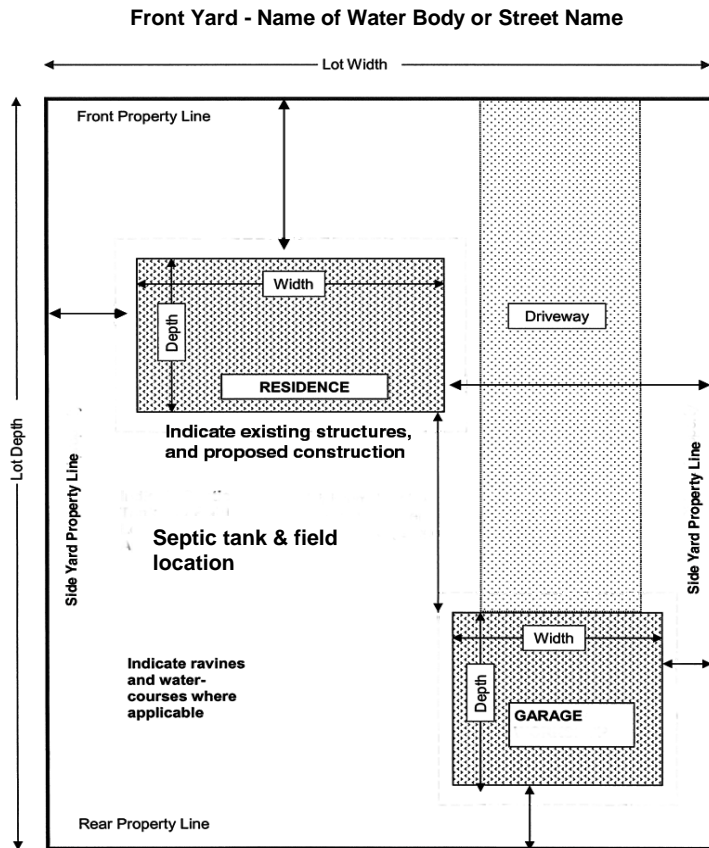


Sample Site Plan

The following sample plan is for information and guidance only and will not be accepted as an approved site plan for a Building Permit Application.

Indicate:

1. Property dimensions
2. Dimensions of all buildings
3. Setbacks from all buildings to all property lines and from other buildings
4. Height of all proposed buildings
5. Legal description, civic address and Assessment Roll Number
6. Driveway location
7. Location of steep banks & setbacks to natural boundary of any lake, pond, swamp or water-course
8. Dimensions of proposed construction
9. Septic tank & field locations
10. Easements, Right-of-Ways
11. Contact Information



← →

Indicate distances from proposed structure to property lines and distances between all structures (existing and proposed). Indicate proposed construction with a dotted line.

Bob Smith
 705-555-1234
 1234 Any Street
 Lot 4, Concession 7 – Minden Twp
 4616-030-000-12345-0000

THIS IS A SAMPLE OF HOW NOT TO SUBMIT YOUR SITE PLAN

BUILDING SITE APPLICATION PLOT PLAN
(This is not a permit)

SITE NO. _____ PARCEL NO. _____

INDICATE THE FOLLOWING INFORMATION. LABEL EXISTING OR PROPOSED, IF KNOWN, ON THE DRAWING. DRAW TO SCALE

- 1. Indicate north arrow.
- 2. Property boundary shown.
- 3. Distance between location lines marked (showed on or included).
- 4. Major features of property (surfaces, proposed structures, grades or height).
- 5. Section corner location.

- 6. Wells or springs within 100' of property lines.
- 7. Power or other utility lines.
- 8. Arrows showing direction of flow. Assume an elevation of 100 feet at one end unless indicated otherwise. All corner elevations to it.
- 9. Irrigation structure — existing or proposed (indicate manufacturer, size, etc.).

11. Wells or springs within 100' of property lines

UNDERSTAND THAT ANY PERMITS ISSUED BY THE COUNTY CONSISTENT WITH THIS PLOT PLAN ARE VALID ONLY IF ALLOWED BY ALL APPLICABLE LAWS AND CODES. FURTHER, THAT ALL PERMITS ISSUED ARE VALID ONLY IF CONSTRUCTION IS ACCORDING TO THIS PLAN.

MINIMUM DISTANCE IN FEET

Component	Not or Section Line	Water Supply Line Under Pressure	Surface Water	Building Foundation	Property Line	Outlet Bank
Building Over	50	10	10	—	—	—
Waste Tank	50	10	50	5	5	—
Drainage	100	10	100	50	5	25 (Downside of 50 on each side)