



# Building Department Permit Process

## SECTION "A"

**PRIOR to submitting your building permit application, the following MUST be completed and approved:**

1. Township Planning Department – Site Plan

Site Plan Process:

Please draw up two site plans:

EXISTING SITE PLAN:

- Showing **ALL existing** buildings/structures (this includes sheds, bunkies, garages, dwellings and the septic bed/tank etc.) and their sizes and as well any hydro lines or water courses.
- Show how far each structure is from the front, sides and rear property lines.
- Also include a floor plan of all floors, labeled (ie: bedroom) if applicable as well as side elevations.
- Please include on the site plan your name, a contact number, Lot, Concession, 911 number and Roll number.

PROPOSED SITE PLAN:

- Showing **ALL proposed** buildings/structures (this includes sheds, bunkies, garages, dwellings and the septic bed/tank etc.) and their sizes and as well any hydro lines or water courses.
- Show how far each structure is from the front, sides and rear property lines. If there are hydro lines or water courses running through the property, show how far they are from the closest structure.
- Also include a floor plan of all floors, labeled (ie: bedroom) if applicable as well as side elevations.
- Please include on the site plan your name, a contact number, Lot, Concession, 911 number and Roll number.

**Your site plan MUST clearly show the scope of your project, with ALL structures labelled.**

Once your site plan has been approved:

2. Septic System Approval

You **need** Septic System Approval prior to a building permit being issued 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, bathrooms or any new plumbing fixtures
- OR
- building a Bunkie

3. 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.

## SECTION "B"

An application for a building permit **must** be accompanied with the all documents listed in **Section "A"** or it will be returned to you as incomplete:

4. 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.
5. 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).
6. **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.**
7. Specify the type of heating \_\_\_\_\_
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:**

- i. Truss drawings (Engineered Truss drawings are required in our office prior to a framing inspection being granted).
- ii. 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).

**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: <u>Township of Minden Hills</u> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
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 <sup>2</sup> )	
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 (    )	

<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.			<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): _____				
<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).			<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
<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>			
<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			
<b>D. Declaration of Designer</b>			
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

<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?			
<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)
<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>			
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	



### Sample Site Plan

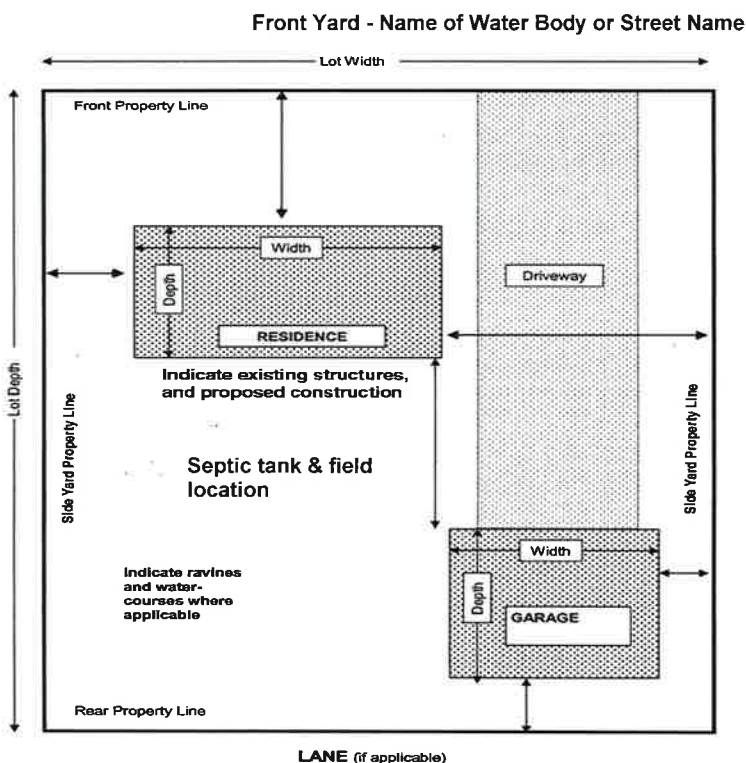
The following sample plan is for information and guidance only and will not be accepted as an approved site plan for a Building Permit Application.

TWO site plans are to be submitted:

- One – **Existing** Site Plan
- One – **Proposed** Site Plan

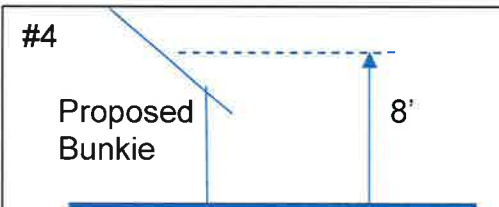
Each Site Plan is to Indicate/show:

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 **existing and proposed** buildings – please show a side profile – height from grade to middle of the roof line
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 and how far this sits to the closest structure
10. Easements, Right-of-Ways
11. Contact Information as shown below
12. A floor plan of both the existing as well as the proposal, clearly labelled, if applicable
13. Show any hydro lines that run over/through the property



Existing & Proposed Site Plans:  
Indicate distances from both existing and proposed structures to property lines and distances between all structures.  
Proposed Site Plans:  
Indicate proposed construction with a dotted line, sizes, setbacks.

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



**IF YOUR SITE PLANS DO NOT HAVE THE REQUIRED INFORMATION ON THEM, THEY WILL BE RETURNED.**

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

**BUILDING SITE APPLICATION PLAT PLAN**  
(This is not a permit)

DATE: \_\_\_\_\_ PROJECT NO: \_\_\_\_\_

INDICATE THE FOLLOWING INFORMATION LABEL, EXISTENCE, DIMENSIONS, & ORIGIN ON THE DRAWING DRAW TO SCALE:

<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 1. Indicate north arrow</li> <li><input checked="" type="checkbox"/> 2. Property boundary lines</li> <li><input checked="" type="checkbox"/> 3. Indicate driveway location and width</li> <li><input checked="" type="checkbox"/> 4. Show location of proposed building footprint</li> <li><input checked="" type="checkbox"/> 5. Show setbacks</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 6. Show existing utility lines</li> <li><input checked="" type="checkbox"/> 7. Show existing structures</li> <li><input checked="" type="checkbox"/> 8. Show existing easements</li> <li><input checked="" type="checkbox"/> 9. Show existing property lines</li> <li><input checked="" type="checkbox"/> 10. Show existing zoning lines</li> </ul>
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UNDERSTAND THAT ANY PERMIT ISSUED BY THE COUNTY CONFORMS WITH THE ABOVE SITE PLAN. THE VALIDITY OF ANY PERMIT IS VOID IF ANY CHANGES ARE MADE TO THE PLAN. ALL PROPERTY LINES AND CORNER PLACEMENTS SHALL BE AS SHOWN ON THE PLAN.

REMARKS:

	SETBACK	MAXIMUM DISTANCE TO PROPERTY LINE	MINIMUM DISTANCE TO PROPERTY LINE	MINIMUM DISTANCE TO PROPERTY LINE	MINIMUM DISTANCE TO PROPERTY LINE	MINIMUM DISTANCE TO PROPERTY LINE
Building Footprint	5'	10'	5'	5'	5'	5'
Driveway	5'	10'	5'	5'	5'	5'
Pool	10'	10'	10'	10'	10'	25'

Department of Planning & Development