



Obtain a valid Township Building Permit
BEFORE starting any construction or demolition.

What's your project?
The checkmarks show
the documents you need

Check the items you are
submitting

	New homes & additions	Renovations	Deck, garage, gazebo, shed, workshop, etc.	Demolition project	Temporary Event Tent	Solid Fuel Appliance (woodstove etc)
Permit Application (pages 3-4)	✓	✓	✓	✓		
Owner Authorization (page 5)	✓	✓	✓	✓		
Schedule 1: Designer Information (page 6)	✓	✓	✓	Note 1	Note 2	Note 3
★ Planning and Zoning Review (pages 7-8)	✓	✓	✓		Page 8	
Heat Loss/Gain Report & Duct Ventilation Design (Hydronics if proposed) (by qualified HVAC Designer)	✓	✓				
Energy Efficiency Design Summary (The Prescriptive option is included on pages 9-10; request the Performance option if applicable.)	✓	✓				
\$\$ Security Deposit	For the amount due with application, see bottom of page 5					
Construction Drawings	✓	✓	✓			
Provide two (2) complete sets of construction drawings to scale of the proposed Building Plans and Specifications , sufficiently detailed to complete the project as per the Township Building By-Law and Ontario Building Code. Paper size 11x17" is recommended, or larger so that text is readable.						
1. Demolition permit: engineering required for structure three (3) stories or more above ground						
2. Event tent: permit required for one or more tents with a combined floor area over 60m ² . Provide manufacturers specifications and installation instructions.						
3. Wood heat appliance: provide a floor plan with heater location, emissions ratings, and installation specifications for the appliance and chimney.						
<i>The Chief Building Official may require additional information for Plans Review, prior to issuing a building permit.</i>						

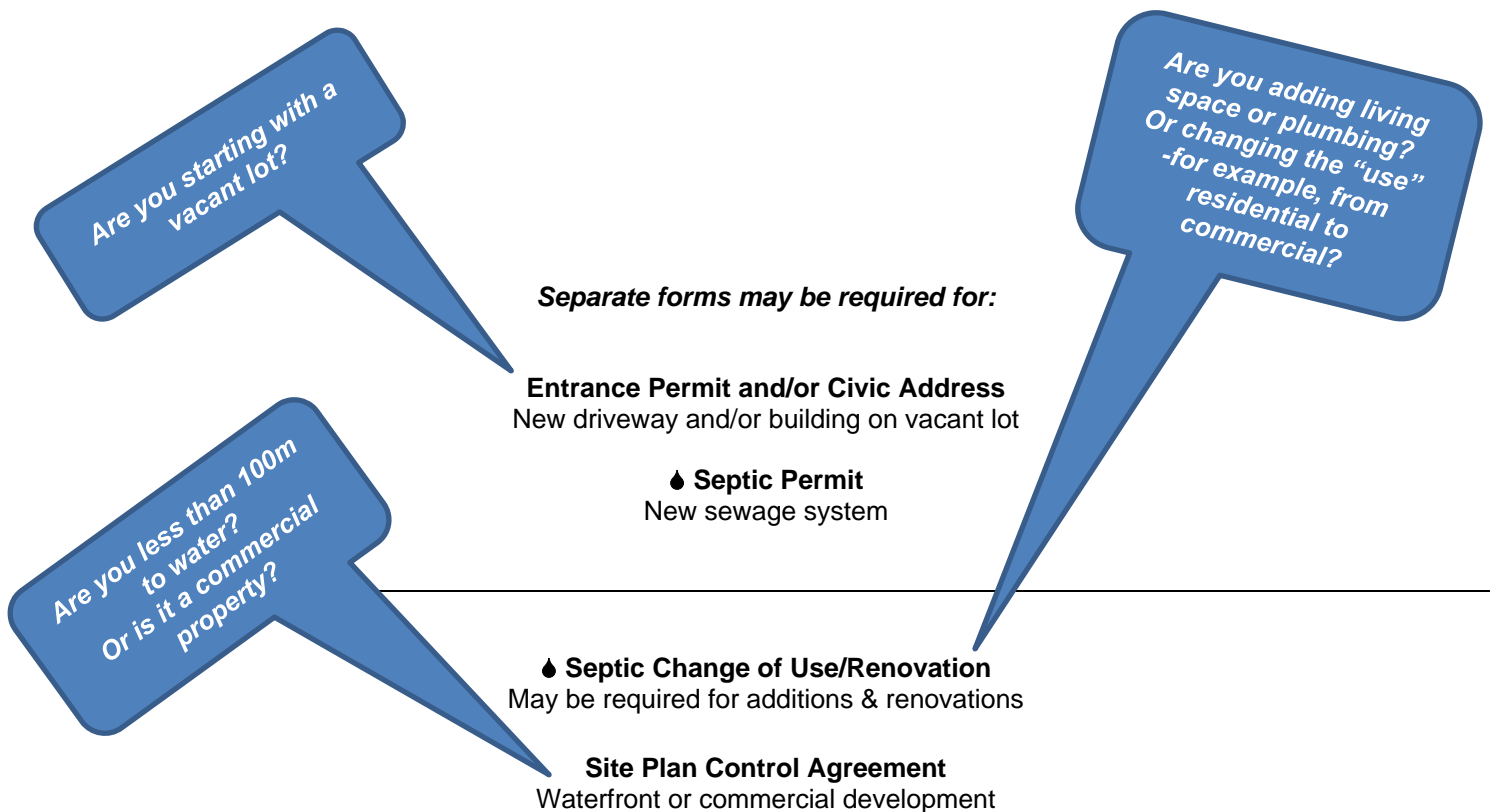
Tips

- Email address of applicant is required on page 3 for receiving inspection reports.
- Schedule 1: Designer Information: If the owner is the designer, complete only section D (tick the 3rd box and fill in the word "owner" as the "Basis for exemption"). Date and sign.

★✓ – see over

★ The Planner checks your application to make sure that the project corresponds to Zoning By-Laws, the Official Plan, other applicable laws, and if required, with Conservation Authorities, the Environmental Protection Act and Source Water Protection Act. If you already have a Site Plan Control Agreement, it may substitute for page 8 or it may need to be updated. Please include your Site Plan Control Agreement number or date at the top of the Property Plan sketch (page 8).

- ✓ The Building Official checks that the building plans meet the Ontario Building Code, which sets standards for the design and construction of buildings to meet objectives such as health, safety, fire protection, accessibility and resource conservation. Other laws may also apply: Institution, animal housing, heritage buildings, conservation & environmental protection areas, etc



These application forms are available on our website www.tayvalleytwp.ca or by contacting the Administrative Assistant: 613-267-5353 ext 129 or planningassistant@tayvalleytwp.ca

◆ Septic APPROVAL must be obtained BEFORE a building permit is issued

**Any structure over 10m² (108 square feet) requires a building permit.
If it's smaller AND attached to another structure, it also requires a permit.**

Not sure if you need a permit? CALL BEFORE STARTING!
(There is a 100% surcharge in fees, minimum \$500, for building without permit)

Chief Building Official, Tay Valley Township, 613-267-5353 ext 124

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

Office use		
Security deposit \$	Paid date	Permit number
Date received	Roll number	

Application to: **TAY VALLEY TOWNSHIP**
 217 Harper Road, Perth, ON K7H 3C6 (613-267-5353)

A. Project information <i>Complete the application form in INK.</i>			
Street address		Unit/apt number	Lot/Concession
Municipality	Postal code	Plan/survey number/other description	
Project value estimate \$		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/Concession
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
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). 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 <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 Building Code Act, 1992 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 _____ certify 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

Chief Building Official
Tay Valley Township
217 Harper Road
Perth ON K7H 3C6
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613-267-5353 ext 124