



**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>						

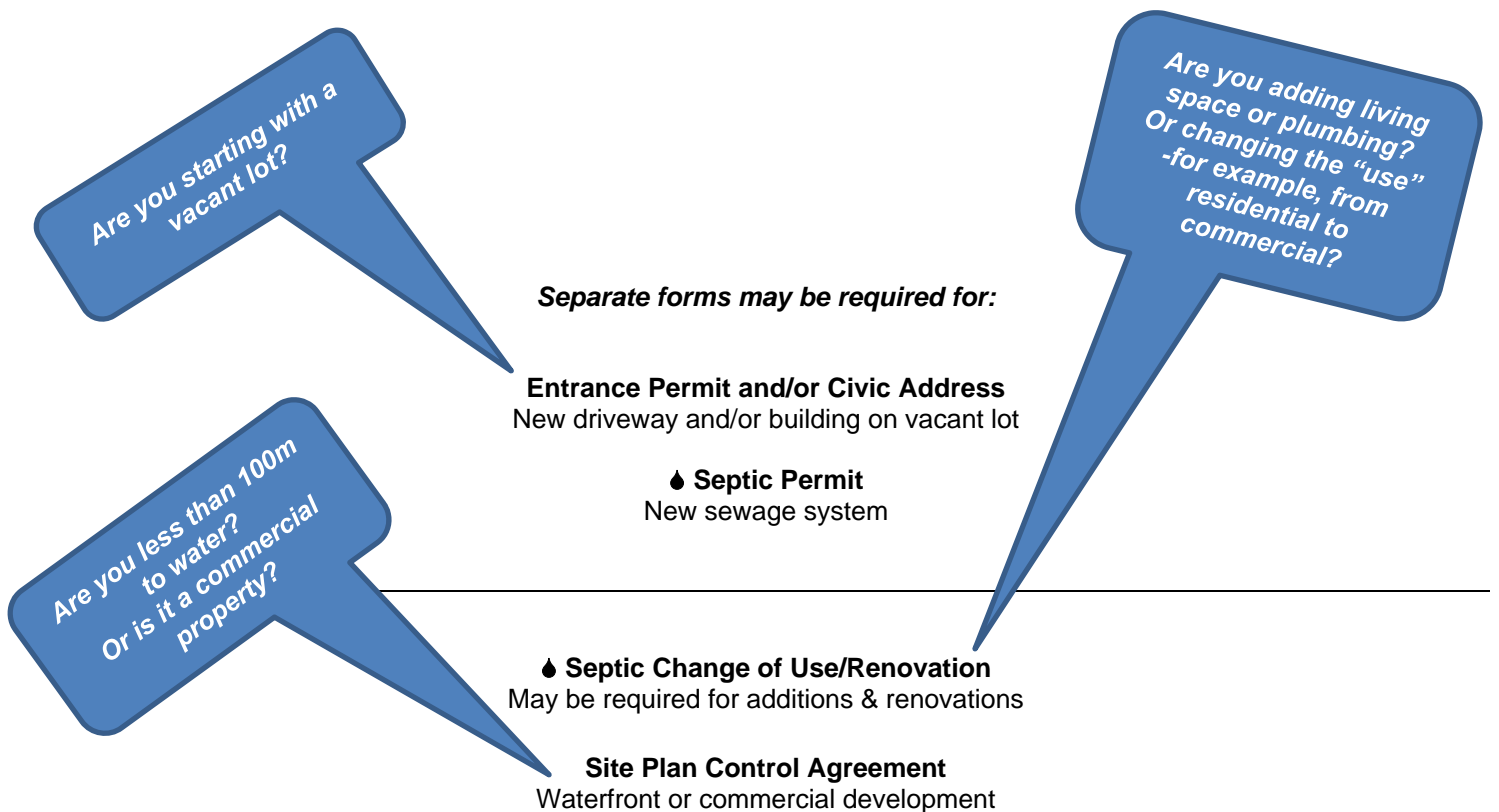
Tips

- 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
building@tayvalleytwp.ca
613-267-5353 ext 124

Note to Owner: The Authorized Agent information must be declared if a person other than the legal land Owner(s), either (a) is the applicant for a permit, (b) obtains the permit by paying the required fees in full, or (c) is the person in charge of construction. At any time, this agent authority may be rescinded, transferred or cancelled by advising the Tay Valley Township Chief Building Official in writing.

Note to Agent: The Authorized Agent is to maintain a responsible relationship with the Owner(s) and to the satisfaction of all local authorities for the duration of all construction.

I/We, Owner(s) of the property with Tax Roll # _____

- choose NOT to appoint an Agent.
 OR
 hereby appoint the following as our Authorized Agent:

Agent Name / Company _____

Agent Mailing address _____ Postal Code _____

Phone # _____ Cell # _____ Fax # _____

Email _____

DECLARATION of OWNER AND AGENT

- I understand that a signed building application authorizes the Tay Valley Township building inspector to enter the subject property and any buildings thereon for the purposes of inspection (Ontario Building Code Act s.12.1.)
- I understand that the issuance of a permit shall not be deemed a waiver of any of the provisions of any By-Laws or requirements of the Building Code Act or regulations made thereunder, notwithstanding anything included in or omitted from the plans or other material filed in support of or in connection with the application.
- I acknowledge that in the event a permit is issued, any departure from plans, specifications or building locations proposed in the application, is prohibited and could result in permits being revoked.
- I further acknowledge that in the event the permit is revoked, for any cause or irregularity or nonconformity, there shall be no right of claim whatsoever against Tay Valley Township or any official thereof and any such claim is hereby expressly waived.

Owner name _____ Agent name _____

Owner Signature _____ Agent Signature _____

Date _____ Date _____

Personal information is collected pursuant to the Building Code Act and forms part of a public record open to inspection by any person upon request at the office of the clerk during normal office hours. See Municipal Freedom of Information and Protection of Privacy Act.

REFUNDABLE SECURITY DEPOSIT

A Security Deposit is required by By-Law. Upon satisfactory completion of the project, **the security deposit will be refunded to the OWNER.** Please include the security deposit with your application, as follows:

*If the property has a **Site Plan Control Agreement***

\$1500 New Dwelling or Cottage or Addition that increases floor space by more than 20%

\$1000 Addition less than 20% increase, or renovation, or accessory building

\$1000 Commercial development

If there is no Site Plan Control Agreement

\$750 New Dwelling

\$500 Addition or Renovation

\$250 Accessory building (including Agricultural)

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					
Street address				Unit/apt 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/apt 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 work 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 authority to bind the corporation or partnership (if applicable).					
_____				_____	
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.

Owner	Address	Zoning				
Permitted Uses						
Agriculture	Rural over 2 hectares	Residential & Rural <2 ha				
RS	RLS					
single dwelling accessory dwelling/dwelling unit agricultural use conservation use B&B portable asphalt plant wayside pit or quarry	<i>As Agriculture, plus:</i> existing cemetery kennel place of worship	single dwelling B&B				
		single dwelling (seasonal use only)				
		single dwelling (permanent use)				
Proposed Work: _____		Proposed Use: _____ Permitted above? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Is the site vacant (no dwelling unit)?		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Is the building lot accessed by a private road?		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Is the site in Intake Protection Zones 8-10 for Source Water Protection?		<input type="checkbox"/> Yes <input type="checkbox"/> No				
If the proposal is for a new residential unit, are there barns within 500m? (yes > MDS I)		<input type="checkbox"/> Yes <input type="checkbox"/> No				
If the proposal is for a new barn - are there residential dwellings within 500m? (yes > MDS II)		<input type="checkbox"/> Yes <input type="checkbox"/> No				
- greater than 5 nutrient units? (yes > Nutrient Management Strategy)		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Are there any of the following? Pit (within 300m) <input type="checkbox"/> Quarry (500m) <input type="checkbox"/> Significant Wildlife Habitat (50m) <input type="checkbox"/>		<input type="checkbox"/> Yes <input type="checkbox"/> No				
Salvage Yard (300m) <input type="checkbox"/> Waste Disposal Site (500m) <input type="checkbox"/>						
Zone / Provisions	Requirements for Dwellings & Cottages				Existing	With changes
	A	RU	R	RS/RLS		
Lot Area	40ha 99 acres	<i>Dwelling</i> 1ha/2.47ac (1 acre in hamlet)	<i>Other Use</i> 2ha /5ac	4050m ² 1 acre		m ² or ha
Lot Frontage (shoreline is the front on a water lot)	60m/197ft 91m on Adam	60m/197ft 45m in hamlet	60m/197ft 45m in hamlet	60m/197ft 91m on Adam		m
Water Setback (true horizontal from high water to building)	30m/99ft	30m/99ft	30m/99ft	30m/99ft		m
Road Setback (n/a for water lots)	15m/50ft	10m/33ft	10m/33ft	10m/33ft		m
	<i>If there is no survey, measure setback requirement above PLUS from lotline to:</i>					
	<i>private road edge of right-of-way</i>					
	<i>OR township road centreline plus 10m</i>					
	<i>OR county road centreline plus 13m</i>					
Rear Yard	15m/50ft		7.5m/25ft			m
Exterior Side Yard (corner lot)	15m/50ft		10m/33ft			m
Side Yard (direction _____)		6m/20ft				m
Side Yard (direction _____)						m
Dwelling Unit Area Minimum		75m ² /807sqft				m ²
Dwelling Height Maximum		9m/30ft				m
Total Footprint of all buildings and decks						m ²
Total area of all living space (include all above-ground storeys of dwelling and any full basement)						m ²

For deck construction/renovation only, complete the last 2 columns with the proposed size and setback:

If your dwelling is set back this much from the water:	then the maximum allowable size of a deck on the water side of the dwelling is:	Deck setback	Deck size
More than 30 metres	No size limit, may encroach 3m into the 30m setback requirement	m	m ²
Between 15 and 30 metres	Maximum 2m encroachment; maximum size 28 m ²	m	m ²
Between 6 and 15 metres	Maximum 1.5m encroachment; maximum size 14 m ²	m	m ²
Less than 6 metres	No deck allowed on the water side	m	m ²

Office use:						
Lot Coverage Maximum	20%	20%	20%	10%		%
Floor Space Index Maximum	N/A	N/A	N/A	12%		%
Current OP _____	Planning Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Date _____	Reviewer _____			
<i>Planning Approvals Required or Referenced</i>						
Zoning Amendment			Official Plan Amendment			
Minor Variance			Limited Services Agreement			
			Site Plan Control			

Use this or a separate page to show your entire property. Use paper sized 8.5x11" or 8.5x14" or 11x17". Draw to scale.

Use metric measurements.

If available, use a surveyor's drawing as the base for your plot plan.

If you have or require a site plan control agreement, it includes the property plan. **Site plan agreement #** _____ **dated** _____

Plot plan (site sketch) must include:

- Lot boundaries and dimensions
- All buildings, structures, utilities, wells, sewage systems, rights-of-way and easements
- Size of all above
- Setbacks from all buildings and decks to lot lines and water
- Lot entry, grading, drainage patterns
- Barns (capable of housing livestock) within 500 metres
- Adjacent roads (indicate private, township, county)
- Features that may affect the application, such as railways, watercourses, drainage ditches, wooded areas, high-water mark

SHOW ALL LOCATIONS & SIZES OF ALL EXISTING AND PROPOSED BUILDINGS ON THE LOT

