

| For use by Principal Authority   |             |                                |                            |
|--|-------------|--------------------------------|----------------------------|
| Application number:  |             | Permit number (if different):  |                            |
| Date received:   |             | Roll number:                   |                            |
| Application submitted to: _____<br>(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 <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/Conc.                  |
| Municipality   | Fax         | Province                       | E-mail                     |
| Telephone number   | Fax         |                                | Cell number                |
| D. Owner (if different from applicant)   |             |                                |                            |
| Last name  |             | Unit number                    | Corporation or partnership |
| Street address   |             | Postal code                    | Lot/con.                   |
| Municipality   | Fax         | Province                       | E-mail                     |
| Telephone number   | Fax         |                                |                            |

| <b>E. Builder (optional)</b>  |             |  |  |
|---|-------------|--|--|
| Last name   | First name  | Corporation or partnership (if applicable) |  |
| Street address  |             |  | Unit number<br>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).<br>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<br><br><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:<br>(print name)   |             |  |  |
| <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol>   |             |  |  |
| _____ 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>  |  |   |             |
| <p>I, _____ declare that (choose one as appropriate):</p> <p style="padding-left: 40px;">(print name)</p> <p>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.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Firm BCIN: _____</p> <p>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.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Basis for exemption from registration: _____</p> <p style="padding-left: 40px;">The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="padding-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="margin-top: 20px;"> <span style="float: left; width: 30%; border-bottom: 1px solid black; display: inline-block;"></span> <span style="float: right; width: 65%; border-bottom: 1px solid black; display: inline-block;"></span> </p> <p style="margin-top: 5px;"> <span style="float: left; width: 30%; text-align: center;">Date</span> <span style="float: right; width: 65%; text-align: center;">Signature of Designer</span> </p> |  |   |             |

NOTE:

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c) 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.

# TO BE COMPLETED WITH THE APPLICATION FOR PERMIT FOR THE INSTALLATION OF A SIGN

**PERMANENT SIGN**

**TEMPORARY SIGN**

1. For : Erect  Modify  Repair  Relocate  Size \_\_\_\_\_ X \_\_\_\_\_
2. For: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Agricultural \_\_\_\_\_ Billboard \_\_\_\_\_ Shopping Centre \_\_\_\_\_
3. Plans by \_\_\_\_\_ Address \_\_\_\_\_ Tel. \_\_\_\_\_
4. Sign on the: North \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_ South \_\_\_\_\_ / Premises frontage (if ground sign) \_\_\_\_\_ X \_\_\_\_\_
5. Sign on the: North \_\_\_\_\_ East \_\_\_\_\_ West \_\_\_\_\_ South \_\_\_\_\_ / Building size (if wall or soffit sign) \_\_\_\_\_ X \_\_\_\_\_
6. Building has how many storeys? \_\_\_\_\_ Sign will be located on which storey? \_\_\_\_\_
7. The premises will be used for which purpose? \_\_\_\_\_
8. If a **Permanent Sign** Work to start on: \_\_\_\_\_ Work to be completed on: \_\_\_\_\_
9. If a **Temporary Sign** Date of installation: \_\_\_\_\_ Date of removal: \_\_\_\_\_
10. Type of sign: Wall size \_\_\_\_\_ X \_\_\_\_\_ Soffit size \_\_\_\_\_ X \_\_\_\_\_ Ground size (w) \_\_\_\_\_ X (l) \_\_\_\_\_ X (h) \_\_\_\_\_  
Other (specify) \_\_\_\_\_ Size \_\_\_\_\_ X \_\_\_\_\_
11. Sign classification: Identification \_\_\_\_\_ Information \_\_\_\_\_ Advertising \_\_\_\_\_
12. Location of sign: On town property \_\_\_\_\_ On private property \_\_\_\_\_
13. Illumination: Illuminated \_\_\_\_\_ Non-illuminated \_\_\_\_\_ Animated \_\_\_\_\_
14. Type and size of existing signs on the premises (if any)
 

|          |    |       |
|----------|----|-------|
| 1. _____ | 1. | _____ |
| 2. _____ | 3. | _____ |
| 4. _____ | 5. | _____ |
15. Estimated cost for this application \_\_\_\_\_ \$ Are other permits required? \_\_\_\_\_

**LIST OF MATERIALS THAT WILL BE USED :**

\_\_\_\_\_

\_\_\_\_\_

**COPY OF PLAN**  
(within property lines)

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**Building Code Act, section 1, provides that:**

- (e) *“construct” means to do anything in the erection, installation or extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere, and “construction” has a responding meaning;*
- (f) *“demolition” means the doing of anything in the removal of a building or any part thereof.*

**Abandonment and cancellation of this application:**

An application for a permit may be deemed to have been abandoned and cancelled six (6) months after the date of filing, unless such application is being seriously proceeded with.

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**FOR OFFICE USE ONLY :**

**Permit Number :** \_\_\_\_\_

**Roll Number :** \_\_\_\_\_