



**SOUTH  
FRONTENAC**

Building Services  
4432 George St, Box 100  
Sydenham, ON K0H 2T0  
613-376-3027 Ext 2226  
building@southfrontenac.net

**Potential additional fees:**

Development Charge = \$10,599.28  
(For dwellings as per Bylaw 2019-48)

Lot Grading Deposit = \$3000.00  
(As per Subdivision/Development Agreement)

Entrance Permit Fee/Deposit = \$75.00/\$800.00  
(See Public Services at 2490 Keeley Rd)

Environmental Charge = \$750.00  
(Only select subdivisions in Storrington)

**Note:** Potential additional fees will be determined during the Building Inspectors review.

**BUILDING APPLICATION CHECKLIST – MINOR PROJECTS**

**MINOR PROJECTS MAY ONLY REQUIRE THE FIRST FIVE (5) ITEMS:**

- 1) **Completed Building Permit application**
- 2) **2 complete sets of drawings showing floor plans, elevations, cross sections, truss layout**
- 3) **Copy of the deed or tax bill (proof of land ownership)**
- 4) **Plot/site plan showing distances from lot lines, high water mark, sewage system/tank, all buildings and method for dealing with surface drainage on property**
- 5) **Setback Waiver/Inspection and Occupancy Notice Requirements**
- 6) Completed Sewage system permit application
- 7) Survey of property (upon request)
- 8) Well record
- 9) Heat Loss/Gain with ventilation design summary (**must** be completed by HRAI certified designer)
- 10) Completed Energy Efficiency Design Summary
- 11) Agent Authorization form
- 12) Conservation Authority approval, MNR, Agriculture, MOE (where applicable)
- 13) An approved entrance permit from Public Services (If driveway is to be located on a public road)
- 14) Zoning approval/Site Plan or Development Agreement (If required from Planning Services)

**NOTE:** An in-depth plans examination may reveal that further information may be required from the applicant to satisfy compliance with the Ontario Building Code or other applicable law.

| For use by Principal Authority   |                                |                               |        |
|--|--------------------------------|-------------------------------|--------|
| Application number:  | Permit number (if different):  |                               |        |
| Date received:   | Roll number:                   |                               |        |
| Application submitted to: _____ <u>Township of South Frontenac</u> _____   |                                |                               |        |
| 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<br>(    )   | Fax<br>(    )                  | Cell number<br>(    )         |        |
| 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<br>(    )   | Fax<br>(    )                  | Cell number<br>(    )         |        |

| <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<br>( )   | Fax<br>( )  | Cell number<br>( )     |  |                             |
| <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 |
| 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<br>(    )   | Fax number<br>(    )                                   | Cell number<br>(    )                             |          |
| <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.<br>Individual BCIN: _____<br>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.<br>Individual BCIN: _____<br>Basis for exemption from registration: _____                        |  |   |          |
| <input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.<br>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.<br>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.



**SETBACK WAIVER and INSPECTION and OCCUPANCY NOTICE REQUIREMENTS**

Project location information: \_\_\_\_\_ Permit #: \_\_\_\_\_

Property owner(s): \_\_\_\_\_

Municipal address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Roll #: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ Part: \_\_\_\_\_ R Plan #: \_\_\_\_\_

To the Township of South Frontenac,

I declare that; I am owner listed above , or;

I am the authorized agent of the property owner listed above

As the owner/agent I hereby acknowledge;

- That the issuance of a Building Permit and/or a general site review by the Building Department Staff is not confirmation that all zoning setbacks have been adhered to. This includes but is not limited to separation of structures to the high water mark, lot lines, septic systems and other structures. It is understood that it is the sole responsibility of the owner/agent to meet the setback requirements as set out in the Township Zoning By-law, and;
- The owner(s) are obligated to arrange for the inspections indicated on the permit card issued for the project, and that no work will proceed until the Building Inspector has inspected the various stages of construction indicated on the permit card, and;
- Permit Drawings and documents submitted with errors or omissions contained therein do not relieve the owner and/or authorized agent from the responsibility of completing all work to meet or exceed the requirements of the Ontario Building Code.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** The Ontario Building Code Act requires that request for inspections are made a minimum 2 regular business days in advance of the regular business day upon which the inspection is needed.



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**Agent/Owner Authorization Form**

**A. Project Information**

Street Address: \_\_\_\_\_

Proposed project:

\_\_\_\_\_  
\_\_\_\_\_

**B. Party to be authorized**

Name: \_\_\_\_\_

Corporation or Partnership: \_\_\_\_\_

Address: \_\_\_\_\_ Lot/Con: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

**C. Declaration of Owner**

I, \_\_\_\_\_, being the Registered Owner of the above property hereby authorize the party stated in Section B of this form to make application for permit on my behalf to Building Services of the Township of South Frontenac in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

The Ontario Building Code states that “owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession”.

**Note:** This form is valid only for one access to Building Permit record application. Subsequent applications by an authorized agent will require a new agent authorization form completed by the current property owner.