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 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/Owner 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) Planning 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.

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: 1029 -

Application submitted to: Township of South Frontenac

A. Project information

Building number, street name			Unit number	Lot/con.
Municipality: South Frontenac Township	Postal code	Plan number/other description		
Project value est. $		Area of work (m^2)		

B. Purpose of application

☐ New construction ☐ Addition to an existing building ☐ Alteration/repair ☐ Demolition ☐ Conditional Permit

Proposed use of building	Current use of building

Description of proposed work

C. Applicant

Applicant is: ◯ Owner or ◯ 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 ( )	

E. Builder (optional)

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 ( )	

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G.	◯ Yes	◯ No
ii. Is registration required under the *Ontario New Home Warranties Plan Act*?	◯ Yes	◯ 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).	◯ Yes	◯ 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 *Building Code Act, I992*, to be paid when the application is made.	◯ Yes	◯ 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 *Building Code Act, 1992.*	◯ Yes	◯ 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.	◯ Yes	◯ No
iv) The proposed building, construction or demolition will not contravene any applicable law.	◯ Yes	◯ No

I. Declaration of applicant

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.

A. Project Information

Building number, street name		Unit no.	Lot/con.
Municipality Township of South Frontenac	Postal code	Plan number/ other description	

B. Individual who reviews and takes responsibility for design activities

Name		Firm	
Street address		Unit 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]

☐ House	☐ HVAC – House	☐ Building Structural
☐ Small Buildings	☐ Building Services	☐ Plumbing – House
☐ Large Buildings	☐ Detection, Lighting and Power	☐ Plumbing – All Buildings
☐ Complex Buildings	☐ Fire Protection	☐ On-site Sewage Systems

Description of designer's work

D. Declaration of Designer

I _____ declare that (choose one as appropriate):

(print name)

○ 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: _____

○ 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: _____

○ 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.

CONSTRUCTION GUIDE FOR EXTERIOR DECKS

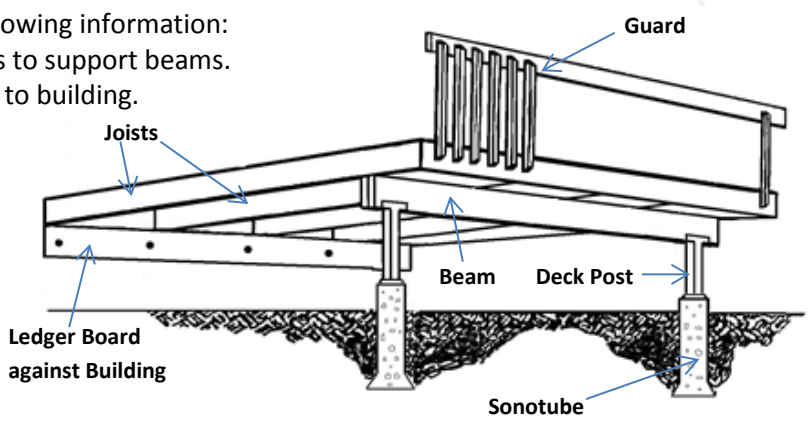
PERMIT APPLICATIONS

If the deck is attached to the house, or if the deck exceeds 10m2 (108 sq. ft.), a building permit is required to be issued prior to starting your construction. Listed below is some of the information that may be needed to support a permit application for an exterior deck in the Township of South Frontenac.

1. Copy of a survey/site plan showing:
   a) Location of proposed deck in relation to house, and in relation to lot lines showing distances.
   b) Overall dimensions of the proposed deck. (Depth, width, stair and landing locations).

2. Copy of Septic Use Permit or Health Unit approval to confirm required setbacks from your septic system.

3. Copy of deck construction drawings providing the following information:
   a) Footing sizes and locations of piers and/or posts to support beams.
   b) Size of ledger board and method of attachment to building.
   c) Floor joists sizes and spans.
   d) Beam sizes and spans between support posts.
   e) Height of guard railings above deck surface.
   f) Stair construction details.
   g) Dimensions of all components.



DECK BLOCKS

Deck blocks may be approved for use where:
   a) The deck area is less than 55m2 (592 sq. ft.) and the deck does not support a roof.
   b) The distance from ground to the underside of the floor joists is not more than 600mm (23 5/8”), and
   c) The deck is not attached to another structure, unless it can be demonstrated that differential movement will not adversely affect the performance of that structure.

WOOD COLUMNS

   a) The minimum size of wood columns shall not be less than 140mm x 140mm (6” x 6”) unless calculations are provided from a qualified person confirming that a lesser size is adequate, and
   b) Columns greater than 600mm (23 5/8”) in length shall be laterally supported by cross-bracing.

GUARDS

Deck surfaces more than 600mm (23 5/8”) above ground must be protected with a non-climbable guard meeting the minimum heights required by the Building Code. Openings in guards must not exceed 100mm (4”).

Deck Surface Above Ground	Guard Height
More than 600mm (23 5/8”)	900mm (35”)
More than 1800mm (5 ft. 11 in.)	1070mm (42”)
More than 10 metres (32 ft. 10 in.)	1500mm (59”)

If a bench is incorporated into the guard, the required guard height is measured from above the bench surface (Professional Engineer may be required). Guards must comply with the SB-7 Std., or be engineered, or have Building Materials Evaluation Commission (BMEC) authorization.

STAIRS

Every exterior stair with more than 3 risers is required to have a handrail on one side.
If there is a difference in elevation that exceeds 600mm (23 5/8”), guards are also required.
Every flight of stairs shall have a uniform rise and run with a maximum tolerance of 10mm (3/8”).

RESIDENTIAL DECK DESIGN

A supplemental information sheet to accompany construction drawings

Permit Application Number

Location of Property: _____

Deck size: Width:_____ Length:_____ Framing material:_____

Deck height: Finished grade to the top of the decking:_____(highest measurement)

Stair steps: Rise:_____(min. 4 7/8", max. 7 7/8") Run:_____(min. tread depth 10", max. 14")

Guard Height: Above top of decking surface (a) 35" (b) 42" (c) Other:_____

Guard Type: (a) Cantilevered pickets (b) Post and rail (c) Other:_____

Steel, aluminum and glass railing systems must be designed in accordance with the structural requirements of Part 4 of OBC Div. B and engineered design must be submitted. **PVC or composite decking and guard systems must have either Minister Ruling or BMEC approval accompanied with CCMC report.** A copy of all approvals is required.

BEAM SPANS FOR DECKS

2 - 2"x 8"	5' - 10" (1.8m)
2 - 2"x10"	7' - 2" (2.2m)
2 - 2"x12"	8' - 4" (2.56m)
3 - 2"x 8"	7' - 3" (2.21m)
3 - 2"x10"	8' - 10" (2.7m)
3 - 2"x 12"	10' - 3" (3.13m)

FLOOR JOIST SPANS FOR DECKS

2" x 8"	12" o/c	11' - 7" (3.54m)
	16" o/c	11' - 0" (3.36m)
2" x 10"	12" o/c	13' - 8" (4.17m)
	16" o/c	13' - 0" (3.96m)
2" x 12"	12" o/c	15' - 7" (4.75m)
	16" o/c	14' - 9" (4.52m)

The spans noted in the tables above are for Spruce, Pine, Fir **(SPF)** or Pressure Treated Pine **(PTP)** lumber.
Spans for **Cedar** or other lumber species may be less than those shown in these tables.

Joist Size: _____X _____@_____on center Max. Span:_____Overhang:_____

Beam 1 Size:_____X_____X_____ply Max. Span:_____Overhang:_____

Beam 2 Size:_____X_____X_____ply Max. Span:_____Overhang:_____

Decking material: (a) 2" x 4" (b) 2" x 6" (c) 5/4" x 6" (d) Other:_____

Ledger board attachment requires **minimum ½" diameter bolts** long enough to anchor into solid framing of building

Ledger board size:_____X_____attached with_____long bolts @_____on center

Post Size:_____(min. 6"x6" anchored to footing to prevent uplift)

Footings: ☐ Sonotubes:_____inch diameter, minimum 48 in. below grade, with enlarged base

☐ Deck Blocks: (may be permitted as noted on the reverse side of this form.)

This document has been provided for convenience only. The property owner/applicant assumes full responsibility for use of this material. Although every effort has been made to ensure the accuracy of statements and information provided in this guide, any errors or omissions contained herein do not relieve compliance with the current Ontario Building Code. Permits are subject to the approval of the Building Department having Jurisdiction in your area.

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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.