



## **CHECKLIST: BUILDING PERMIT APPLICATION (MINOR PROJECT – GARAGES, SHEDS)**

Building permit applications must include the **below items in bold** to be accepted by Building Services. Applications may be refused if items are missing, not readable, or are incomplete.

- 1) **Two (2) page Building Permit Application to Construct or Demolish form**
- 2) **Schedule 1: Designer Information form**
- 3) **Owner’s Responsibilities form**
- 4) **Agent Authorization form (not needed if homeowner is applicant/builder)**
- 5) **Construction drawings including floor plans, elevations, cross-sections, etc. Only one (1) set of drawings and a PDF copy is needed if the drawing set is legible at 11” x 17” or smaller.**
- 6) **Plot Plan – must show the following:**
  - **the total dimensions/area of the property and an arrow indicating North,**
  - **the location, dimensions and area of the building/structure in relation to the property,**
  - **the street or lane name, address and driveway location,**
  - **distance from any of the following items to the proposed structure: property lines, existing and/or proposed structures, the high water mark, watercourse, any other waterbody, sewage system components (septic tank, leaching bed), overhead power lines.**

**PDF copies of items 5 and 6 must be submitted electronically at the time of application.**

A copy of any of the following items related to the property may also be requested as part of your permit application package: the deed or recent tax bill (proof of property ownership), the most recent land survey, the well record, and if applicable, a copy of the Development Agreement.

Conservation Authority’s (CA) regulated area per O. Reg. 41/24 – for any project on your property that is close to or within the appropriate CA’s regulated area, you must provide either:

- a copy of the approved permit from the CA for this project, or
- written confirmation (email) from the CA that a permit is **not** required from their office for this project.

Your project will be reviewed by South Frontenac’s Planning Services for compliance with our Zoning By-law; if approved, you will be issued a Planning Compliance Certificate.

If you have already received a Planning Compliance Certificate from Planning Services for this project within the last 12 months, please include a copy with your permit application package.



<b>For use by Principal Authority</b>				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: <b>Township of South Frontenac</b> (Name of municipality, upper-tier municipality, board of health or conservation authority)				
<b>A. Project information</b>				
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>B. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
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	ext.	Fax	Cell number	
<b>D. Owner (if different from applicant)</b>				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	ext.	Fax	Cell number	

<b>E. Builder (if known)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ext.		Fax		Cell number
<b>F. New home construction licensing requirement</b>				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence 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). 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.			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 <i>Building Code Act, 1992</i> .			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 <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.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	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., 12th Floor. Toronto, ON M7A 2J3 (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 <span style="margin-left: 100px;">ext.</span>	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>			
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			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(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>Individual BCIN: _____</p> <p>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>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>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="text-align: center;"> <span style="display: inline-block; width: 200px; border-bottom: 1px solid black; margin-bottom: 5px;"></span> <span style="display: inline-block; width: 500px; border-bottom: 1px solid black; margin-bottom: 5px;"></span> </p> <p style="text-align: center;"> <span style="display: inline-block; width: 150px; text-align: left;">Date</span> <span style="display: inline-block; width: 400px; text-align: left;">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 Professional Engineers Ontario.



## OWNER RESPONSIBILITIES

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

Project address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Roll number: \_\_\_\_\_

Lot/concession: \_\_\_\_\_ Registered Plan number: \_\_\_\_\_ Part(s): \_\_\_\_\_

To the Township of South Frontenac,

I declare that: I am the property owner listed above, or

I am the authorized agent of the property owner listed above.

As the property owner/authorized agent, I hereby acknowledge the following:

- The issuance of a Building Permit and/or a general site review by Building Services 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, sewage systems, and other structures. It is understood that it is the sole responsibility of the property owner/authorized agent to meet the setback requirements set out in the South Frontenac Zoning By-law 2003-75, and
- Permit drawings and documents submitted with errors or omissions contained therein do not relieve the property owner and/or authorized agent from the responsibility of completing all work to meet or exceed the requirements of the Ontario Building Code, and
- The property 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
- An Occupancy Permit **must be issued by a Township Building Official prior to any occupancy** of a seasonal or permanent residence, and
- If the property owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

\_\_\_\_\_  
Building Permit Applicant Signature

\_\_\_\_\_  
Date

**Note:** the Ontario Building Code Act requires that any request for inspection is made at least two (2) regular business days in advance of the regular business day upon which the inspection is needed.



## Agent/Owner Authorization Form

Permit #: PR

### A. Project location:

Street address:

### B. Authorized agent of owner:

Last name:

First name:

Corporation/partnership:

Street address:

Postal code:

Province:

Phone number:

Cell number:

E-mail:

### C. Parties authorized to receive inspection reports:

Company/Contractor	Contact email	Trade specific reports	All reports
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

### D. Declaration of Owner:

I, \_\_\_\_\_, being the registered owner of the above noted 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.

All parties identified in Section C are hereby authorized to receive inspection reports as outlined above.

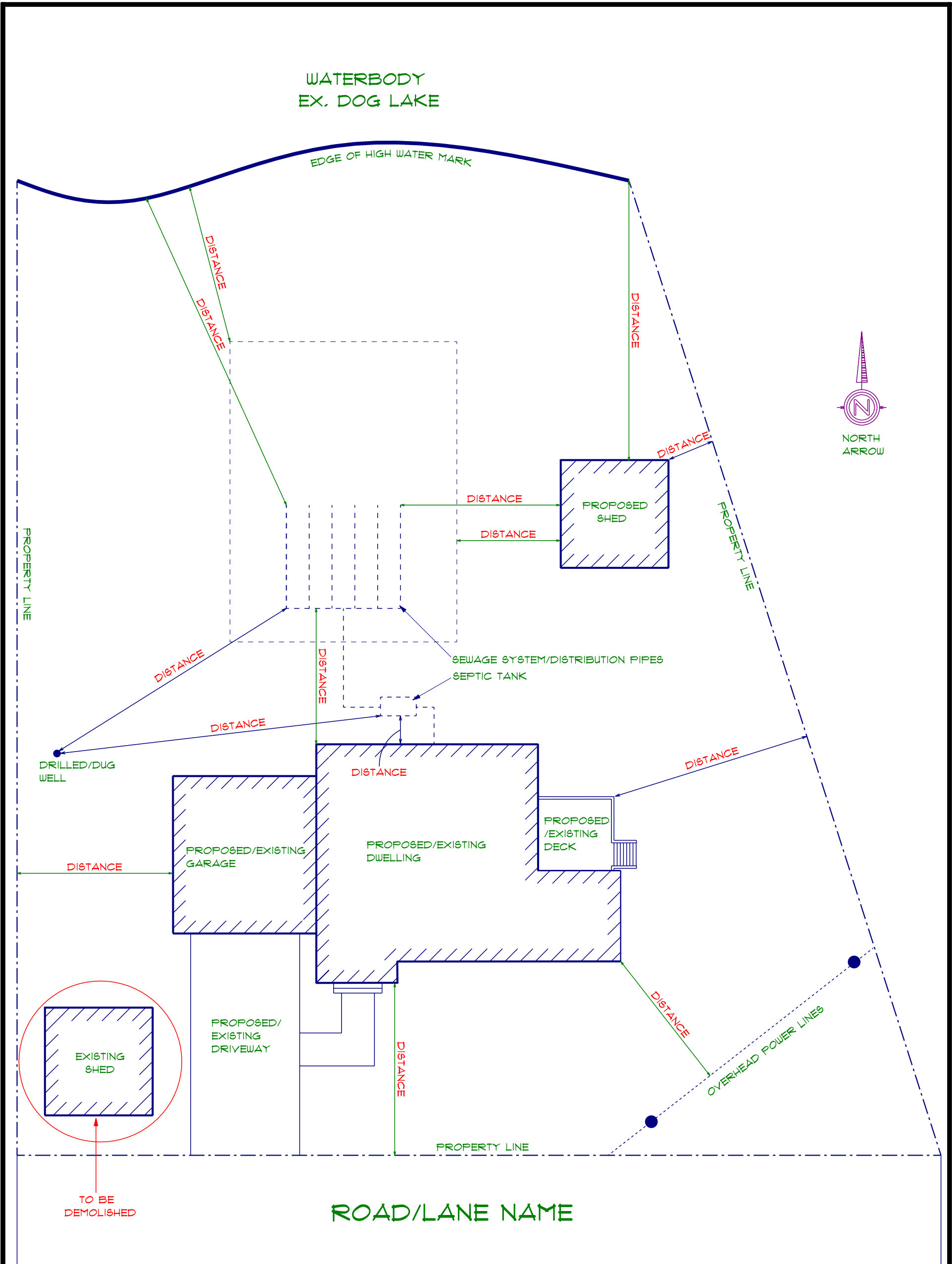
I, as the registered owner of the above noted property, wish to be copied on all communication throughout the application and review process.

I, as the registered owner of the above noted property, wish to receive a copy of all inspection reports.

Date:

Signature:

**Note:** It is the responsibility of the owner/authorized agent to provide the contact information in Section C and to update this information if there are any changes. If this information is not provided, any assigned inspection reports will only be sent to the applicant for the above noted project.



SAMPLE PLOT PLAN

PROPOSED NEW DWELLING/SHED

SCALE - 1/8"=1'-0"

1234 SOUTH FRONTENAC ROAD