

Important Notice

Before proceeding with a building permit application, please make an appointment with our Planning Department for a zoning review.

This will determine if your proposed building meets all zoning requirements and will identify any land use issues before you proceed.

Please call the Planning Department
905 355-2821 extension 227
to set up your appointment.

Building Permit Application Check List

The review of a building permit application will only begin after all of the required documentation is submitted to the office of the Chief Building Official (CBO).

As per Ontario Building Code Table 2.4.1.1B, the CBO has a maximum of 10-30 working days, depending on the class of building, to review and then issue or refuse to issue the building permit. If the application for a building permit is refused, the CBO must provide in writing all of the reasons for the refusal.

1. Completed Building Permit application form including Schedule 1
2. Signed copy of Building Inspection List
3. Signed copy of Set Back Waiver
4. Two sets of construction drawings.
5. Residential Mechanical Heating/Ventilation design
6. Energy Efficiency Design Summery form
7. Data sheets for energy efficiency (HRV, Furnace, Hot water tank, Windows)
8. Site Plan showing proposed construction location(s) as well as all buildings and set backs (Copy of Survey is useful for this)
9. Transfer of Deed (if recently purchased)
10. Sewage System Permit for new building or Approval Letter when renovating/adding to existing building.
11. Entrance Permit submitted & approved by Municipal or County Roads Department
12. Plumbing Permit signed (Completed by Building Department by use of submitted plans)
13. Zoning Review (Completed by Township Planning Department using your site plan)
14. Supporting documents for compliance with other Applicable Law as defined in O.B.C. 1.1.3.3 i.e. Lower Trent Region Conservation Authority (LTRCA) Permit if property is located near an Environmental Conservation (EC) Zone.

Important: New residential construction in the area of the housing of livestock is subject to a Minimum Distance Separation (MDS 1). New construction of livestock housing in an area of residential dwellings is subject to a Minimum Distance Separation (MDS 2).

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: _____ (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 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 <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			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). 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
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	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			
<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 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>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"> 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. <p style="padding-left: 40px;">Date _____ Signature of Designer _____</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.

IMPORTANT NOTICE:

Requirements under the Ontario Building Code for Energy Efficiency Design are in Effect

Please complete the Energy Efficiency Design Summary form attached. Instructions are included. You may wish to consult a professional if doing your own house drawings.

ADDITIONALLY

Please provide the following information
WITH your permit application:

Make and Model and Energy Rating of the following:

1. Heating Appliance
2. Hot Water Tank
3. Heat Recovery Ventilator
4. Windows and Sky Lights

A print out of the manufacturer's specification sheet for each of the above will indicate this information.

Highlight the required data PLEASE

Incomplete applications will not be processed

Energy Efficiency Design Summary

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code

For use by Principal Authority

Application No.:	Model/Certification Number:
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A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

B. Compliance Option [indicate the building code compliance option being employed in this house design]

<input type="checkbox"/> SB-12 Prescriptive (circle one): A B C D E F G H I J K L M or <input type="checkbox"/> Table 2.1.1.10. (Additions)	
<input type="checkbox"/> prescriptive trade-offs used (Specify 2.1.1.2. or 2.1.1.3. sentences being employed):	
<input type="checkbox"/> SB-12 Performance* [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> Energy Star®* [SB-12 - 2.1.3.]	* Attach Builder Option Package [BOP] form
<input type="checkbox"/> EnerGuide 80®*	* House must be evaluated by NRCan advisor and meet a rating of 80

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Conditions
Area of walls = m ²	W, S & G % = _____	<input type="checkbox"/> ICF Basement <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> Slab-on-ground
Area of W, S & G = m ²		

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach Energy Star BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors Provide U-Value in W/m ² .K, or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		Mechanicals	
Walls Above Grade		Heating Equip.(AFUE or condensing type)	
Basement Walls		HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		DWHR (CSA B55.1 Efficiency)	
Slab (all ≤600mm below grade, or heated)			

E. Performance Design Verification [complete applicable sections if SB-12 Performance, Energy Star or EnerGuide80 options used]

SB-12 Performance:
 The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ GJ (1 GJ = 1000MJ)
 The annual energy consumption of this house as designed is _____ GJ
 The software used to simulate the annual energy use of the building is: _____
 The building is being designed using an air leakage of _____ air changes per hour @50Pa.

Energy Star: Submit the BOP form with Energy Advisor's certification on completion.

Energy Star and EnerGuide80:
 Evaluator/Advisor/Rater Name: _____ Evaluator/Advisor/Rater Licence #: _____

F. House Designer [name & BCIN, if applicable, of person providing information herein to substantiate that design meets the building code]

Name	BCIN	Signature

Guide to the Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables,
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star standards, or
4. Evaluate the design according to EnerGuide technical procedures and achieve a rating of 80 or more.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain trade-off options are permitted.
- SB-12 Performance refers to the method of compliance in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- Energy Star houses must be designed to Energy Star requirements and verified on completion by a licensed energy evaluator and/or service organization. The Energy Star BOP form must be submitted with the permit documents.
- EnerGuide80 houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with EnerGuide administrative and technical procedures.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

Other Building Conditions: These construction conditions affect SB-12 Prescriptive compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the SB-12 Prescriptive option is being used.

F. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Performance option is used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard. A blower door test must also be conducted if the EnerGuide 80 option is used.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and EnerGuide may issue labels for new homes constructed under their energy efficiency programs. The building code does not currently regulate or require new home labelling.

County of Northumberland
PLUMBING PERMIT
C 16 -

Municipality: Cramahe Date _____
 Applicant's Name _____ Plumber's Name _____
 Applicant's Phone _____ Plumber's Phone _____
 Sub Lot No. _____ Municipal Address _____

Notes: _____

This permit application is for: _____

Fixtures	# of fixtures	@	Total
Stacks		15	0.00
Toilet / Urinal		15	0.00
Bath / Shower		15	0.00
Sink / Basin		15	0.00
Laundry Group		15	0.00
Hot Water Tank		15	0.00
Water Softner		15	0.00
Floor Drain		15	0.00
Hose Faucet		15	0.00
Rain Water Ldr (Int.)		15	0.00
Backwater Valve		15	0.00
Irrigation comp. closet		15	0.00
Water Service Conn.		15	0.00
Bldg. Sewer Conn.		15	0.00
Bldg. Drain (Interior)		15	0.00
Bldg. Storm Conn.		15	0.00
Site Water Svc (m)		1	0.00
Site Sewer Pipe (m)		1	0.00
Site Storm Pipe (m)		1	0.00
Review Fee		100	0.00
Basic Fee		100	0.00
Total			\$0.00

Inspections Required by Code
 905-372-1929

All drains and vents inside a building below a concrete slab

Sewers outside to street property line or septic tank

All drains, wastes, vents, showers, bathtubs and pertaining water pipe, valves and fittings installed before drywalling of ceilings and walls

Air or water test required on all piping

Final plumbing includes the complete Plumbing installation before occupancy

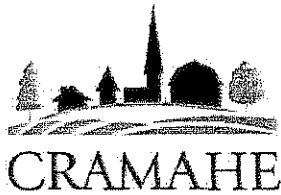
Underground Sewer and Storm pipe to be minimum 4" Dia.

On-site sewage system is not designed to backwash from water treatment device

Ontario Building Code Act, Section 36 (3) - Penalties.
 A person who is convicted of an offence is liable to a fine of not more than \$25,000 for a first offence and to fine of not more than \$50,000 for a subsequent offence.

For inspections or information:
 Phone: 905-372-1929 or 1-800-354-7050 ext. 2226
 Fax: 1-905-372-1696

Permit Granted: _____



TOWNSHIP OF CRAMAHE - BUILDING DEPARTMENT

SET BACK WAIVER

PERMIT NUMBER

To the Township of Cramahe:

The owner/agent hereby acknowledges that the issuance of a Building Permit and/or 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 zone setback requirements.

Date

Owner/Agent (Please Print)

Signature

Yellow original/white photocopy

Township of Cramahe Entrance Permit Application Instructions

1. Please stake the proposed entrance location with easily visible markers. We suggest you paint them fluorescent orange.
2. Complete the Entrance Permit application form.
3. Leave the form at the Township office with the payment of \$500. Municipal staff will first review the application for road frontage compliance of the lot.
4. Once the application is approved to be processed, your cheque will be deposited.
5. A Cramahe engineering designate will review your entrance location.
6. The Cramahe engineering designate will provide the applicant with a written approval for the location, complete with other installation requirements, i.e. culvert and ditching to be done.
7. Upon completion of the entrance and other required work, the applicant must make the request **in writing** for final inspection and refund. This may be done by emailing natalie@cramahetownship.ca or dropping a note off at the front counter.
Provide your current mailing address in order to receive the refund.
8. The Cramahe engineering designate will inspect the final entrance installation based on his/her installation requirements. Upon approval, **\$400 per entrance shall be returned to the person who made the deposit.**
9. Driveway entrance deposits unclaimed after three years, revert back to the Township.

Township of Cramahe – Entrance Permit Application

(Reviewed for processing by _____ Date _____)

Property owner's name _____

Developer's name _____

Owner's mailing address _____

Telephone # _____ Email _____

Roll number of property _____

Lot location: Lot _____ Concession _____

Reason for entrance _____

Entrance will be from _____ side of _____
(name of road)

Between _____ and _____
(name of road) (name of road)

Provide closest 911# East of _____ & West of _____ or

South of _____ & North of _____

Date _____ Signature of applicant _____

For office use only

Deposit received on _____

Comments for location or additional work _____

Applicant advised of requirements on _____

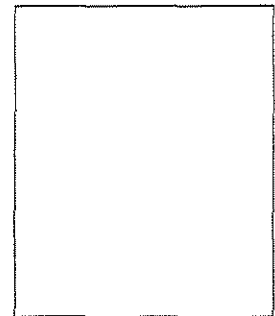
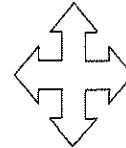
Final inspection date _____

Approved _____

Internal audit # _____

Date of refund _____

Show location of entrance using dimensions from corners of lot



Name of road: _____

Building Inspection List

Please call 905 355-2821 extension 233 to book your inspection.

Upon completion of each phase, the Building Department shall be notified by phone or email.

Failure to call for an inspection shall mean the contractor/builder shall uncover the work required for inspection at his/her own expense before proceeding with the construction.

An inspection shall be performed not later than two business days after making your request.

PHASE 1 – After Excavation – Prior to Pouring Concrete

Check soil conditions, presence of water, organics, unauthorized fill, and footing or slab forms.

PHASE 2 – Before Backfill

Check installation of drain tile, stone cover, damp proofing. Check footings, backfill material, foundation wall thickness and anchor bolts correctly imbedded. Lateral wall support.

PHASE 3 – Framing and Air Barrier

Check sub-floor, plates, lintels, bridging, studs, support posts/beams, partitions, trusses/rafters, sill plate sealed to foundation. All electrical and plumbing rough in inspections must be completed before calling for the framing inspection. Air barrier must be sealed or wrapped with no openings

PHASE 4 – Insulation

Check insulation, vapour barrier, wall corners, doors, windows, roof baffles, attic ventilation. Air Barrier is to be sealed, taped or caulked **everywhere**

PHASE 5 –Mechanical

Mechanical heating/cooling rough-ins and all ventilation intakes and exhausts are roughed-in.

PHASE 6 – Occupancy Inspection

See separate handout for detailed list of completed items for Occupancy. Proof of final inspection from the Electrical Safety Authority, Septic Inspector and Plumbing Inspector is also required.

Turn Page Over



PHASE 7 – Final Inspection

Completion of exterior & interior finishes, final site grading.

Please note: For plumbing permits

You are further reminded that it is the contractor's/builder's responsibility to contact the County Plumbing Inspector at the following construction stages to schedule inspections:

- 1) **INSPECTION OF WATER AND SEWER SERVICES:** The builder is to acknowledge and confirm their responsibility for the inspection of the water and sewer installations prior to backfill of the service trench. **The water and sewer installation inspection is to be conducted in conjunction with the excavation inspection.**
- 2) Prior to pouring concrete floor – underground inspection
- 3) Prior to drywall being installed – rough in inspection
- 4) Prior to occupancy – final inspection

For plumbing inspections, please call 905 372 1929 or 1 800 354 7050 between 8:30 am and 9:30 am.

Confirmation

The applicant has read and acknowledges the inspection requirements in this document.

Sign Here

Signature of Applicant

Building Department