

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 A: Non-Residential or Multi Unit Residential

A. Permit Information			
How would you like to receive your permit?	Pick-up: <input type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Other _____	Mail to: <input type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Other _____	
B. Ministry of Labour			
The Ministry of Labour must be notified for all projects where the construction cost exceeds \$50,000.00			
C. Permission to work in The City of Waterloo Right-of-Way			
<ul style="list-style-type: none"> • A separate work permit is required through the City of Waterloo Service Centre, where you require access across City owned parks or trails, or if you need to occupy or close a road, sidewalk, or boulevard to conduct work or other activities. • Further information is available on the City of Waterloo website or by contacting the Service Centre at 519-886-2310 or roads@waterloo.ca. 			
D. Non-Residential or Multi-Unit Residential			
Occupancy:			
<input type="checkbox"/> Group A (Assembly)	<input type="checkbox"/> Group B (Care, care and treatment or detention)	<input type="checkbox"/> Group C (Residential)	<input type="checkbox"/> Group D (Business and personal services)
<input type="checkbox"/> Group E (Mercantile)	<input type="checkbox"/> Group F (Industrial)		
E. Project Information			
# of Units	New:	Existing:	Total:
# of Storeys	New:	Existing:	Total:
Ground Floor Area (m ²)	New:	Existing:	Total:
Gross Floor Area (m ²) <i>(Excluding basement)</i>	New:	Existing:	Total:
Mezzanine Area (m ²)	New:	Existing:	Total:
Basement Area (m ²)	New:	Existing:	Total:
Ground Floor Area of Interior alterations (m ²):		Gross Floor Area of Interior Alterations (m ²): <i>(Excluding basement)</i>	
Basement Area of Alterations (m ²):		Parking Garage Area (m ²):	
F. Multiple Occupancy Buildings:		Residential Units/Bedrooms	
Occupancy Use	Area of Occupancy (m ²)	0-1 Bedroom Units:	
Group A		2-3 Bedroom Units:	
Group B		4-5 Bedroom Units:	
Group C		Total # of Units:	
Group D		Total # of Bedrooms:	
Group E			
Group F			
G. Additional Information and Contacts			
Business licenses: Businesses operating in Waterloo may require a license. For additional information contact 519-747-8785 or bl@waterloo.ca			

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>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"> 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="text-align: center;"> _____ 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.

COMMITMENT TO GENERAL REVIEWS BY ARCHITECTS AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

Part A - Owner's Undertaking

Permit Application No.

Project Description:

Address of Project:

Municipality:

WHEREAS THE Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed in Ontario;

NOW THEREFORE THE Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineer(s) have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers of Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

The undersigned hereby certifies that he/she has read and agrees to the above

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

ARCHITECT STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name: Signature: Print Name: Date:

Telephone: Fax: Address:

ARCHITECT STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name: Signature: Print Name: Date:

Telephone: Fax: Address:

ARCHITECT STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name: Signature: Print Name: Date:

Telephone: Fax: Address:

ARCHITECT STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY):

Consultant Name: Signature: Print Name: Date:

Telephone: Fax: Address: