



Building Permit Application

Front of Yonge Township Office
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Building Frequently Asked Questions

1. Can I meet with the Chief Building Officer? Inspection?
The Chief Building Officer is in the office on Tuesday and Thursday mornings. All appointments and inspections will be done on those days. If you wish to meet the Building Official, contact the Township Office at least one day in advance.
2. Do I need a Building Permit?
You require a building permit when:
 - a. The area is 108 sq. ft. or greater, or 10 sq. metres
 - b. Wood stove & chimney alterations for any purpose
 - c. Swimming pools (see below)
 - d. Decks greater than 108 sq. ft.
 - e. All additions to a dwelling
 - f. Window/door replacement (only if changing the size)
3. What do I need to bring with my application?
Please refer to the Application Requirements page.
4. How much will it cost?
Please refer to the page entitled "Schedule 'A'"
5. Do I need a permit for a swimming pool?
Yes, when the pool is capable of holding 24" or greater of water it must adhere to the Swimming Pool By-law (available online and from the Township Office).
6. Do I need to enclose my above ground pool?
Please consult the Swimming Pool By-law.
7. How far should my pool be from:
Property Line 5ft minimum from sides and back;
Consult the zoning By-law for minimum front yard setback
Septic System Contact the local Health Unit
8. Should I contact anyone about my pool?
Always call the Health Unit and/or Hydro to avoid potential problems.

All areas of the permit application are to be completed prior to submission

Plans MUST be submitted by a qualified professional engineer architect and/or registered designer with a BCIN number issued by the Ministry of Municipal Affairs and Housing. Buildings excluded from the above notice are:

- 1) Farm building less than 6460 sq. ft. and are 2 storeys or less;
- 2) Construction of a building that is owned by that person (residential only)
- 3) The extension, material alteration or repair of a residential unit containing not more than 2 dwelling units where no dwelling unit is located above another dwelling unit (required to be qualified but not registered with the Ministry)
- 4) Detached residential accessory building that does not exceed 538 sq. ft.

Application Requirements

Building Permit

When submitting an application for a Building Permit this office will require:

- 1 . If **NO** structures presently on the property:
 - a. Copy of your deed
 - b. Copy of Health Unit's approval for septic system
 - c. Copy of Access Permit (Municipal, County, or Provincial)
 - d. Copy of your Plot Plan showing lot lines and all proposed structures with measurements
 - e. Copy of your proposed building plans
 - f. Copy of your mechanical ventilation and heating plans
- 2 . If there are structures present on the property:
 - a. Copy of Health Unit's approval for septic system, adding bedroom and/or plumbing fixtures or size
 - b. Copy of Plot Plan showing present structures and/or proposed expansions or additions, with measurements
 - c. Copy of your building plans
- 3 . If for minor renovations or repairs, installation of a chimney and/or installation of a solid fuel fired appliance (as long as any structure is not being expanded), the above requirements may be waived.

Swimming Pools

When submitting a Swimming Pool Permit application, this office requires:

- 1 . Hydro lines, septic system beds, and building foundation setbacks are to meet the appropriate agencies' standards
- 2 . All private outdoor swimming pools must comply with the Front of Yonge Township's By-Law #15-06. A copy of the By-Law is available upon request at the Township Office.
- 3 . All decking and decking guards around pools must comply with the Ontario Building Code. A copy of the O.B.C. regulations are available upon request at the Township Office.

Required Inspections

(Under the Ontario Building Code, R.R.O. 1990, Reg 61, Sec.2.4.5.1)

The person to whom this permit has been issued shall notify the Chief Building Official in advance of the stages of construction specified below.

Stages of Construction Requiring Inspection

1. Commencement of the construction of the building;
2. Readiness to construct the footings;
3. Substantial completion of the footings and foundation and prior to backfill;
4. Substantial completion of the structural framing
5. Substantial completion of plumbing rough-in;
6. Substantial completion of insulation and vapour barrier;
7. Substantial completion of interior finishes and heating, ventilating, and air conditioning equipment;
8. Substantial completion of exterior cladding and site grading;
9. Completion of construction and installation of components required to permit occupancy by Sentence 2.4.3.1.(2) and 2.4.3.2.(1).
10. Prior to occupancy. It is a serious offence to occupy a new dwelling unit/addition or commercial unit/addition for which an occupancy has not been issued.
11. Final Inspection

Revocation of Building Permits

The Chief Building Official may revoke a building permit issued under the Building Code Act:

1. If, six months after its issuance, the construction or demolition in respect of which it was issued has not, in the opinion of the Chief Building Official, been seriously commenced, or;
2. If the construction or demolition of the building is, in the opinion of the Chief Building Official, substantially suspended or discontinued for a period of more than one year, or;
3. As otherwise provided by Part 10 of the Ontario Building Code Act.

I am aware that I am responsible to request and arrange for the above-noted inspections:

Date: _____ Signature of Applicant: _____ .

Classes of Permits and Permit Fees

1.	To repair and/or alter a building, or construction/install a swimming pool, installation of a solid fuel fired appliance and/or chimney, including agricultural buildings.	
	a) Minimum Fee	\$125
	b) Value of gut renovations to be calculated at	\$125+\$12/\$1000 of construction value
2.	To install solar panels:	
	a) Valued up to \$200,000	\$200
	b) Valued greater than \$200,000	\$300
3.	To construct a building or addition to a building:	
	a) New Construction:	\$125+\$12/\$1000 of construction value
	Single family/seasonal/modular dwellings (Valued at \$120.00 per sq. ft. or contractor's price; At \$80.00 per sq. ft. for 2 nd floor/finished basement)	
	b) Repairs, alterations, or additions:	\$125+\$12/\$1000 of construction value
	c) Accessory buildings to: (Valued at \$30.00 per sq. ft. or contractor's price)	\$125+\$12/\$1000 of construction value
	d) Decking: (Valued at \$15.00 per sq. ft. or contractor's price)	\$125+\$12/\$1000 of construction value
4.	To demolish any building	\$125
5.	To authorize occupancy prior to completion as per Subsection 2.4.3 of regulation 413/90	\$125
6.	To authorize occupancy of a completed building	N/C
7.	Annual renewal of permit	\$100
8.	Written request for special inspection	\$125
9.	Change of use permit	\$125
10.	Building without a permit	double the cost of the Building Permit
11.	Building Code Equivalency Evaluation (not including the cost of services by Independent Consultants or services by other)	\$1000

*For information purposes only. Permit fee to be determined by the Township Office.

Application for a Permit to Construct or Demolish

This form is authorized under the Building Code Sentence 2.4.1.1A. (2).

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 (m2)	
B. 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 ()	
C. 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 ()	
D. 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 ()	
E. 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			
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. Attachments			
i. Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3. ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities. iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system. iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.			
H. Declaration of applicant			
I _____ certify that: (print name)			
The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. I have authority to bind the corporation or partnership (if applicable).			
_____		_____	
Date		Signature of applicant	

The applicant hereby applies for a permit to build according to plans, specifications and plot plans herewith submitted and agrees to comply with all By-law and Municipal regulations, it being expressly understood that the issuing of a permit does not relieve the applicant from complying with all the said By-laws or Regulations, that in consideration of the issuing of the permit all claims are waived arising therefrom against the Corporation of the Township of Front of Yonge.

CONSTRUCTION DETAILS

- 1. Construction Type Frame___ Protected Frame___ Veneer___ Masonry___
 Reinforced Concrete___ Steel___ Other (specify)_____
- 2. Soil Type Rock___ Clay___ Loam___ Other_____
- Are special foundations required? Yes___ No___
- 3. Foundation Wall Thickness_____
- Type: Poured___ Block___ Other (specify)_____
- 4. Footings Size_____
- 5. Floor Load_____
- 6. Water Well___ Other (specify) _____
- 7. Heating Gas___ Oil___ Electric___ Other(specify)_____
- 8. Ventilation Required Ventilation Summary has been submitted___ or N/A___
- 9. Please indicate the number of new bedrooms and/or water fixtures proposed _____ or N/A___
- 10. Septic Approval Approval Obtained _____ or N/A___
- 11. CSA or Other Approval No. on Fuel Burning Appliance _____ or N/A___
- 12. Chimney Existing___ New___ CSA or Other Approval No. on Fuel Burning Appliance _____ or N/A___

SITE/SKETCH PLAN

- 1. Lot Dimensions: Lot Area _____ acres Lot Dimensions _____ ft. x _____ ft.
- 2. Setbacks from proposed structure to lot lines (view from road):
 Left Side Yard: _____ ft. Right Side Yard: _____ ft.
 Front Yard: _____ ft. Rear Yard: _____ ft.
- 3. Dimensions of: Proposed structure of Deck:
 Width: _____ N/A: _____
 Length: _____ Width: _____
 Height: _____ Length: _____
 Area Sq. ft. _____ Height: _____
- 4. Is there a barn located within 300m of the property? Y___ N___

TO BE INCLUDED ON SITE SKETCH for existing and proposed structures:

- 1. Distances to: All Lot Lines _____ Septic (tank and tile bed) _____ Well _____
- Note: New construction is to be a minimum of 5 ft. from septic tank and 17ft. from tile bed.*
 New construction is not to be within mantle area.
- 2. Road location _____
- 3. Number of storeys _____
- 4. Dimensions _____
- 5. Area (sq. ft.) _____

This application must be completed in full. Failure to do so will result in delay in processing. Sufficient information shall be submitted with each application to enable the Chief Building Official to determine if the proposed work will confirm with the Building Code Act, regulations thereunder & any other applicable law.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

I. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
J. 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 ()	
K. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1]			
<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			
L. Declaration of Designer			
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 2.17.4. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> 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 authority to bind the corporation or partnership (if applicable).			
_____		_____	
Date		Signature of Designer	

*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

NOTE:

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*.

Energy Efficiency Design Summary

(Part 9 Residential)

This form is used to summarize the energy efficiency design of the project. Information on completing this form is on the reverse

A. For use by Principal Authority	
Application No:	Model/Certification Number

B. Project Information

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

C. Compliance Option

<input type="checkbox"/> <i>SB-12 Prescriptive</i> [SB-12 - 2.1.1.]	Table: _____ Package: A B C D E F G H I J K L M (circle one)
<input type="checkbox"/> <i>SB-12 Performance*</i> [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> <i>Energy Star®*</i> [SB-12 - 2.1.3.]	* Attach Builder Option Package form
<input type="checkbox"/> <i>EnerGuide 80®*</i>	* House must be evaluated by NRCAN advisor and meet a rating of 80

D. 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"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Earth Energy
Windows+Skylights &Glass Doors		Other Building Conditions		
Gross Wall Area = _____ m ²	% Windows+ _____	<input type="checkbox"/> ICF Basement	<input type="checkbox"/> Walkout Basement	<input type="checkbox"/> Log/Post&Beam
Gross Window+ Area = _____ m ²		<input type="checkbox"/> ICF Above Grade	<input type="checkbox"/> Slab-on-ground	

E. 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 & Doors¹	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		Mechanicals	
Walls Above Grade		Space Heating Equip. ²	
Basement Walls		HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES 1. Provide U-Value in W/m ² .K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	
Slab (all ≤600mm below grade, or heated)			

F. 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 #: _____

G. Designers [names of designers who are responsible for the building code design and whose plans accompany the permit application]

Architectural	Mechanical
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Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form must accompany the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit may be refused. 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 at www.mah.gov.on.ca, or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

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.
- *SB-12 Performance* refers to the alternative method of compliance set out 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 be labelled on completion by Enerquality or other agency. 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 and 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.

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* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.