

## 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: 54-68-000-

### A. Project information

Address- 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. Applicant is: Owner or Authorized agent of owner (attach Authorization letter)

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

<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition
<input type="checkbox"/> Conditional Permit	<input type="checkbox"/> Fence	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Sign <input type="checkbox"/> Deck
Proposed use of building		Current use of building	

Description of proposed work
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## 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. Attachments

- i. Attach documents establishing compliance with applicable law as set out in Article 1.4.1.3. of Division A.
- 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.
- If the owner is a corporation or partnership, I have 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 to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to plumbing 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.

## Building Design Information

### A. Planning

Zoning designation:		Minor variance (if applicable)	
Set Backs :	Side Yard :	Rear Yard:	Front Yard:
	Min:	Min:	Min:

### B. Services details

Water	<input type="checkbox"/> Municipal	<input type="checkbox"/> Private	Sewers	<input type="checkbox"/> Municipal	<input type="checkbox"/> Private
Heating	<input type="checkbox"/> Gas	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Other	

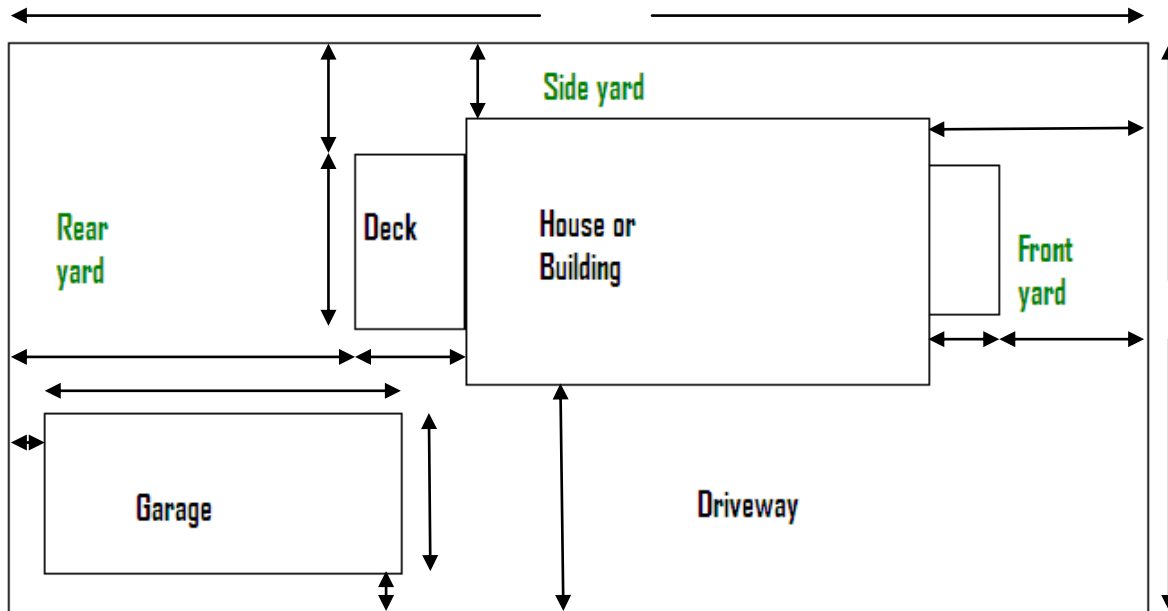
### C. Design Criteria

Classification of Building	Group A, B, C, D, E or F	Division 1, 2 or 3	Building sprinklered	<input type="checkbox"/> yes	<input type="checkbox"/> no
<input type="checkbox"/> Non-Combustible	<input type="checkbox"/> Combustible	# of storeys	Mezzanine as storey?	Mezzanine area	
Construction Dimensions	Length	Width	Area	Height	
Facing # of streets?	Occupant Load	Alarm system & type	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Required FRR (fire resistance rating)	Floors	Roof	Mezzanine		

### 2 (TWO) SETS OF PLANS TO BE SUMMITTED, Plans may include

Site Plan	Structural Plan	Landscaping Plan	Foundation Plan	Floor Plan
HVAC Plan	Plumbing	Sections	Specifications	Elevations

## Sample of site plan



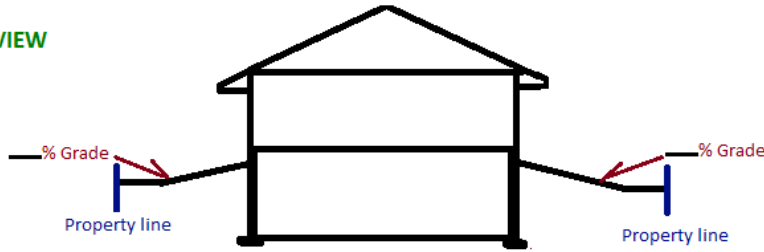
## NOTICE: DIAL BEFORE YOU DIG!

The following helpful checklist is for convenience only as there may be other services applicable to your area.

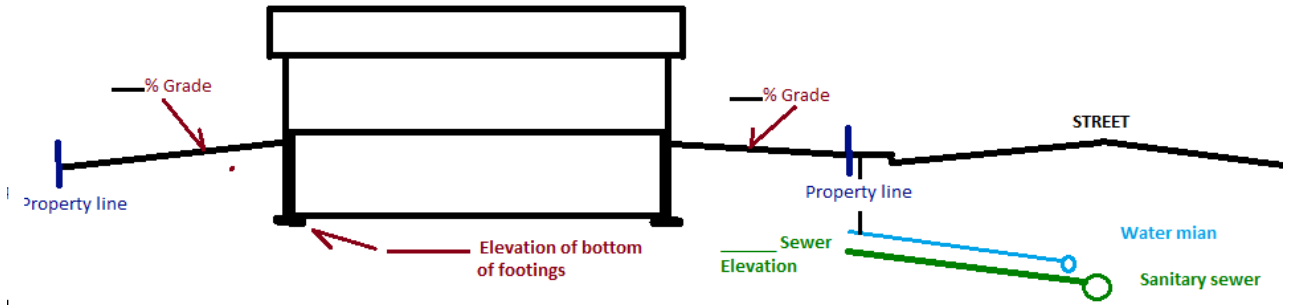
Obtain Clearances:		
Department	Contact Name	Date Contacted
Gas Co.		
Water Dept.		
Sewer Dept		
Storm Sewer Dept.		
Hydro One		
Telephone		
Cable Co.		
Health Dept.		
Other		

**NEW SINGLE FAMILY AND TWO FAMILY RESIDENTIAL  
SEWER & BUILDING ELEVATION PLAN**  
NOTE: all other new developments may require to enter into a  
siteplan control agreement

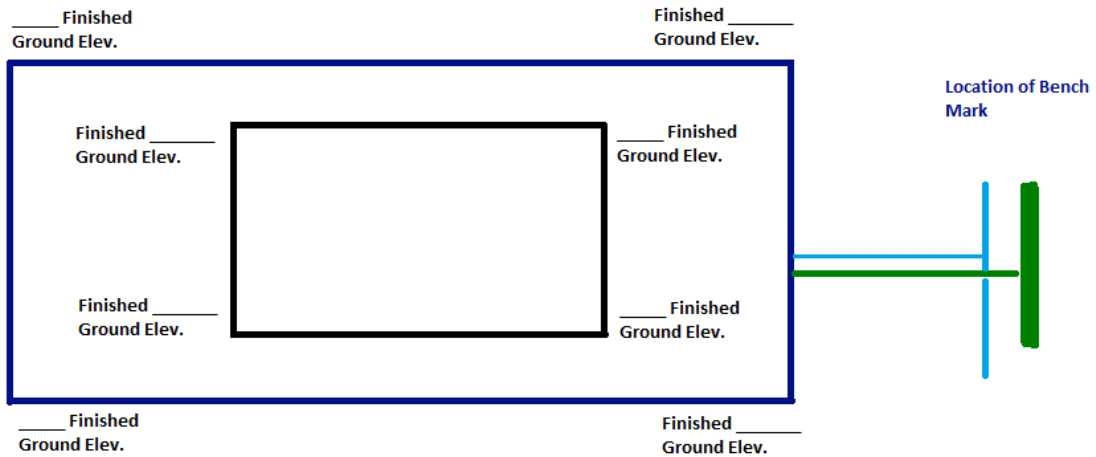
**STREET VIEW**



**SIDE VIEW**



**SITE PLAN**



1. Sanitary Sewer Elevation at Property Line \_\_\_\_\_
2. Minimum First Floor Elevation \_\_\_\_\_

Date Approved \_\_\_\_\_ **TOWN ENGINEER** \_\_\_\_\_  
(or Rep.)

In accordance with By-Law 2344, this application must be approved by the Town Engineer or his representative prior to the issuing of a Building permit and a copy of the approved application will be attached to the Building Permit Application Form.

This By-Law requirement applies to all new construction and reconstruction in the Town of Kirkland Lake.

**CONDITIONS FORMING PART OF APPLICATION**

**SOILS REPORT:**

If poor soil conditions are discovered during excavations, the undersigned agrees to verify the suitability of soils and footing sizes selected, which will be attested to in writing by a signed report, prior to construction of the footings by a Professional Engineer.

\_\_\_\_\_  
Owner or Authorized Agent

\_\_\_\_\_  
Print Name in Full

**SURFACE DRAINAGE:**

1. The undersigned agrees to set the final grades on the property in such a manner that surface drainage of adjacent properties will not be adversely affected.
2. The undersigned further agrees to obtain prior approval from the Town Engineering Division of The Department of Physical Services for any contemplated change from the original grades and elevation of a five foot width of the property adjacent to all lot lines.

\_\_\_\_\_  
Owner or Authorized Agent

\_\_\_\_\_  
Print Name in Full

**SHORING AND UNDERPINNING:**

If Construction is to take place close to another structure and possible undermining of the adjacent property is possible, the undersigned further agrees to prepare and obtain approval of shoring and underpinning drawings before commencing those portions of the excavation that will necessitate shoring and underpinning all plans and reports to be prepared by a Professional Engineer.

\_\_\_\_\_  
Owner or Authorized Agent

\_\_\_\_\_  
Print Name in Full

## 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 (    )	Fax number (    )	Cell number (    )	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1]</b>			
<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			
<b>D. Declaration of Designer</b>			
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 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: _____			
<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 3.2.5. of Division C, 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		

**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 authorization, 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.

