

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>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;"> </p> <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.

Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
Yes (Continue to Section C)		No (Continue to Section E)	
		Installer unknown at time of application (Continue to Section E)	
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p>I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</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. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>			



Permit No. _____
 Received _____
 Receipt# _____

Application for On-Site Sewage System Permit

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OWNER INFORMATION

Assessment Roll No: _____ Or Severed From
 Name of Owner: _____ Phone: _____
 Address: _____ Postal Code: _____

INSTALLER CERTIFICATION

Installer's Name: _____ Phone: _____
 Address: _____ Postal Code: _____
 MMHA Licence _____ Licence Expiry Date: _____
 Intaller's Signature: _____

SITE EVALUATION

Site Evaluation Name _____ Phone: _____
 Performed By: _____
 Address: _____ Postal Code: _____

SUPERVISOR OF WORK

Name: _____ Phone: _____
 Address: _____ Postal Code: _____
 License No. _____ License Expiry Date: _____

PROJECT INFORMATION

Type of Work: Construct New Repair Existing Alter Existing
 Remove/Demolish Existing Construction Cost \$ _____
 Occupancy (ies) Served: Residential Non-Residential (specify uses) _____

PROPERTY INFORMATION

Lot No: _____ Block _____ Concession _____ Ref. Plan _____
 Former Village, Lot Lot
 Township, Town _____ Area _____ m2 Frontage _____ m Lot Depth _____ m
 Directions to Lot: (Please be specific, include side of road, street names and 911# for houses on either side)

OWNER'S AUTHORIZATION

The owner is responsible for conducting a site evaluation and for designing an on-site sewage system that will perform its intended function. Neither the granting of a permit, nor the approval of plans nor inspections made by the building official shall in any way exempt the owners from complying with the Ontario Building Code or any other applicable law.

I, _____, the owner of the subject property, hereby authorize the above mentioned installer to act on my behalf with respect to all matters pertaining to the proposed on-site sewage system.

Signature: _____
 Date: _____

APPLICANT CERTIFICATION

I, _____ the undersigned certify all the information provided herein is true and accurate and agree to comply with the provisions of the On-Site Sewage Systems Bylaw and Zoning Bylaws of the Township of West Lincoln and any amendments thereto. I/We further agree that neither granting of a Permit nor the official shall relieve me/us from full responsibility for carrying out work in accordance with the above-mentioned bylaws or pertinent rules or regulations.

Signature: _____
 Date: _____

Application Approved Not approved By: _____ Date: _____

Green – Office

White – Owner

Yellow – Installer

FIXTURE INFORMATION

Description	Total #	X	Fixture Units	=	Total Fixture Units
Water Closet (Flush Tank Toilet)	_____	X	_____	=	_____
Each Sink or Washbasin	_____	X	_____	=	_____
Bathtub or Shower	_____	X	_____	=	_____
Dishwasher	_____	X	_____	=	_____
Clothes Washing Machine	_____	X	_____	=	_____
Single or Double Laundry Tubs	_____	X	_____	=	_____
Other _____	_____	X	_____	=	_____
Other _____	_____	X	_____	=	_____
			*Total Fixture Units		_____
Total finished area of dwelling, (excluding the area of the finished basement and garage)					_____ m ²
Total fixture units <u>within all buildings on the property</u> (from above)*					_____
Total # of bedrooms on the property _____			Daily flow rate _____	litres/day	

SITE EVALUATION INFORMATION

Water Supply Proposed Existing Municipal

Dug/Bored Well Point Well Drilled well Other (Explain) _____

Water Treatment: Water Softner Other (Explain) _____

Describe the existing soil conditions in sewage system area: Type: _____

Soil Percolation Time: _____ min/cm Percolation Test Date: _____

Soil grains analysis report: yes, attached no

Depth to bedrock/impervious soil layer: _____ m To high water table: _____ m

Nearest Well on this lot on adjacent lot Watertight cased to 6 m Distance _____ m

Next Nearest Well on this lot on adjacent lot Watertight cased to 6 m Distance _____ m

SEWAGE SYSTEM INFORMATION

Class 2 Grey – Water Pit Class 3 Cesspool Describe _____

Class 4 Trench Bed Analysis of Filter Material: Received

Use existing soil or Imported Soil Fill-base Absorption Trenches: Area _____ m²

Percolation Rate: _____ min/cm Height: _____ Header or Distribution Box

Total length of tile: _____ m = # runs of tile _____ x length of run _____

Tank Use existing New (gov't approved) Concrete Polyethylene Capacity (L) _____

Class 4 Filter Bed Analysis of Filter Material: Received

Area of filter medium: _____ m² Contact Area: _____ m² Header or Distribution Box

Extended Contact Area: _____ m² (include mantel)

Total Length of Tile: _____ m = # runs of tile _____ x length of run _____

Tank Use Existing New (gov't Approved) Concrete Polyethylene Capacity (L) _____

Class 4 Treatment Unit Manufacture: _____ Model: _____

Primary Tank Size (L) _____ Secondary Tank Size (L) _____

Daily Flow rate Capacity (L) _____

Class 5 Holding Tank Pump out Agreement must be provided: Received

Manufacturer: _____ Model: _____ Capacity: _____

Concrete Steel Polyethylene Other _____

Alarm: Audio and/or Visual Licensed Hauler: _____

Pump For any of the above, is a pump required? Yes No

If yes, Head _____ Run _____ Horsepower _____ Capacity (L) _____

*****PLEASE ATTACH DRAWINGS TO APPLICATION*****

PLEASE NOTE: ANY CHANGE TO LOCATION AFTER PERMIT ISSUANCE REQUIRES APPROVAL FROM TOWNSHIP OF WEST LINCOLN PRIOR TO INSPECTION

LOT DIAGRAM AND SEWAGE SYSTEM PLAN

All applications must include a lot diagram and sewage system plan, drawn to scale indicating north point and showing the following:

- a) Cross section of system – show mantel, depth, tiles, etc.
- b) Legal description, lot size, property dimensions, existing rights of way, easements or municipal/utility corridors, lane ways;
- c) Location of structures, wells, lakes, ponds, reservoirs, rivers, springs, streams, property lines
- d) Location of proposed sewage system
- e) Location of any unsuitable, disturbed or compacted areas
- f) Proposed access routes for system maintenance

A large grid for drawing the lot diagram and sewage system plan. The grid consists of 20 columns and 20 rows of squares, providing a scale for the drawing.