

## RESIDENTIAL INTERIOR RENOVATIONS

### PERMIT APPLICATION & INFORMATION



### Building Department

Building Information Officer - [permits@southglengarry.com](mailto:permits@southglengarry.com) - ext 258





## **Permit Application Checklist for Residential Interior Renovations**

- Building Permit Application Fee:**
  - \$150.00 application base fee. (cash, cheque or debit)

### **Forms required to be included as part of the Permit Application:**

1. Completed "Application for Permit to Construct or Demolish" form (attached)
2. "Authorized Agent" form (if applicable, attached) for permit application
  - Required if someone other than the property owner is the permit applicant
3. Approval documents required by an applicable law
4. "Schedule 1: Designer(s) Information" form (attached)

### **Drawings & information required to be included as part of the Permit Application:**

- Foundation Plan
- Floor plan(s)
- Floor Framing Plan or pre-engineered floor truss layout and corresponding LVL specifications
- Roof Framing Plan or pre-engineered roof truss layout and corresponding LVL specifications
- Building Elevations
- Cross- Section(s)- indicate Floor, Wall and Roof Assemblies
- Residential Mechanical Ventilation Design Summary
- Ductwork design and associated drawings
- Review of Existing On-Site Sewage System capacity (see note #1 below)
- Other \_\_\_\_\_

*Two sets of drawings and information are required to be included as part of the Permit Application Submission*

*All drawings shall be legible, to scale, dimensioned and provide sufficient information that describes the extent of proposed work.*

### **Note:**

1. *Review of existing on-site sewage system by a qualified designer is required where:*
  - a) *Increasing the number of bedrooms in the dwelling*
  - b) *The area of the addition exceeds 15% of the existing finished area of the dwelling*
  - c) *Adding plumbing fixtures to the dwelling*



## **Township of South Glengarry**

6 Oak Street, P.O. Box 220, Lancaster, ON, K0C 1N0

T: (613) 347-1166 | F: (613) 347-3411

[www.southglengarry.com](http://www.southglengarry.com)

This form summarizes the minimum required information to be submitted, as part of a permit application, in accordance with the Building Code Act and the Township of South Glengarry's Building By-Law. Every attempt has been made to provide a complete list. However, should the requirement for additional documents and/or approvals be determined during the processing of this application you will be notified.

Please ensure that your permit application is complete. Note that incomplete applications may not be accepted for processing and are not subject to the time periods within which a permit is issued or refused as prescribed in the Building Code.



# 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: _____ <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
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 <sup>2</sup> )	
B. 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			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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 (    )	

<b>E. Builder (optional)</b>				
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 ( )
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
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.			<input type="checkbox"/> Yes	<input type="checkbox"/> 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> .			<input type="checkbox"/> Yes	<input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
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.



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## Consent and Acknowledgment

### A. Agent Authorization

I, \_\_\_\_\_ am the registered property owner(s) of the property described in this application  
(print name of owner)

form and do hereby authorize \_\_\_\_\_ to make applications and amendments on my behalf.  
(print name of authorized agent)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of property owner

It is understood that I/we will abide by all the by-laws and acts of the Townships of South Glengarry and that any approvals granted by this application will be carried out in accordance with the municipal requirements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of authorized agent

### B. Information Release

I, \_\_\_\_\_ am the owner or the Authorized Agent of the owner.  
(print name)

named in the building permit application information herein and hereby authorized the Township of South Glengarry to release any information pertaining to the said building permit application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

### C. Incomplete Application

I, \_\_\_\_\_ am the owner or the authorized agent of the owner  
(print name)

and do hereby acknowledge that this application is deemed to be incomplete and is not entitled to the same time periods prescribed in Column 2 table 1.3.1.3 Division C of the Building Code. No permit will be issued until such time that all of the required information is submitted and the review for compliance by the chief Building official or their designate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant