

RESIDENTIAL ACCESSORY BUILDINGS
(Detached Garage, Gazebo, Shed serving a
Single Detached, Semi-Detached, Duplex Dwellings and Row Houses)
PERMIT APPLICATION & INFORMATION



Building Department

Planning & Building Information Officer - permits@southglengarry.com - ext 258



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

Permit Application Checklist for Accessory Buildings

(Serving Detached House, Semi Detached House, Townhouse or Row house)

- **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 Information Form

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

- Site Plan illustrating information such as but not limited to the following:
 - Property lines and property dimensions
 - Existing and proposed lot grading & drainage (see note #1 below)
 - Location and dimensions of proposed and existing buildings and structures and their respective setbacks from property lines
 - Location of and distances to municipal drains
 - On-site sewage system location and clearance distances
 - Existing and proposed entrances
 - Municipal roadway and driveway location
 - North arrow
- Floor plan(s)
- Foundation Plan
- Roof Framing Plan or Pre-engineered roof truss layout and corresponding LVL specifications
- Building Elevations
- Cross- Section(s)- indicate Floor, Wall and Roof Assemblies

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.



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Note:

1. *If a property is located within an Urban or Rural Settlement area or on a property that is 0.4 hectares (1 acre) or less in size, a grading and drainage plan prepared by a professional must be submitted and approved by the Chief Building Official.*
2. *The accessory building is required to be supported on a foundation extending a minimum of 4'-6" below grade if:*
 - a) *The building is 55m² or more in area*
 - b) *The building is of masonry or masonry veneer construction*

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 ²)	
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 ()	

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.			<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): _____				
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.			<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
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.



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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

Application no.	Address:	Date:
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The following approval processes must be completed if they apply to this project, before a building permit can be issued. This listing is provided for convenience purposes only and does not necessarily describe every approval which may be necessary. For more detailed information about the application of these laws to any project, please contact the listed agency, or refer to the actual text of the legislation. For assistance in completing this form, please contact a Building Services Representative.
Completing this form accurately and providing necessary documents will expedite the issuance of your building permit.



Please check [] the items that apply, and attach approval documents where applicable.

LOCAL MUNICIPALITY ▼ FORM OF APPROVAL REQUIRED DOCUMENTS RECEIVED ▼

Planning & Zoning

- | | |
|--|--|
| <input type="checkbox"/> MINOR VARIANCE <i>Planning Act s. 45</i>
Where application doesn't comply with all zoning provisions | Final & binding decision by Committee of Adjustment
Contact: Township of South Glengarry Building Department,
Secretary-Treasurer to the Committee of Adjustment
613-347-1166 <hr style="width:100%;"/> |
| <input type="checkbox"/> ZONING BY-LAW AND AMENDMENTS <i>Planning Act s. 34</i>
Where development requires amended zoning by-law | Zoning by-law final & binding
Contact: Township of South Glengarry Planning Services
613-347-1166 <hr style="width:100%;"/> |
| <input type="checkbox"/> DIVISION OF LAND <i>Ref. Planning Act Part VI</i>
Where land division required for zoning compliance | Registration of Plan or Deed
Contact: Township of South Glengarry Planning Services
613-347-1166 <hr style="width:100%;"/> |
| <input type="checkbox"/> PROVINCIAL ZONING ORDERS <i>Planning Act s. 47</i>
For areas covered by Minister's zoning orders | Approval of the Minister
Contact: MMAH Services Office 1-800-668-0230 <hr style="width:100%;"/> |
| <input type="checkbox"/> SITE PLAN APPROVAL <i>Planning Act s. 41</i>
For development in site plan control areas | Approval of site plans by the Township
Contact: Township of South Glengarry Planning Services
613-347-1166 <hr style="width:100%;"/> |
| <input type="checkbox"/> <i>Planning & Development Act</i>
Where Provincial planning control has been applied | Approval of the Minister
Contact: MMAH Services Office 1-800-668-0230 <hr style="width:100%;"/> |

Heritage

HERITAGE PERMITS

- | | |
|---|--|
| <input type="checkbox"/> <i>Ontario Heritage Act s. 30(2), 33, 34</i>
Where property is designated or undergoing designation | Consent of Council to alter or demolish
Contact: Township of South Glengarry Planning Services,
613-347-1166 <hr style="width:100%;"/> |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 27</i>
Demolition or removal of building listed in municipal register | Expiration of 60 day notice of intent to Council
Contact: Township of South Glengarry Planning Services,
613-347-1166 <hr style="width:100%;"/> |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 42</i>
Where land is in a heritage conservation district | Heritage permit issued by Council
Contact: Township of South Glengarry Planning Services,
613-347-1166 <hr style="width:100%;"/> |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 40.1</i>
Property is in heritage conservation study area | Compliance with heritage conservation study by-law
Contact: Township of South Glengarry Planning Services,
Heritage Manager 613-347-1166 <hr style="width:100%;"/> |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 34.5 & 34.7(2)</i>
Where property is designated by Minister of Culture
7136 | Consent of Minister to alter or demolish
Contact: MOC Regional Conservation Advisor, 416-314-
_____ <hr style="width:100%;"/> |

CONSERVATION AUTHORITY ▼ FORM OF APPROVAL REQUIRED DOCUMENTS RECEIVED ▼

Conservation

- | | |
|--|--|
| <input type="checkbox"/> AUTHORITY PERMIT <i>Conservation Authorities Act s. 28</i>
Where construction affects the control of flooding, erosion,
dynamic beaches, pollution or conservation of land | Construction & fill permit
Contact: Raisin Region Conservation Authority 613-938-3611 <hr style="width:100%;"/> |
|--|--|

PROVINCIAL APPLICABLE LAWS

▼ FORM OF APPROVAL REQUIRED DOCUMENTS RECEIVED ▼

Agriculture & Food

- Nutrient Management Act 2002 s. 11 reg 267/03*
Farm buildings housing animals or animal manure
- Milk Act s. 14*
Where building used as a milk processing plant

Ministry of Agriculture & Food

Record of Approval of NMS issued by MAF
Contact: P. Engineer 519-826-6366

Permit issued by the Director, MAF
Contact: Food Inspection Branch
1-888-466-2372 ext. 6-4180

Charitable Institutions

- Charitable Institutions Act s. 5*
Where building is used for a charitable institution

Ministry of Health & Long Term Care

Minister's approval of construction
Contact: Long-Term Care Planning 1-877-767-8889

Child Care Centres

- Day Nurseries Act s. 5 reg 262*
Where building is used for a daycare

Ministry of Children & Youth Services

Ministry plan approval
Contact: Regional Office 905-567-7177

Education

- DEMOLITION OF SCHOOLS
Education Act s. 194
Where a school is proposed to be demolished

Ministry of Education

Minister's approval of demolition
Contact: Architect 416-325-2015

Environment

- Environmental Assessment Act s. 5*
Major industrial or commercial enterprises & Government projects
- BROWNFIELD REDEVELOPMENT
Environmental Protection Act s. 168
Where industrial or commercial property changed to residential or parkland use
- FORMER WASTE DISPOSAL SITES
Environmental Protection Act s. 46
Where building on former landfill or waste disposal site
- RENEWABLE ENERGY APPROVAL
Environmental Protection Act s. 47.3
For renewable energy projects that use wind, solar and bio-energy to generate electricity

Ministry of the Environment

Minister's approval of Terms of reference & EA
Contact: MOE Assessment & Approvals 1-800-461-6290

Record of Site Condition filed with MOE
Conformance with Certificate of Property Use
Contact: MOE Central Region 416-326-4840

Minister's approval to use the land
Contact: MOE Investigations & Enforcement 416-326-6700

Minister's Renewable Energy Approval
Contact: MOE Assessment & Approvals 1-800-461-6290

Funeral Homes

- Funeral Directors and Establishments Act s. 9 reg 469*
Where building houses funeral establishment

Ministry of Consumer & Business Services

Notify Registrar, MCBS
Contact: Board of Funeral Services 1-800-387-4458

Highways

- MTO PERMIT *Public Transportation Act s. 34/38*
Where construction is adjacent to a highway, or is within 800m of highway & will generate major traffic

Ministry of Transportation

Building & Land Use permit issued by MTO
Contact: Regional Office of MTO 416-235-5385

Long Term Care Homes

- Nursing Homes Act s. 4, 5 reg. 832*
Homes for the Aged & Rest Homes Act s. 14
Elderly Persons Centres Act s. 6 reg. 314
Construction, alteration or conversion of building used for a nursing home

Ministry of Health & Long Term Care

Minister's approval of construction
Minister's approval of construction
Contact: Planning & Renewal Branch 1-877-767-8889
or MOH & Long Term Care Regional Office

Personal Information on this form is collected and used for the purpose collected under the authority of Municipal Act, as amended. Questions about the collection of personal information should be directed to: Records and Freedom of Information Officer, Clerk's Department, 613-347-1166.

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, Lightings and Power	→ Plumbing – All Buildings	
→ Complex Buildings	→ Fire Protection	→ On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name)			
→ 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: _____			
→ 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. Individual BCIN: _____ Basis for exemption from registration: _____			
→ The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____ I ce			
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.			
_____ 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.