

**RESIDENTIAL INTERIOR RENOVATIONS
& FINISHED BASEMENTS
PERMIT APPLICATION & INFORMATION**



Building Department

permits@southglengarry.com -613-347-1166 Ext. 2205



Permit Application Checklist for Interior Renovations & Finished Basements

Building Permit Fees:

- \$250.00 application base fee
- Applicable permit fees
 - o Payable by cash, cheque, debit or online by credit card/debit

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

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

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

- Site Plan illustrating information such as but not limited to the following:
 - Lot size and the dimensions of property lines;
 - Locations and dimensions of proposed and existing structures and their respective setback distances 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;
 - Rights of way, easements, and the location of all services;
 - Calculated proposed lot coverage; and
 - North arrow
- Foundation plan
- Floor plan(s)
- Floor framing plan or pre-engineered floor truss layout
- Roof framing plan or pre-engineered roof truss layout
- LVL specifications (if applicable)
- Cross- section(s)- indicate floor, wall and roof assemblies
- Building elevations
- Residential Mechanical Ventilation Design Summary
- Ductwork design, heating / cooling load calculations and associated drawings
- Review of existing on-site sewage system capacity (see note #1 below)



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www.southglengarry.com

One set 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.

How to Apply: (select 1 of 3 options below)

1. **Apply online through Cloudpermit, an online system allowing users to track and monitor their building permit.**
2. **Download and complete the fillable PDF building permit application and email it directly to the building department (permits@southglengarry.com).**
3. **Deliver application to the municipal office.**

Note:

1. Review of existing on-site sewage system by a qualified designer is required where:
 - a) Number of bedrooms in the dwelling is increasing,
 - b) The area of the addition exceeds 15% of the existing finished area of the dwelling or,
 - c) Additional plumbing fixtures are proposed.

The review will need to demonstrate that the existing septic system can accommodate the proposed daily design flow. If any work is required, a septic system permit will be need to be obtained.

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: _____ (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 (if known)				
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. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence 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., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.



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Consent and Acknowledgment Form

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 Township of South Glengarry by-laws and that any approvals granted by this application will be carried out in accordance with the municipal requirements.

_____ Date _____ Signature of authorized agent

B. Incomplete Application

I, _____ am the owner or the authorized agent of the owner and do hereby
(print name)

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 the required information is submitted and reviewed for compliance by the Chief Building Official or their designate.

_____ Date _____ Signature of applicant

C. Administrative Performance Deposits

A refundable Administrative Performance Deposit (Deposit) is charged for each Building Permit issued. The amount of the Deposit is based on construction value of the work. The full amount of the Deposit is refundable if the work is completed in accordance with the timelines prescribed in By-Law 26-2022.

Prior to refunding the Deposit, the Applicant/Permit Holder shall obtain a final inspection. The Deposit will be refunded to the PERSON indicated below once the final inspection has passed. One hundred percent (100%) of the Deposit will be refunded if work and all required inspections are fully completed within two (2) years of the date of issuance of the permit. An amount equal to twenty-five percent (25%) of the original deposit is retained annually thereafter. Pursuant to Building By-Law 26-2022, additional fees incurred by the Permit Holder may be deducted from the Deposit.

I hereby acknowledge that I have read and understand that it is the responsibility of the Applicant/Permit Holder to notify the Township for all required inspections, including the final inspection, in order to obtain the Deposit.

_____ Date _____ Signature of property owner

_____ Date _____ Signature of applicant

Name of Person to return Deposit to:

Complete Mailing Address:

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>_____</p> <p style="display: flex; justify-content: space-between;"> 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 Professional Engineers Ontario.

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.

Completing this form accurately and providing necessary documents will expedite the issuance of your building permit.

Applicable Law Checklist

Child Care and Early Years Act, 2014	Applicable	
<ul style="list-style-type: none"> Section 14 of Ontario Regulation 137/15 (New, used, altered or renovated buildings for use as a child care center requires approval.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Clean Water Act, 2006	Applicable	
<ul style="list-style-type: none"> Section 59 (Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated Risk Management Official.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Conservation Authorities Act	Applicable	
<ul style="list-style-type: none"> Section 28 (Where construction affects the control of flooding, erosion, dynamic beaches, pollution or conservation of land) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Education Act	Applicable	
<ul style="list-style-type: none"> Section 196 (No building shall be fully or partially demolished without approval from the Minister.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Environmental Assessment Act	Applicable	
<ul style="list-style-type: none"> Section 17.2 (Comprehensive Environmental Assessments require approval from the Minister or the Ontario Land Tribunal to proceed with a project.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> Subsection 17.2(5) (No person shall proceed in a manner inconsistent with their approval conditions.) 		
Environmental Protection Act	Applicable	
<ul style="list-style-type: none"> Section 46 (No use of land or land covered by water which was used for waste disposal within 25 years from the ceased land use, unless approved by the Minister.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> Section 47.3 (Renewable energy approval.) (example: solar and wind) 		
<ul style="list-style-type: none"> Section 168.3.1 Brownfield Redevelopment (Change the use of a property from industrial or commercial to residential or parkland.) 		
<ul style="list-style-type: none"> Paragraph 2 of subsection 168.6(1) (Certificate of property use and possible conditions.) 		
Milk Act	Applicable	
<ul style="list-style-type: none"> Section 14 (Permit from the director required to construct or alter any building intended for use as a plant.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Nutrient Management Act, 2002	Applicable	
<ul style="list-style-type: none"> Section 11.1 (A building or structure located on a farm that is used to house farm animals (greater than 5 NU) or store nutrients requires a nutrient management strategy approval.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Ontario Heritage Act	Applicable	
<ul style="list-style-type: none"> Subsection 27(9) (Demolition of a building or structure that is not designated as heritage but is of cultural heritage value or interest to the municipality.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> Subsection 30(2) (Once intention to designate a heritage property is properly served, heritage conditions apply.) 		
<ul style="list-style-type: none"> Section 33 (No person shall alter the property if the alteration affects the properties heritage attributes unless approval is granted by the council of the municipality.) 		
<ul style="list-style-type: none"> Section 34 (No person shall demolish any of the properties heritage attributes unless approval is granted by the council of the municipality.) 		
<ul style="list-style-type: none"> Section 34.5 (No alteration or demolition of a designated heritage property without consent from the Minister.) 		
<ul style="list-style-type: none"> Subsection 34.7(2) (Permits void once notice of intention to designate is given.) 		
<ul style="list-style-type: none"> By-laws made under 40.1 (Designation of study area.) 		
<ul style="list-style-type: none"> Section 42 (Erection, alteration or demolition of a building requires a permit from the council of the municipality.) 		

New Home Construction Licensing Act	Applicable	
<ul style="list-style-type: none"> Section 17.4 (Confirmation of registration and enrolment.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Ontario Planning and Development Act, 1994 – N/A	Applicable	
<ul style="list-style-type: none"> Section 14 (In the event of conflict between a development plan and an official plan or zoning by-law, the development plan prevails.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> Orders made by the Minister under subsection 17(1) (The Minister may make orders under the Planning Act.) 		

Public Lands Act	Applicable	
<ul style="list-style-type: none"> Section 2 (Construction or placement of a building on public land. Construct or place a structure or a combination of structures that contain more than 15 m2 of physical contact with shore lands.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Planning Act	Applicable	
<ul style="list-style-type: none"> Section 33 – N/A (Demolition control area by by-law.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> By-laws made under Section 34 (Zoning by-law.) 		
<ul style="list-style-type: none"> Orders by the minister under section 34.1 (Orders made by the Minister.) 		
<ul style="list-style-type: none"> Section 37 – N/A (Community benefit charge by-law.) 		
<ul style="list-style-type: none"> Section 38 (Interim control by-law.) 		

<ul style="list-style-type: none"> Section 41 (Site plan control by-law.) 		
<ul style="list-style-type: none"> Section 42 (Conveyance of land for park purposes.) 		
<ul style="list-style-type: none"> Section 46 (Mobile homes, land lease community homes.) 		
<ul style="list-style-type: none"> Orders by the minister under section 47 (Orders made by the minister re zoning and subdivision control.) 		
<ul style="list-style-type: none"> By-laws made under Ontario Regulation 173/16 (Community Planning Permits.) – N/A 		
<ul style="list-style-type: none"> By-laws made under Ontario Regulation 246/01 (Development Permits.) – N/A 		

Public Transportation and Highway Improvement Act	Applicable	
<ul style="list-style-type: none"> Section 34 (Place, erect or alter any building within 45m of the King's Highway or within 180m of intersection center point. Any sign within 400m of any limit of the King's highway. Use any land within 800m of any limit of the King's highway as a shopping center, stadium, fair ground, race track or drive-in theatre.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<ul style="list-style-type: none"> Section 38 (Place, erect or alter any building within 45m of a controlled-access highway or within 395m of the center point. Any sign within 400m of any limit of a controlled-access highway. Use any land within 800m of any limit of a controlled-access highway as a shopping center, stadium, fair ground, race track or drive-in theatre.) 		

Aeronautics Act – By-Law 12-02	Applicable	
<ul style="list-style-type: none"> Section 5.81 (By-law made by a municipality under agreement from the Minister.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Building Better Communities and Conserving Watersheds Act, 2017	Applicable	
<ul style="list-style-type: none"> Section 25 of Schedule 4 (Construction of a building affecting flooding control, erosion, dynamic beaches or pollution or conservation of land.) 	Yes <input type="checkbox"/>	No <input type="checkbox"/>