



PERMIT APPLICATION CHECKLIST – RESIDENTIAL ACCESSORY BUILDINGS

Detached Garages, Gazebo, Sheds

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

1. Application for Permit to Construct or Demolish Form
2. Schedule 1: Designer Information Form
3. Approval documents required by an applicable law.
4. Building Permit Authorization Form (if applicable) - Required if someone other than the property owner is the permit applicant.

*** All forms listed above can be found at www.southdundas.com**

Information required to be included as part of the Permit Application

1. Site Plan illustrating information such as, but not limited to, the following:
 - Property lines and property dimensions
 - Existing and proposed lot grading and 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 of municipal drains
 - On-site sewage system location and clearance distances
 - Existing and proposed entrances, Municipal roadway and driveway location
 - North arrow
2. Foundation Plan and Floor Plan(s) (see Note #2 below)
3. Floor Framing and Roof Framing Plan or pre-engineered layouts by manufacturer
4. Cross-Section(s)- indicate Floor, Wall and Roof Assemblies
5. Building Elevations

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 must provide sufficient information that describes the extent of the proposed work.



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.

Note # 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 592 square feet or more in area; and/or
- b) The building is of masonry or masonry veneer construction.

Conclusion

This form summarizes the minimum requirements to be submitted, as part of a permit application, in accordance with the Building Code Act and the Municipality of South Dundas Building By-Laws. 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 Ontario 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			
<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 Warranties 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				
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <ol style="list-style-type: none"> 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. <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>				

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]					
<input type="checkbox"/> House <input type="checkbox"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings		<input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection		<input type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <input type="checkbox"/> On-site Sewage Systems	
Description of designer's work					
D. Declaration of Designer					
I _____ declare that (choose one as appropriate): <div style="text-align: center;">(print name)</div> <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: _____ 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: _____ Basis for exemption from registration: _____ </p> <p> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____ </p> <p>I certify that:</p> <ol style="list-style-type: none"> The information contained in this schedule is true to the best of my knowledge. I have submitted this application with the knowledge and consent of the firm. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Date</div> <div>Signature of Designer</div> </div>					

NOTE:

- 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.
- 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.



MUNICIPALITY OF SOUTH DUNDAS

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Building Permit Authorization Form

Property, Civic Number: _____ Road/Street Name: _____

Legal Description (Lot, Con./Plan) _____

Roll Number: _____

Proposed Construction Project: _____

Authorization: If the applicant/contractor is not the owner of the land that is the subject of this building permit application, the written authorization of the owner(s) that the applicant/ contractor is authorized to make this building permit application and obtain the building permit on their behalf as set out below, must be completed by the **Registered Owner(s)**

I/We, _____ being the Registered Owner(s) of the land(s) that are subject to this building permit Application, hereby authorize _____, to prepare and submit this application and act as my/our agent on my/ our behalf.

Date: _____

Signature of Registered Owner(s) _____
