



PERMIT APPLICATION CHECKLIST – RESIDENTIAL RENOVATIONS

Renovations to Existing Residential Dwellings

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

*** 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 (may not be required where all proposed work is Interior).
2. Floor Plan(s)
3. Cross-Section(s)- indicate Floor, Wall and Roof Assemblies
4. Building Elevations
5. Residential Mechanical Ventilation Design Summary(where applicable)
6. On-Site Sewage System Permit Approval by South Nation Conservation Authority (See Note #1 below)
7. Other: _____

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

Note # 1

Review of existing on-site sewage may be required when increasing the number of bedrooms in the dwelling or adding plumbing fixtures to the dwelling.



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 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 | | | | |
| 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 | | | | |
| <p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p>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] | | | |
| 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. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;">Signature of Designer</p> </div> </div> | | | |

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> | | | |

Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

| For use by Principal Authority | |
|--------------------------------|----------------------------|
| Application No: | Model/Certification Number |

A. Project Information

| | | | |
|------------------------------|-------------|--------------------------------------|---------|
| Building number, street name | | Unit number | Lot/Con |
| Municipality | Postal code | Reg. Plan number / other description | |

B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

| |
|---|
| <i>SB-12 Prescriptive (input design package):</i> Package: _____ Table: _____ |
|---|

C. Project Design Conditions

| Climatic Zone (SB-1): | Heating Equipment Efficiency | Space Heating Fuel Source |
|--|--|---|
| <input type="checkbox"/> Zone 1 (< 5000 degree days) | <input type="checkbox"/> ≥ 92% AFUE | <input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel |
| <input type="checkbox"/> Zone 2 (≥ 5000 degree days) | <input type="checkbox"/> ≥ 84% < 92% AFUE | <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy |
| Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area | | Other Building Characteristics |
| Area of walls = _____m ² or _____ft ² | W, S & G % = _____ | <input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement |
| Area of W, S & G = _____m ² or _____ft ² | Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement |
| | | <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit |
| | | <input type="checkbox"/> Air Sourced Heat Pump (ASHP) |
| | | <input type="checkbox"/> Ground Sourced Heat Pump (GSHP) |

D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

| Energy Efficiency Substitutions | | | |
|--|--|--|--------------------|
| <input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6)) | | | |
| <input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7)) | | | |
| <input type="checkbox"/> Airtightness substitution(s) | <input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____ | | |
| Airtightness test required (Refer to Design Guide Attached) | <input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____ | | |
| | Required: _____ Permitted Substitution: _____ | | |
| Building Component | Minimum RSI / R values or Maximum U-Value ⁽¹⁾ | Building Component | Efficiency Ratings |
| Thermal Insulation | Nominal Effective | Windows & Doors Provide U-Value ⁽¹⁾ or ER rating | |
| Ceiling with Attic Space | | Windows/Sliding Glass Doors | |
| Ceiling without Attic Space | | Skylights/Glazed Roofs | |
| Exposed Floor | | Mechanicals | |
| Walls Above Grade | | Heating Equip.(AFUE) | |
| Basement Walls | | HRV Efficiency (SRE% at 0° C) | |
| Slab (all >600mm below grade) | | DHW Heater (EF) | |
| Slab (edge only ≤600mm below grade) | | DWHR (CSA B55.1 (min. 42% efficiency)) | # Showers_____ |
| Slab (all ≤600mm below grade, or heated) | | Combined Heating System | |

(1) U value to be provided in either W/(m²•K) or Btu/(h•ft²•F) but not both.

E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

| Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work. | | |
|--|------|-----------|
| Name | BCIN | Signature |

Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

Other Building Conditions: These construction conditions affect SB-12 Prescriptive compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

| Building Type | Airtightness Targets | | | | |
|-------------------|----------------------|--------------------------------------|--|-------------------------|----------------------------|
| | ACH @ 50 Pa | NLA @ 10 Pa | | NLR @ 50 Pa | |
| Detached dwelling | 2.5 | 1.26 cm ² /m ² | 1.81 in ² /100ft ² | 0.93 L/s/m ² | 0.18 cfm50/ft ² |
| Attached dwelling | 3.0 | 2.12 cm ² /m ² | 3.06 in ² /100ft ² | 1.32 L/s/m ² | 0.26 cfm50/ft ² |

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.



MUNICIPALITY OF SOUTH DUNDAS

34 Ottawa Street, P.O. Box 740

Morrisburg ON K0C 1X0

613.543.2673 southdundas.com

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) _____
