



APPLICATION FOR BUILDING PERMIT **CHECKLIST HANDOUT – PLEASE READ CAREFULLY**

Before applying for a Building Permit, the following is required:

- When submitting an application form it must be completely filled out, *signed and fees for the cost of the permit must be paid* along with the following documents before the application can be received as complete;
- Plot plan (sketch) showing the location of all buildings on the lot in relation to property lines. Along with a sketch of location of septic bed/tile/tank/runs, etc.(dimensioned);
- Two (2) complete sets of structural drawings, including foundation details, wall framing details, cross-section, floor plans, elevation drawings and truss detail drawings. If proposal is for an addition, we require drawings of the existing floor plan and the proposed; (A fee will be added if only one set of drawings are received for photocopy a second (2nd) set.)
- Sewage (Septic) System Permit is a separate application from the Town of Bracebridge if the property is not serviced by Municipal sewers, (forms available). *The septic system application is required to be completed when applying for a Single Family Dwelling/Seasonal Dwelling permit.*
- Entrance Permit for new lots are required with application from the Town of Bracebridge Road's Department (705-645-5264). If property is on a District Road, approval is required from the District of Muskoka (705-645-2231). If property is on a Provincial Highway, approval is required from the Ministry of Transportation in Huntsville (705-789-2391), this must be submitted with the permit application;
- Application required to be made to the District of Muskoka for a Water and Sewer Permit (705-645-6764) if property is serviced by municipal water and must be provided with the application (if services not available, then an adequate potable source of water is required before occupancy of the building is permitted);
- If hydro utility poles or wires are present on the property, contact the hydro company that services your area; *Hydro One, Electrical Safety Authority 1-800-571-7724 or Lakeland Power Distribution, 789-5442.* Indicate on plot plan the location and distance from the buildings of all utility poles and wires. There are established minimum horizontal clearances that must be adhered to. Hydro approval is required for all electrical installations. *Lakeland Power Distribution Limited for hydro approval form copy is located in office and can be picked up when application has been received.*

- The form for the mechanical ventilation to be filled out can be picked up at the office.
- For a dock or boathouse, or any shoreline improvements are to be made, approval may be required from the Ministry of Natural Resources (705-645-8747) and Department of Fisheries and Oceans (705-746-2196). Applications for Department of Fisheries and Oceans can be provided from the Building Department.
- If the property is located on an island (water access only) the Building Department requires an additional \$50.00 fee to cover transportation costs to the site, or owner/contractor can provide transportation;
- Any property that is situated adjacent to the Muskoka River (North and South Branch) then floodplain requirements are in effect (maps are located in the Building Department);
- Development Charges may apply from the District of Muskoka, as well as the Town of Bracebridge.

Once all information is compiled, then an application for building permit may be submitted for approval. To expedite the permit process, please provide the highlighted points upon handing in an application for building permits.

Building permit costs are based on the estimate construction value of \$10.00 per \$1,000.00, with a minimum fee of \$95.00 for any construction value less than \$10,000.00. Any further details on permit fees please feel free to call 705-645-5264

Also note that any permits that are three (3) years and older and require a final inspection there is a fee of \$150.00 for the inspection and before a letter can be provided.

PLEASE NOTE: Allow 1-2 weeks for processing of the application for building permit. You will be notified by telephone once the permit has been issued.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: **TOWN OF BRACEBRIDGE, 1000 Taylor Ct., Bracebridge, ON, P1L 1R6**
(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. 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 ()	
C. 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 ()	
D. 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 ()	
E. 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

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

- i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G. Yes No
- ii. Is registration required under the *Ontario New Home Warranties Plan Act*? Yes No
- iii. If yes to (ii) provide registration number(s): _____

G. Attachments

- i. Attach documents establishing compliance with applicable law as set out in Article 1.4.1.3. of Division A.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

H. Declaration of applicant

I _____ certify 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.

FOR OFFICE USE

Permit Sign Off: _____

Date Issued: _____

Building Permit Fee: _____

Septic Permit Fee: _____

Town Develop. Charge: _____

District Develop. Charge: _____

Total Fee: _____

Receipt # _____

Date Paid: _____

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

I. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
J. 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 ()	
K. 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"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
L. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> 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: _____			
<input type="checkbox"/> 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: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
I certify that:			
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.

REQUIRED BUILDING PERMIT DRAWINGS

The following list of drawings should be used as a guide **when preparing drawings for submission for a building permit**, for a project designed under (Part Nine) of the Ontario Building Code, which does not require professional design. **Any project that requires design by an Architect and/or a Professional Engineer (Part Three Buildings, such as assembly, institutional or large buildings over 600 square meters and multiple dwellings), will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.**

The Designer that prepares the permit drawings is responsible to ensure that they provide sufficient information to the Builder to ensure compliance with the requirements of the Ontario Building Code. **As of January 1st, 2006, all Designers will be required to show proof of meeting the qualifications required by the Ministry of Housing.**

1. The Site Plan:

- The location of all existing buildings on the lot.
- Access routes; roads, driveways, right of way.
- The setbacks to lot lines.
- The existing and proposed drainage patterns should be illustrated, (provide geodetic elevations if in a flood plain.
- The proposed means of storm water disposal (from foundation drains and rainwater leaders) must be illustrated.
- The plan must be to scale and show all property boundaries, adjacent road and water bodies. The location of site services, septic/wells, power lines.
- Proposed buildings and dimensions.

2. Floor Plans:

- All rooms must be labeled.
- The location of doors, windows and plumbing fixtures and stairs.
- Structural information for the roof or floor above may also be illustrated on the floor plans for simple projects, as well as mechanical and electrical information. The plans must be to scale, with a separate plan for each storey, including basement. If the project is an addition, the layout of the existing floor plan is also required.

3. Foundations Plans:

- The size and type of materials used for the foundation.
- The location of all footings, including column and pier footings.
- The location and type of any required drainage should be illustrated.
- Soil conditions type and water table elevations if within 12" of footings.

4. Framing Plans:

- The size and location of all structural members must be clear.
- The spans for beams should be indicated
- The layout for floor systems and trusses.
- The specifications for engineered lumber must be provided (e.g. truss drawings).
- All loads transferred to the foundations; sufficient information must be provided on the drawings.

5. Sections and Details:

- Cross sections will illustrate all the materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of; insulation, (air barrier), vapor barrier, structural members, sheeting, backfill height, bracing and required connections, stair details and guards.

6. Building Elevations:

- Show proposed grade at each elevations of the building. Windows, doors, roof slopes, decks, chimneys, etc., should be clearly illustrated.

7. Electrical Drawings:

- Show location of lights, smoke alarms, carbon monoxide detectors, required switching, etc.

8. Heating, Ventilation and Air Conditioning Drawings:

- Show locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design.
- Location and description of HVAC units and ventilation design summary.
- Fireplace and wood stoves.

9. Plumbing Drawings:

- Show all plumbing fixtures, including roughed-in fixtures.
- Provide information on pipe sizing, appliances, devices and fixtures used.

***** The above information is required when making an application for a building permit, before the application can be considered complete when receiving it in the office.**

Should any of the above information be missing at the time when the application is received in the office, the application will be considered incomplete and will delay the turnaround time to process the application.

NOTE: Any application that requires a septic system for a new Single Family Dwelling/Seasonal Dwelling must be approved before the permits can be issued for the dwellings.