

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 THE BLUE MOUNTAINS
32 Mill Street., P.O. Box 310, Thornbury, ON N0H 2P0
Tel: (519) 599-3131 Fax: (519) 599-7723
Toll Free: 1-888-258-6867 www.thebluemountains.ca

| 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.



ELECTRONIC DOCUMENTS: SUBMISSION REQUIREMENTS

- **All building permit applications and related documents shall be submitted in a “Portable Document Format”, also known as Adobe Acrobat or PDF (version 7 or higher).**
- All documents within the entire building permit application package must open without a password, and be enabled to print in high resolution, enabled for searching contents, enabled to have notes and stamps provided; and be accessible for the visually impaired.
- All Building Services forms are available on the Permits page of the Town’s website in fillable PDF format. They shall be completed and signed (hand signature or electronic/digital signature accepted).
- Submissions with multiple pages or sets may be sent in individual files if file size is too large.
- Commercial projects shall have Mechanical (HVAC & Plumbing), Electrical/Emergency lighting/fire alarm, sprinkler and other fire safety systems to be submitted as part of the building permit set.
- Shoring and Foundation and other structural plans/drawings set to be also included as part of the building set.
- Fire Schematic Layout including floor plans and cross section(s) including all fire resistance rating and fire separations as required by the Ontario Building Code shall be included with the building set.

To maintain the quality of permit records, drawings shall not be submitted via fax. For security reasons, submissions by USB Drive ('Key'), flash media or file sharing services (such as “Dropbox”, “Google Drive” or “iCloud”, etc.) are not accepted. Building Services will provide a secure **ShareFile** link to upload your documents and files. [Click here](#) to submit permit applications and files using our secure ShareFile system.

Permit Submission:

When a permit submission is received by Building Services, a permit file name is created. Building Services Staff will review for a complete application. An email will be sent to the applicant acknowledging the submission and providing the building permit file number, which is to be used for all future correspondence. This will be followed by an email after permit review (see below) stating any outstanding documents if the submission is not deemed to be complete.

Permit Review:

Once the Plans Examiner has completed the review of the permit submission, building permit fees, any concerns or outstanding information required will be sent to the applicant via email.

Permit Issuance:

After approval and payment of fees for an electronically submitted application and issuance of the permit by Building Services, you will receive your Reviewed Drawing Set electronically via email. Please print a set of all approved drawings or specifications (in colour) and ensure this reviewed drawing set is available to the inspector on-site for every inspection.

Site Revisions:

Where a submission is being made to address a deficiency identified by a Building Inspector /Examiner, an electronic copy of the **revised plans** shall be submitted with the changes clearly labelled with revisions noted. A fee for revisions may be applicable as per Building By-Law #2014-18.