

Form A, Bylaw 4/2023 - Building Permit Application

Registered Owner Information (include all owners listed on the property title)

Name	
Address	
Phone & Email	

General Contactor Information (a building owner can be identified as a self-contractor)

Company	company name if applicable
Project Contact	primary contact for project
Address	
Phone & Email	

Applicant Information (permit applicant can be an agent of the owner)

<input type="checkbox"/> Same as Registered Owner <input type="checkbox"/> Same as Contractor	
Name	
Address	
Phone & Email	

Permit Information

Project Location	civic address or legal description	
Project Description	written description of project	
Project type (check one)	<input type="checkbox"/> New Construction <input type="checkbox"/> Addition, Alteration, Erection, Placement, Repair or Renovation to Existing Building <input type="checkbox"/> Temporary Structure <input type="checkbox"/> Relocation of an Existing Building <input type="checkbox"/> Demolition or Removal of an Existing Building <input type="checkbox"/> Use, occupancy or change of occupancy	
Property Type	<input type="checkbox"/> Residential <input type="checkbox"/> Multi-unit Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial	
Attached	Code analysis <input type="checkbox"/> Yes <input type="checkbox"/> No Construction Plans and Specifications <input type="checkbox"/> Yes <input type="checkbox"/> No Approval to Construct – Public Health <input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Area and Height	area in square meters	height in storeys
Value of Construction	\$	

Start Date		Estimated Completion Date	
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Declaration by Applicant

I hereby declare that the above statements contained within this application and attached drawings are true and correct. I agree that where required, a Development Permit must be issued in order for the Building Permit to be valid. Neither document relieves the owner, the applicant, or the owner's representative from complying with all local authority bylaws and/or Provincial and Federal acts and regulations including the National Building Code (NBC) and the National Energy Code for Buildings (NECB) and the National Plumbing Code (NPC), and that it is my responsibility to ensure compliance with such legislation, regulations, bylaws and codes regardless of any plan review or inspections that may or may not be carried out by the building official or local authority. I agree that no construction shall commence without proper permits and approvals.

Name	
Signature	
Date	

Notes:

CODE ANALYSIS - provides detailed information on provision of the NBC, NECB or NPC that apply to the specific project demonstrating design and construction is intended to meet minimum requirements.

VALUE OF CONSTRUCTION - is the total cost to the owner for the building construction in its completed form and includes the cost of all building work, materials of construction, building systems, labour and overhead and profit of the contractor and subcontractors.

BUILDING AEA - means the greatest horizontal area of a building above grade within the outside surface of exterior walls or within the outside surface of exterior walls and the centre line of firewalls.

BUILDING HEIGHT - (in storeys) means the number of storeys contained between the roof and the floor of the first storey.

Drawings must be submitted with the completed building permit application and should include:

- Owner's name, project name and date.
- Be drawn to scale (1:50 or 1/4" = 1' or to suit) and the scale should be noted.
- Be blackline or blue-line prints on good quality paper.
- Have legible letters and dimensions that can be read from the bottom right-hand side of the page.
- If a professional design is required, be marked with the architect's or engineer's stamp and signature.
- Clearly show the locations of existing and new construction for additions, alterations and renovations.

The required drawings are listed below. Information typically shown on these drawings is listed, but other information must be added as necessary to fully describe the proposed construction. For alterations and renovations, some of the drawings may not be required.

SITE PLAN – legal description of building location (and civic address, if available); size of site; size of the building(s); location of the building(s) in relationship to the property lines; north arrow; vehicle access to the property; parking; site drainage.

FOUNDATION PLAN – overall size of foundation; size and location of footings, pilings, foundation walls; size and location of opening for doors, windows; foundation drainage.

FLOOR PLAN – size and location of: interior and exterior walls; exits; fire separations; doors (including door swings and hardware); stairs; windows; barrier-free entrances; barrier-free washrooms; other barrier-free facilities; built-in furnishings.

STRUCTURAL PLANS – size, material and location of: columns, beams, joists; studs; rafters; trusses; masonry walls; poured in place and precast concrete walls and floors; related structural details.

ELEVATIONS – views of all sides of the building; height of finished grade; exterior finishing materials; size and locations of doors, windows; location of chimneys.

CROSS-SECTIONS AND DETAILS – cut through views of the building; lists of all materials cut through including structural and finishing materials; vertical dimensions; stair dimensions and handrails; height of finished grade; wind, water and vapour protection; insulation.

MECHANICAL PLANS – description and location of heating, ventilating and air conditioning equipment; size and location of ductwork; location of fire dampeners; location of plumbing fixtures and piping; size and location of sprinkler system equipment.

ELECTRICAL PLANS – type and location of lighting; electric panels; fire alarm systems; location of exit lights; emergency lighting.

