



New building code regulations come into effect January 1, 2012.

New homes **must** achieve an EnerGuide 80 performance rating.

Builders Options

1. Comply with the SB-12 Prescriptive design tables,
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star standards, or
4. Evaluate the design according to EnerGuide technical procedures and achieve a rating of 80 or more.

The Energy Efficiency Design Summary form is required to be completed for all options. If using option 1, section E of the design form is not required to be completed.

Designs using options 2, 3, and 4 must be done by a qualified person.

This form to be completed & signed by the person who reviews and takes responsibility for the energy efficiency design of the project
 Information on completing this form is contained on the reverse

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. Compliance Option

<input type="checkbox"/> <i>SB-12 Prescriptive</i> [SB-12 - 2.1.1.]	Table:	Package:
<input type="checkbox"/> <i>SB-12 Performance*</i> [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software	
<input type="checkbox"/> <i>Energy Star®*</i> [SB-12 - 2.1.3.]	* Attach BOP form. House must be labeled on completion by Energy Star	
<input type="checkbox"/> <i>EnerGuide 80®*</i>	* House must be evaluated by NRCan advisor and meet a rating of 80	

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"/> ≥ 90% 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"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Windows+Skylights+Glass Doors		Other Building Conditions
Gross Wall Area = _____ m ²	% Windows+ _____ %	<input type="checkbox"/> ICF Basement <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post&Beam
Gross Window+ Area = _____ m ²		<input type="checkbox"/> ICF Above Grade <input type="checkbox"/> Slab-on-ground

D. Building Specifications

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors¹	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		Mechanicals	
Walls Above Grade		Space Heating Equip. ²	
Basement Walls		HRV Efficiency (%)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES 1. Provide U-Value in W/m2.K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	
Slab (all ≤600mm below grade, or heated)			

E. Performance Design Verification [complete applicable sections if *SB-12 Performance*, *Energy Star* or *EnerGuide80* options used]

SB-12 Performance:
 The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ GJ (1 GJ =1000MJ)
 The annual energy consumption of this house as designed is _____ GJ
 The software used to simulate the annual energy use of the building is: _____
 The building is being designed using an air leakage of _____ air changes per hour @50Pa.

Energy Star. BOP form attached. The house will be labeled on completion by:

Energy Star and EnerGuide80:
 Evaluator/Advisor/Rater Name: _____ Evaluator/Advisor/Rater Licence #: _____

F. Declaration [by the person who reviews and takes responsibility for the energy efficiency design]

I certify that I have reviewed the design documents submitted with the permit application, that the information contained on this form is consistent with the design documents, and that information used in any annual energy use calculations, if applicable, is a true representation of the design documents.

Name	Signature	Date:
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Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form is completed by the person responsible for the energy efficiency design of the project, and must be submitted with the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit will be refused. 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 at www.mah.gov.on.ca, or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the *SB-12 Prescriptive* design tables,
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *Energy Star* standards, or
4. Evaluate the design according to *EnerGuide* technical procedures and achieve a rating of 80 or more.

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 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- *SB-12 Performance* refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- *Energy Star* houses must be designed to *Energy Star* requirements and be labelled on completion by Enerquality or other agency. The *Energy Star* BOP form must be submitted with the permit documents.
- *EnerGuide80* houses are validated by NRCAN authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with *EnerGuide* administrative and technical procedures.

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 and 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 2.1.1.1. 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, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the *SB-12 Prescriptive* option is being used.

AIRTIGHTNESS REQUIREMENTS FOR 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. A blower door test to verify the air tightness of the house must be conducted during construction if the *NRCAN EnerGuide80* option is used, or if the *SB-12 Performance* or *Energy Star* options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.



Natural Resources Canada

What Is The ENERGY STAR® for New Homes Initiative?

The ENERGY STAR® for New Homes initiative promotes energy efficiency guidelines that enable new homes to be more energy efficient than those built to minimum provincial building codes. The increased efficiency of these homes translates into reduced energy costs for homeowners.

The ENERGY STAR® for New Homes initiative is currently available in many regions across Canada and is delivered in the field by a network of regional service organizations. If you want to buy an ENERGY STAR qualified new home, contact a service organization in your area to schedule an evaluation of your building plans.

For energy-efficient home building in other provinces, consult your [EnerGuide service organization](#).

Within This Page

- [Features of an ENERGY STAR® qualified home](#)
- [Benefits of owning an ENERGY STAR® qualified home](#)
- [ENERGY STAR® and environment](#)

What Is an ENERGY STAR® Qualified Home?

An ENERGY STAR® qualified home is a home that has been built by a licensed ENERGY STAR® for New Homes builder who incorporates energy efficient [features](#) into the home so that it can meet the ENERGY STAR® for New Homes technical specifications.



A sampling of ENERGY STAR® qualified new homes, are evaluated on-site by an independent (not employed by the builder) energy advisor. ENERGY STAR® for New Homes energy advisors are recruited, trained and certified by a licensed ENERGY STAR® for New Homes service organization. As homes are built, an energy advisor verifies that they have been built to ENERGY STAR® for New Homes technical specifications. After the verification process is complete, the energy advisor informs their service organization and the service organization issues an ENERGY STAR® for New Homes label and certificate for the house. The label is usually placed on the home's electrical panel.

Potential homebuyers will be amazed to learn how much less they will have to spend for heating, cooling and hydro in energy-efficient homes.

What's involved?

Typical energy efficiency measures for these new homes include:

- insulation upgrades
- higher-performance windows
- better draft proofing
- more efficient heating, hot water and air conditioning systems
- ENERGY STAR® qualified appliances (if supplied by the builder)



The benefits to the new homeowner are:

ENERGY STAR® and the environment

Every time we use energy from fossil fuels such as coal, oil and gas, we produce greenhouse gas (GHG) emissions that contribute to climate change. An ENERGY STAR® qualified new home reduces GHG emissions by approximately three tons per year when compared to similar homes that are built to minimum building code requirements.

[Back to top](#)

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APPLICATION PACKAGE FOR THE MUNICIPALITY OF CENTRE
HASTINGS
TO CONSTRUCT A SINGLE FAMILY DWELLING AND A CLASS 4
SEPTIC SYSTEM

TABLE OF CONTENTS

1. Building Guide (Are You Building The Home Yourself?)
2. Entrance Permit Application
3. Application for a Permit to Construct (Dwelling)
4. Application for a Permit to Construct (Septic System)

PERMIT APPLICATION CHECK LIST

- Do you own the property? Have you included a copy of your deed?
- Have you included a copy of your entrance permit?
- Do you need approval for another authority? (Min. of Transportation, Conservation Authority etc.)
- Do you have a well record?
- Do you have a septic design? *Designer and installer must be qualified.*
- Do you have a site plan?
- Is your property close to a farm operation or an industrial zone?
- Do you have building plans? *Designer must be qualified.*
- Is your mechanical ventilation installer qualified and are you installing a Heat Recovery Ventilation system (HRV)? Do you have your heat loss calculations and heating design?
- Have you filled out all the applications forms? *(An incomplete application may result in delays. If your application is complete your permit will be issued within 10 business days)*

**ARE YOU BUILDING
THE HOME YOURSELF?**

YOUR BUILDER MUST
BE REGISTERED WITH
TARION WARRANTY
CORPORATION. FOR
MORE INFORMATION
CALL
1-800-688-4345...OR VISIT
THEIR WEB SITE @
<http://www.tarion.com>

NO YES

YOU ARE THE CONTRACTOR

Which means that you now assume sole responsibility for.

1. Obtaining all required permits and approvals (entrance, septic, building, electrical, well, etc.).
2. Obtaining approval from other authorities and Ministries where applicable.
3. Arranging for all required inspections. Ensuring that the construction conforms with all the requirements of the Zoning By-Law, the Ontario Building Code the Building Code Act, and all other applicable laws.
4. Complying with any orders made under the Building Code Act.
5. Making sure that sub-contractors are insured (liability and compensation etc.) and licensed (septic installer, electrical, heating and mechanical ventilation, just to mention a few.).

THE BUILDER IS THE CONTRACTOR

Now that you have decided who will be the contractor, here are a few tips that may help the process go a little easier. The experience of building a home need not be a bad one. You do however need to prepare in yourself and **plan ahead**.

(1). Make sure you have ownership of the property and that the zoning allows the use and construction you propose.

(2). **Have good plans and contracts**. You not only will be required to produce detailed plans to obtain your permits, plans are essential to help reduce mistakes. If you hire a contractor, the contractor will need to know exactly what it is you expect. Without plans it can become a guessing game, and that is costly. It is much less expensive to make changes on paper then it is after construction. It only makes sense that you, your contractors and building official review the plans and have an open line of communication. Do not assume that the contractor or building official understands what it is you want. **Put it on paper and make it clear**. If necessary it may be advisable to have the plans drawn by a professional, someone who has a working knowledge of the building code. If the plans are done properly they will also be an asset for obtaining material quotes. If you use a contractor or a sub-contractor, have a contract. **Again do not make any assumptions**.

(3). **Always ask questions and get other opinions**. The internet may be useful. The Tarion Warranty Corporation has a very good Web site and literature that can be very helpful. Check out their publications.

APPLYING FOR YOUR PERMITS

Now you are ready to obtain the permits that will allow you to proceed with construction. By this time you should have legal ownership of the property (make a copy of the deed and include it with your building permit application). You must also have a source of potable water and a well record where applicable. Now is the time to prepare a detailed site plan. An accurate site plan will assist in the processing of your application and is essential to obtain approval for your entrance, septic system, and building permits. Please take a little time now, it will pay off in the end.

SITE PLAN:

1. Determine the zoning of your property, **and** surrounding properties. (include distances from farming operations, waste disposal sites, restrictive industrial zones, environmentally sensitive areas (ES) zones or any Provincially Significant Wetland.
2. Establish lot boundaries from survey markers or by other means, such as measuring from known features. If in doubt, have the property surveyed.
3. Locate the dwelling, septic system and accessory buildings in relation to the lot lines.
4. Locate any water supply wells (including neighbours). Indicate drilled or dug and include well records.
5. Locate any surface water ponds, reservoirs, springs, rivers, lakes, and streams and plot their relation to the lot lines and to other structures on the property.
6. Plot the location of any fills on the property or adjacent properties, and any area of unsuitable ground.
7. Plot any driveways, parking lots, in-ground pools, tennis courts, trees and any other amenity that might interfere with the sanitary sewage system.
8. Plot the surface water drainage flow of the property.

ENTRANCE PERMIT:

If you front on a municipal road and your property is not located at an intersection of a Provincial Highway you may obtain your entrance permit application at the Municipal office.

Centre Hastings: located at 7 Furnace St. PO 900 Madoc Ont., K0K 2K0. Phone 613-473-4030. Contact: Roger Taylor

If you front on a Provincial Highway you must apply to the Ministry of Transportation of Ontario. Call 1-866-224-0622

BUILDING PLANS: *Note Sec.2.17 of the OBC requires designers to be Qualified (make sure yours is)*

As mentioned a good set of building plans can save you a lot of headaches. They need to contain enough information to confirm compliance to the building code. Therefore a floor plan only will not be enough. Incomplete plans may cause delays in processing your application. A set of plans should contain: (samples are available upon request.)

- (a) a site plan
- (b) footing and foundation
- (c) a floor plan, showing plumbing fixtures and heating system (include heat loss calculations and system design)
- (d) elevations, showing decks, railings and guards. Include roof design.
- (e) cross sections
- (f) lot drainage

APPROVAL FROM OTHER AUTHORITIES:

If your lot fronts onto a lake or river, development may need approval from a Conservation Authority. It is always better to check first. There may be some restrictions on what you will be allowed to do.

Quinte Conservation Authority 613-968-3434

Lower Trent Valley Conservation Authority 613-394-4829

Min. of Natural Resources 613-531-5700

Min. of Environment 1-800-565-4923

SEPTIC SYSTEM: *(this permit must be approved before the permit for the dwelling may be issued)*

Since 1998 the Municipality became responsible for regulating the installations of septic systems with a design flow rate under 10,000 L per. day. Septic systems are now included in the building code and require a building permit. It is the responsibility of the owner or installer to prepare a design for approval. This design must comply with the requirements of the Building Code. Most homeowners will not be familiar with these requirements and should seek out a qualified person to do their design. Since this design is based on the size of the home, the number of bedrooms and the number of plumbing fixtures you need to have your building plans completed. The site plan is also very important at this point. There are several location requirements that need to be complied with.

The type of soil is probably one of the most crucial factors to consider when designing a septic system. The percolation rate of the native soil needs to be determined. Either a percolation test or a soil analyses can determine this. An estimated percolation rate (T-time) will not be accepted. A test hole is also required, and must be at least 5ft. in depth. This hole will assist the designer and the inspector. It will show the different layers of soil and may indicate the location of the high water table. Determining the location of the high water table is also helpful to ensure that the footings and the basement floor are not located near the water table. No one wants a leaky basement.

All contractors installing septic systems must be licensed.

BUILDING PERMIT:

At this stage you should have; (the entrance permit), (building plans), (septic design approval) and (approval from other authorities where applicable). These will form part of your building permit application.

The building permit application form must be filled out in full. Please read the application carefully. Some of the information you will need to provide is, (lot and concession, roll number, property size and zoning.) An incomplete application may delay the issuance of your permit. Normally permits will be processed within 10 days upon receipt of the application. This time is required to review your plans and confirm compliance to the building code and the zoning by-law as well as any other applicable law.

Absolutely no construction is to start before the permit is issued. Construction without a permit is a contravention of the Building Code Act, the Municipal Building By-law and is a Provincial offence. Excavating the site is not considered starting construction.

It is always best to apply in person. This way we can discuss any new code requirements and go over the inspection process. It will also give you a chance to ask any questions, and please do not hesitate to ask questions. As mentioned earlier do not assume anything.

Doug Keller, Chief Building Official

Municipality of Center Hastings, 613-473-4030, fax 613-473-5444 *(formally the Village of Madoc and Huntingdon Twp.)*

Office location: 7 Furnace St. PO Box 900 Madoc Ont., K0K 2K0

Office Hours: Monday to Friday 8:30 a.m. to 12:00 noon , please call to confirm.



Municipality of Centre Hastings Entrance Permit Application

If access to your property is from Provincial Highway 7 or 62 you must obtain your Entrance Permit from the Ministry of Transportation (Toll Free: 1-866-224-0622).

NOTE: An Entrance Permit forms part of your Building Permit Application.

IMPORTANT: Entrance Permit location **MUST** be clearly flagged/marked.

Application is hereby requested for:

Construct an ___ Unpaved Entrance, ___ Paved Entrance, ___ Pave an Existing Entrance

___ Construct Curbs, Gutters or Other Permanent Works Related to an Existing Entrance

___ Change the Design of an Existing Entrance

___ Relocate an Existing Entrance

___ Use an Existing Entrance for other than its original, present or normal use
(example, change of classification for residential to commercial)

___ Construct a Temporary Entrance or Use of Any Part of the Municipal right-of-way as a means of temporary access to and from a property.

Description and Location of Property

Name of Applicant: _____

Home Address: _____

_____ Home Phone

_____ Cell Phone

_____ Email Address

Access required for: (detailed description of the use of the property and building served by this entrance)

on the _____ side of _____
(N, S, E, W) (Road Name)

Lot _____ Concession _____ Roll Number 1230- _____

Registered Plan Number: _____

Signature of Applicant

Date

(Additional information required on reverse)

Each application MUST be accompanied by a sketch showing the following:

1. The location of the entrance showing the boundaries and dimensions of the property that it is to service.
2. Proximity to other entrances (closest 911 number)
3. Use of adjoining lands (e.g. residential, agricultural, commercial etc.)
4. The location, width and names of all road allowances, right-of-ways, streets or highways abutting the property, indicating whether they are public traveled road, private roads or right of way or unopened road allowances.

IMPORTANT: Entrance Permit location MUST be clearly flagged/marked at your property.

For additional information regarding our Entrance Permit By-Law 2000-10 which regulates the location, construction and use of entrances on Municipal roads, visit the Municipality of Centre Hastings website at CentreHastings.com

Use the space below for your sketch and please indicate NORTH.





Municipality of Centre Hastings 911 Number Application

I, _____ of _____
(Property **OWNER** Name) *(Please Print)* (Current Mailing Address)

(Home Phone) (Cell Number) (Email Address)

Hereby make application for a 911 Number on the (choose one):

_____ North _____ South _____ East _____ West

side of _____
(Municipal Road Name)

Is this 911 application being requested for a Farm Access (Farm 911 Emily Project) **Yes No**
(CIRCLE ONE)

Closest 911 Address to above noted property _____

911 Address across the road from the above noted property _____

Have you marked/flagged your preferred access location? _____

The access is requested for:

Lot _____ Concession _____ within the Municipality of Centre Hastings

Roll Number **1230** - _____ Plan Number _____

Signature _____ Date: _____

OFFICE USE ONLY:

Roll Number **1230** - _____

Total Fee: (911 Marker) _____

911 Number Assigned _____

Completed Civic Address Request Form to Hastings County _____ Date: _____

Staff Signature Date

Staff Comments:

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:	
The Municipality of Centre Hastings , 7 Furnace St. Application submitted to: PO Box 900 Madoc Ont. K0K 2K0 613-473-4030 Fax. 613-473-5444			
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.

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"/> 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			
D. 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.

Application for a Permit to Construct or Demolish (SEPTIC SYSTEM)

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:	
The Municipality of Centre Hastings , 7 Furnace St. Application submitted to: PO Box 900 Madoc Ont. K0K 2K0 613-473-4030 Fax. 613-473-5444			
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.

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"/> 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			
D. 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.

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?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	<input type="checkbox"/> 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><input type="checkbox"/> 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><input type="checkbox"/> 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> <p>1. The information contained in this schedule is true to the best of my knowledge.</p> <p>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>			