



19 Holland Rd W. RR.#1
Kakabeka Falls, ON P0T 1W0

www.conmee.com

Municipal Building Permit Application

Please be advised that administration and office staff cannot fill out forms for applicants. It is up to the individual to ensure that all required information is completed to avoid delays in processing of applications.

Thank you for your assistance.



Building Permits - What are they?

A building permit is your formal permission to begin construction or demolition. It means that the municipality has approved plans for any new structure, addition, or renovation. Approved plans must comply with the Ontario Building Code, local zoning by-laws, and other applicable laws and regulations. Building permits regulate types of construction allowed in the community and ensure that building standards are met. The building permit process protects each homeowner's interests, as well as those of the community at large, and provides for the erection of safe structures. Permits help ensure that any structural change is safe, legal, and sound. It is unlawful to start construction or demolition before you get a permit. In many cases, your contractor will get permits on your behalf. However, remember it is the building owner who is ultimately responsible for complying with all building requirements.

You NEED a building permit if you plan to:

- Construct a new building – A 'building' is defined in the Building Code Act as a 'structure occupying an area greater than 15m² which consists of a wall, roof, and floor *OR* any one or more of these.
- Build an addition on an existing building
- Demolish or remove all or a portion of a building
- Install, change, or remove interior walls (partitions) and load-bearing walls
- Make new openings for, or increase the size of, doors and windows
- Build a garage, carport, balcony, porch, sunroom, or deck
- Excavate and construct a foundation
- Install or modify heating, plumbing, air conditioning or fireplaces
- Change a building's use, i.e. seasonal to full time residential
- Place a 'sea can' type storage container on your property that is larger than 15m²

You do not need a building permit to:

- Replace existing, same-size doors and windows
- Build a roofless deck under two feet high (0.61m) that is not attached to a building
- Build a utility shed under 15m² (161.459 ft²) subject to distance from property lines
- Erect a small tarp-style portable car shelter with no foundation
- Install eavestrough provided that drainage is contained on your property
- Replace the shingles on a roof
- Re-insulating or adding insulation
- Repair or realign a chimney
- Repair of leaking foundations where there is no structural work involved.
- Install kitchen or bathroom cupboards without plumbing
- Paint or decorate

For all electrical permits and required inspections contact the Electrical Safety Authority at: 1-877-372-7233.

All septic field and leaching bed installations need to be permitted and inspected by the Thunder Bay District Health Unit. Contact them first at 625-5900 for application information.

What happens if you do not get a permit?

If you start construction but do not have the necessary permits, you may be ordered to stop work, be prosecuted, and even ordered to remove work already done. Contact the building department if you are not sure whether you need a permit for your project.

Building inspections when and why?

Building inspectors review projects during key stages of construction to ensure work complies with the building code and the approved plans. Inspectors may visit several times, depending on the project; they must be able to see the part of the work under inspection. Inspectors require a minimum of 48 hours notice to book an inspection.

How do I apply for a building permit?

The applicant must file an application in writing on prescribed forms. Every application must be signed by the applicant. The applicant must be the owner of a building or property or a person authorized in writing by the owner to apply for a permit on the owner's behalf. Every application must be accompanied by prescribed plans and specifications and the applicable permit fee payable to the Municipality of Conmee.

Where to apply for a permit?

You can make an application for any type of permit during regular office hours, Monday through Friday 9 am to 4 pm at the Municipality of Conmee 19 Holland Road, Kakabeka Falls, ON P0T 1W0, Ph: (807) 475-5229 Fx: (807) 475-4793 email: conmee@conmee.com

How long does it take to obtain a building permit?

The time required for the processing of a building permit application varies in accordance with:

- The quality and completeness of submitted drawing plans and site plan
- The degree of compliance of the project with applicable regulations and zoning
- The size of the project and current workload of staff

What types of permit plans are required?

Permit plans must contain sufficient information to determine whether the proposed work conforms to all applicable regulations. The site plan outlines the dimensions of the property, driveways, septic, wells, and all existing and proposed buildings. Major projects may require a current plan of survey certified by a registered Ontario Land Surveyor. If you feel you have good working knowledge of current construction practices and the Ontario Building Code (OBC) regulations, an owner may design the plans (where the OBC outlines: these plans are required to be prepared by a qualified designer and/or Ontario architect and/or Ontario engineer). Applications may not be accepted/permits cannot be issued, when the plans are inadequate or incomplete. All plans must be in conformance to the minimum requirements of the OBC. A good set of plans is the best way to see your project completed on time and meeting the allotted (and possibly under) budget.

Who will review permit plans?

Permit plans will be reviewed by building inspection staff for compliance with the Zoning By-Law, Ontario Building Code and other related standards and by-laws.

Who will obtain the approvals from other agencies?

It is the responsibility of the applicant to secure required approvals and permits from other agencies (where applicable), prior to the issuance of a building permit. Septic and Driveway permits are two of the most important. Building inspection staff will advise the applicant of the required approvals from other government agencies upon application, e.g. Health Unit approval for permission to install septic systems, MTO permission to install a driveway entrance on a provincial highway, Lakehead Region Conservation Authority for permission to build on or near Use Limitation zones (shorelines, etc.).

What are the fees required when applying for a building permit?

The fee for the building permit will depend on the project. The permit fees are calculated by the Chief Building Official in accordance with the Permit Fees By-Law and are based upon the floor area of construction.

For further building information, please contact:

Chief Building Official (CBO)

Municipality of Neebing

4766 Highway 61 Neebing, ON P7L 0B5

cbo@neebing.org Cell: 807-630-9726 Office: 807-474-5331 Fax: 807-474-5332

NO BUILDING SHALL COMMENCE WITHOUT A BUILDING PERMIT. All building shall have the mandatory inspections completed or a "STOP WORK" order will be issued and will stay in effect until such time as the inspections have been completed. Inspections are carried out at the arrangement of the Chief Building Official (CBO). Inspections must be arranged by contacting the Chief Building Official (CBO) direct. The CBO has the authority to ask that all non-visually accessible components and materials be opened or exposed if the mandatory inspections have not taken place.

The Chief Building Official will issue the permit once all required information has been received and reviewed. The CBO will deal only with the land owner (permit applicant) for site inspections and not with general contractors once the permit has been issued. Communications with the CBO to co-ordinate inspections with the progress of the construction project is the responsibility of the permit applicant. Please review the standard stages of inspections included with this package.

All construction must follow the Ontario Building Code and must meet or exceed their criteria for construction and/or demolition. Failure to do so will delay the review and evaluation of plans.

Your building permit application must include the following (if applicable):

1. Working drawings

Two sets of working drawings in print and one in electronic format shall accompany this application and must include the following:

- **Building Site Plan Diagram** – see example attached – **which includes:**
 - Dimensions of the building lot (frontage & depth)
 - Location of all existing structures
 - Proposed location of new structures or additions (include distances from lot lines and other structures)
 - Location of well(s) and/or septic systems
 - Location of driveway entrance
 - Lot orientation (North to be indicated)
- **Building Floor Plans for each level including:**
 - Basement
 - First floor
 - Second floor
- **Electrical, heating, ventilation, and plumbing isometric drawings and schematics for hydronic heat (if applicable)**
- **Engineered drawings for joist and truss layout**
- **Building cross section for foundations (ICF spec sheet, if applicable), walls, and roof** – see example attached
 - indicate the building materials being used in their construction
- **Building elevation details**

2. Filing of Plans

Plans must be filed and approved before a building permit will be granted. Plans may be drawn by the owner, BCIN Designer, or Ontario architect only.

3. Ownership

Proof of ownership of the subject property is required. **PLEASE NOTE:** It may take the Municipal Property Assessment Corporation (MPAC) **up to three years to assess** your new construction for taxation purposes. Ensure that you keep this in mind as you could receive a supplementary tax billing for three (3) years' worth of back taxes for any construction done. Arrangements can be made with the Municipal Treasurer to prepay taxes to ensure that a credit balance is in place. The assessment used will only be an estimate and the actual amount may be higher or lower according to MPAC's ruling.

4. Entrance permit

No building permit will be issued until an entrance permit is approved. Driveways entering municipal roads are permitted by the Municipality. Driveways entering Provincial Highways are permitted by the Ministry of Transportation.

5. Site inspections

Builders are responsible for notifying the municipal office at least one week in advance to arrange for inspections.

6. Building on Provincial Highways

The Ministry of Transportation of Ontario (MTO) has jurisdiction over all entrances leading onto provincial highways as well as having building set back requirements. MTO approval in writing is a **prerequisite for the issuance of a building permit**. For more information on driveway entrances on provincial highways visit their website:
<http://www.mto.gov.on.ca/english/engineering/management/corridor/entrance.shtml>

7. Septic systems

Prior to the issuance of a building permit, you must contact the Thunder Bay District Health Unit (<https://www.tbdhu.com/resource/applying-for-sewage-treatment-system-permit>) and apply for a permit to install a septic system. Once you receive your permit, include the pink permit copy with your building permit application. Once the system is installed and inspected, you will receive a *Completion Certificate* from the Health Unit. You must submit a copy to the Chief Building Official. This Completion Certificate is required prior to the issuance of an occupancy permit.

8. Telephone service

Where telephone service is to be installed or altered, TbayTel or Bell Canada should be advised in advance.

9. Potable water

You must submit a certificate of potable water from the Ministry of Health prior to the issuance of an occupancy permit.

10. Electrical inspections

Electrical inspection permits must be issued by Electrical Safety Authority before electrical installations or alterations are undertaken. Contact the ESA at **1-877-372-7233** to discuss electrical projects.

11. Abandonment/cancellation of an application

A permit may be deemed to have been abandoned and cancelled six (6) months after the date of filing if work has not commenced or if the construction of the building is suspended or discontinued for a period of more than one year.



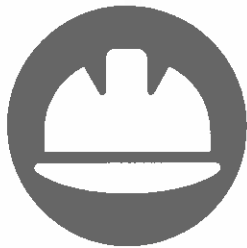
LAKEHEAD REGION
CONSERVATION AUTHORITY

REGULATED AREA MAPS

November 2023



Maps are available from the Lakehead Region Conservation Authority that display LRCA's Approximate Regulated Area. Development in a Regulated Area requires a permit from the LRCA.



BUILDING OFFICIALS

Prior to issuing a building permit each property should be screened for LRCA's regulated area. If development is near the approximate regulated area, confirmation should be made that a permit has been issued or is not required. If warranted, have the applicant consult with the LRCA.



RESIDENTS

Properties can be screened using the LRCA's on-line map viewer. If there is Regulated Area on the subject property it is recommended to consult with the LRCA prior to submitting Planning Applications to their municipality or applying for a permit from the LRCA.



MEMBER MUNICIPALITIES

Projects undertaken by a municipality can be screened to determine if the project area is within the Regulated Area and may require permits from the LRCA. Maps can be used in funding applications.



HOW TO DETERMINE IF A PROPERTY IS REGULATED:



Use the LRCA's on-line map viewer to determine if there is any Approximate Regulated Area on the property.
<https://lakeheadca.com/regulations/map-your-property>



Submit a property inquiry form on the LRCA's website.
<https://lakeheadca.com/forms/property-inquiry-form>



E-mail the LRCA to request a detailed property map.
info@lakeheadca.com



View screening maps in-person at the LRCA Administrative Office.
130 Conservation Road
Thunder Bay ON P7B 6T8
(Appointments recommended.)

The Lakehead Region Conservation Authority (LRCA) provides two mandatory programs to our Member Municipalities related to natural hazards and development:



Plan Review

Comments are provided on Planning Act applications, providing information related to natural hazards (i.e., is there enough land outside of natural hazards for a house, septic, well, etc.). The comments provide an opinion on whether or not the application meets the policies in the Provincial Policy Statement regarding natural hazards.

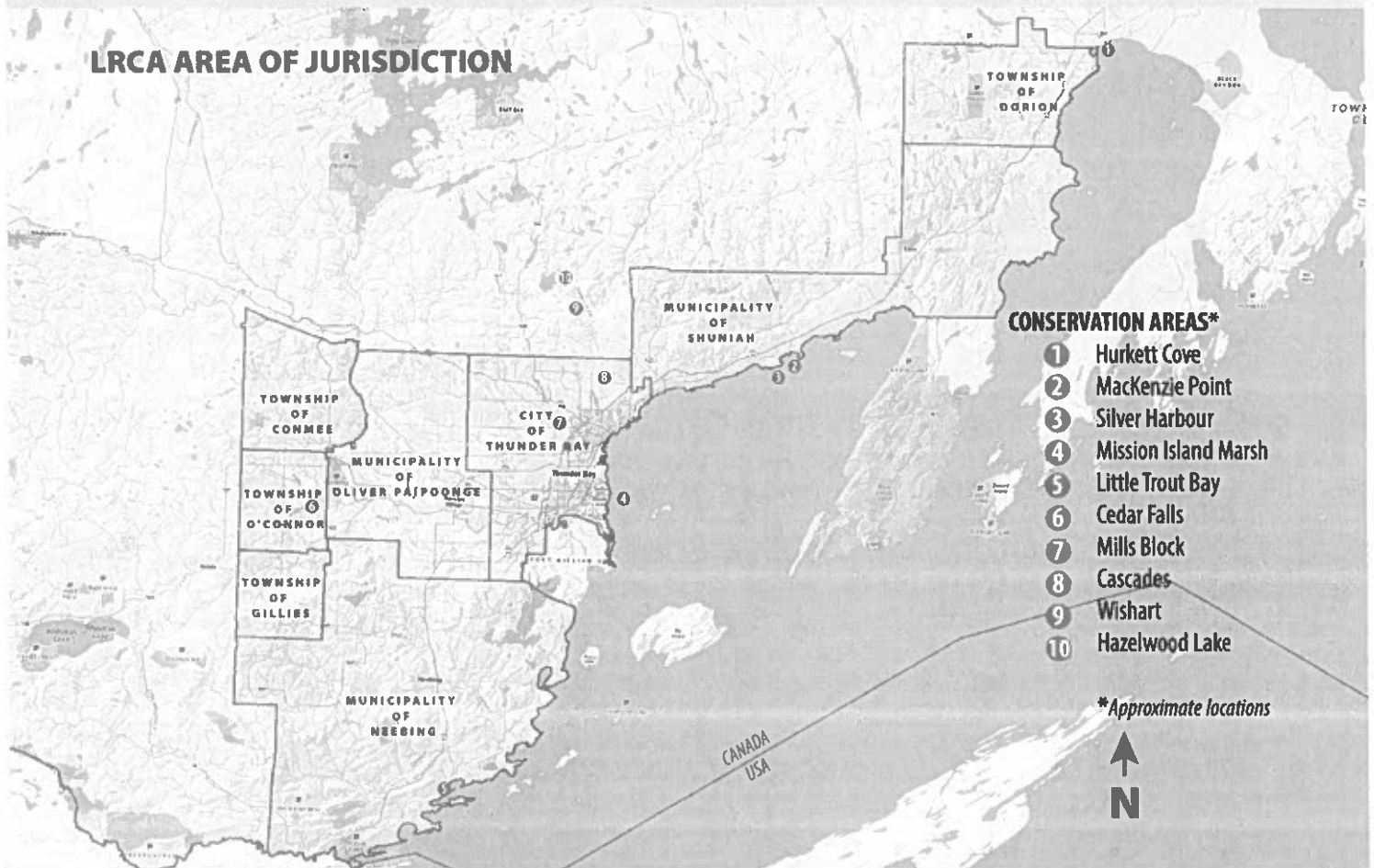


Development Regulations (O. Reg. 180/06)

When development (i.e., new buildings, water-crossings, site grading, fill placement, etc.) occurs in a natural hazard regulated area (i.e., floodplain, wetland, steep slope, etc.) a permit is required from the LRCA. In order for a permit to be issued, the development cannot have a negative impact on the natural hazard or aggravate existing hazards. For example, new homes cannot be built in the floodplain or on an eroding steep bank, placed fill cannot cause a neighbouring property to have increased flooding, etc.



BEFORE A BUILDING PERMIT IS ISSUED, THE BUILDING OFFICIAL IS REQUIRED PER THE BUILDING CODE TO CONFIRM THAT A LRCA PERMIT HAS BEEN ISSUED OR IS NOT REQUIRED.



LAKEHEAD REGION
CONSERVATION AUTHORITY

130 Conservation Road | P.O. Box 10427 | Thunder Bay ON P7B 6T8

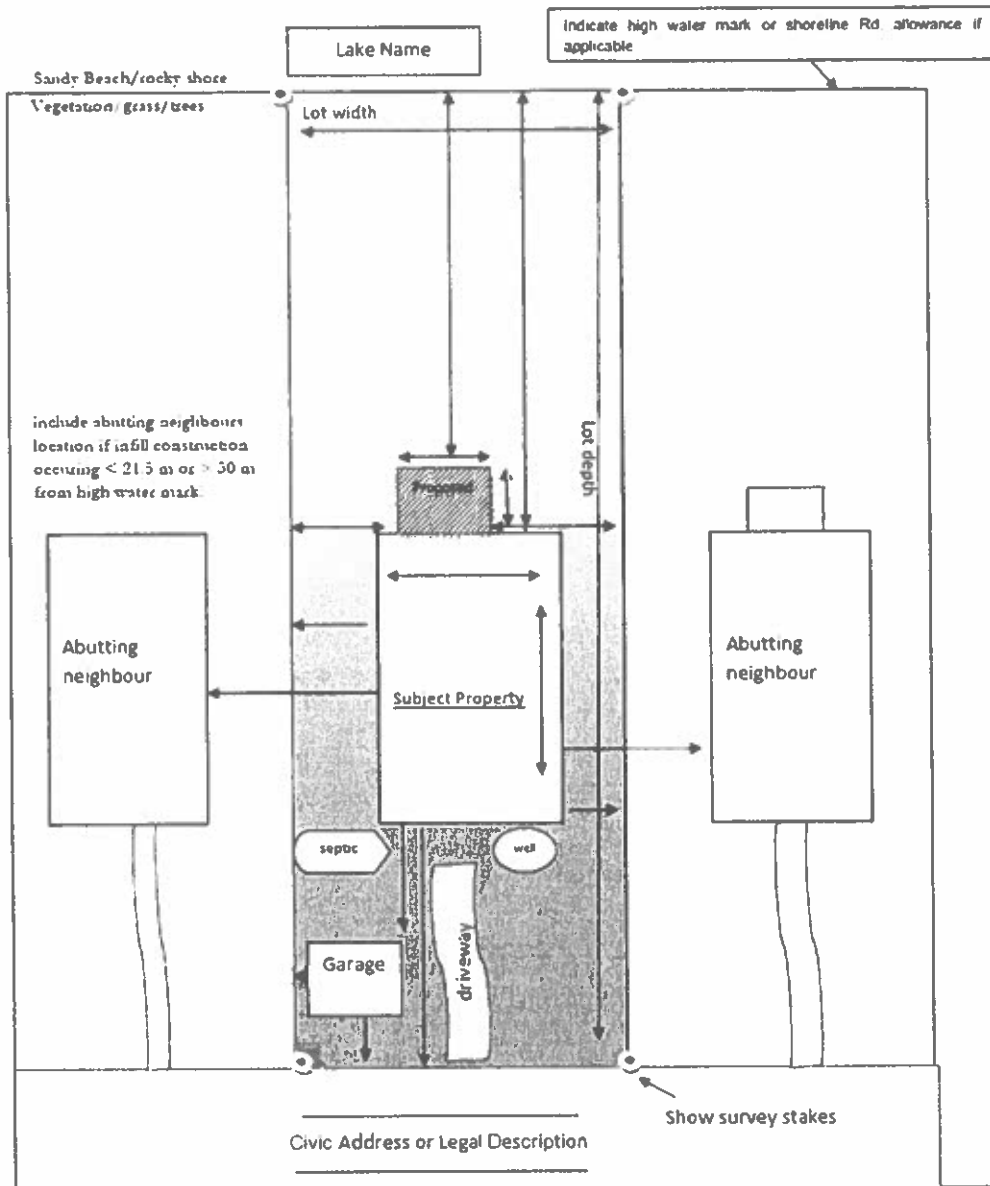
P: (807) 344-5857 | F: (807) 345-9156 | info@lakeheadca.com

www.lakeheadca.com

@lakeheadregion



Example Building Site Plan Diagram

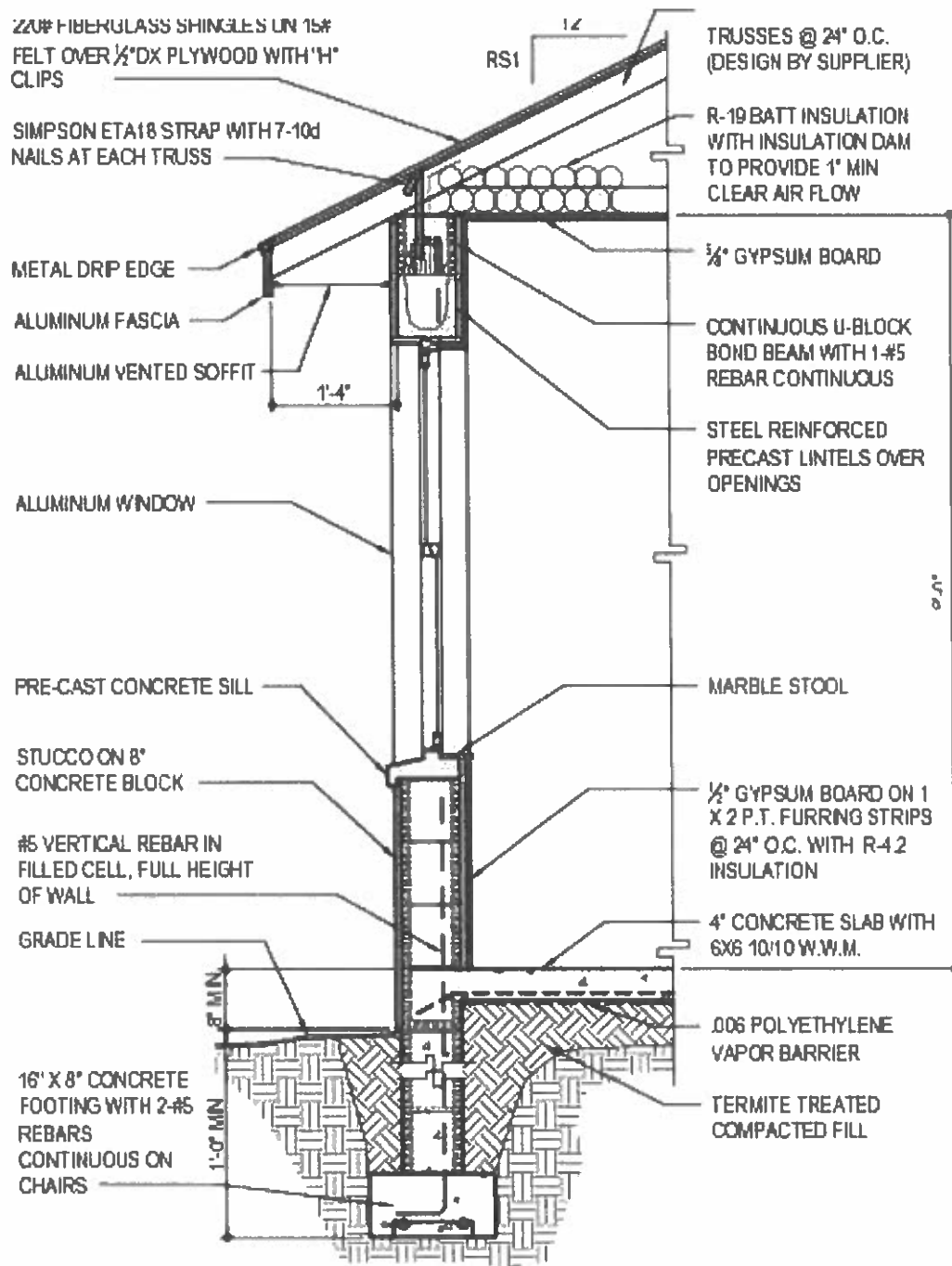


- ✓ Provide the property Legal description and include a survey if available. Indicate any iron markers or survey stakes on the diagram.
- ✓ Indicate all relevant distances and property dimensions
- ✓ Indicate the location and dimensions of proposed construction and label as "proposed". Include all relevant information. ie. Overhangs, cornices, sills, windows, chimneys, hot tubs, fences, etc.
- ✓ Provide the location of all structures, garages, sheds, well, septic, decks, docks, etc. on the subject property
- ✓ Provide abutting property information ie. location of main dwelling, wells, septic, decks, garages, shed etc.
- ✓ Indicate all adjacent roads, easements and right of ways, train tracks, rivers, paths, bushes, hedges, walkways and driveways

Measurements must be legible. Exact measurements are required.

Please use metric and bracket imperial measurements if desired.

Building Cross-Section for Foundations, Walls, and Roof - Example



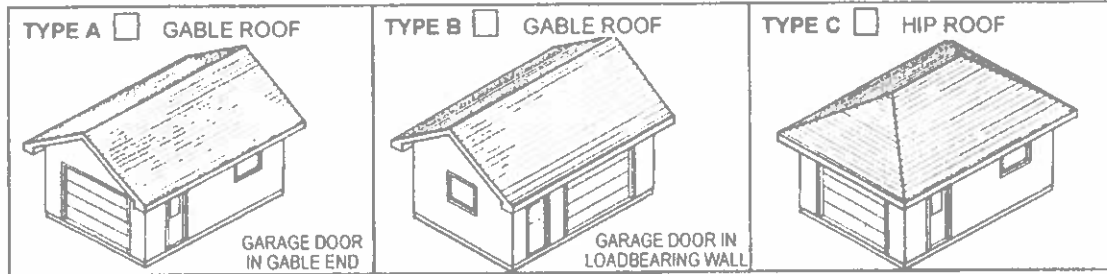
1 TYPICAL WALL SECTION
3/4" = 1'-0"

CMU-030

DETACHED GARAGE/SHED

APPLICANT _____
ADDRESS _____
DATE _____

DRIVEWAY: Driveway location and design must be approved by the Municipality of Neebing



Building Information (Dimensions)

Width _____ Length _____

Eaves* Side _____ Ends _____

Wall Height _____ Total Ht _____

Side Yard: Left _____ Right _____

Rear Yard _____

Separation Distance To House _____

Construction Information (Size, Material)

1 Walls 2" X _____ @ _____ Centres

2 a) Engineered Trusses @ _____ Centres

or b) Rafter 2" X _____ @ _____ Centres

Joists 2" X _____ @ _____ Centres

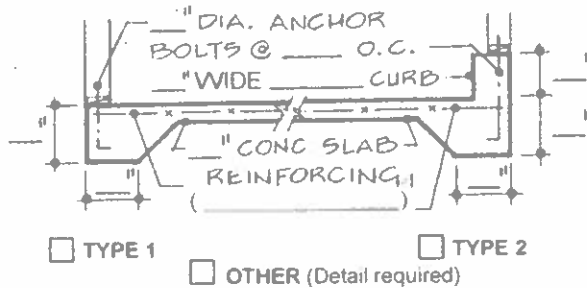
3 Roof Sheathing _____ Pwd _____ Chipboard

4 Roofing Shingles _____ Roll _____ Metal _____

5 Wall Sheathing _____ Pwd _____ Chipboard

6 Exterior Finish _____

Foundation Information



Lintel Sizes	#	SIZE
Overhead Door	()	2" X _____
Man Door	(2)	2" X _____
Window	(2)	2" X _____

CAUTION:

A separate building permit will be required if a **SOLID FUEL BURNING APPLIANCE** (e.g. woodstove) is used in the proposed building. Refer to our "GUIDE TO RESIDENTIAL SOLID FUEL BURNING APPLIANCES."

GARAGE/SHED PLAN: Recommended Scale - One Square = 20"

NOT TO BE USED FOR SITE PLAN DRAWING

Plan Information Required

Floor Plan Showing Dimensions

- Width And Length • Opening Locations
- Garage Door _____ W _____ H
- Man Door _____ W _____ H
- Windows (1) _____ W _____ H
- (2) _____ W _____ H
- Interior Partitioning
- Additional Information (See Below)

OFFICE USE ONLY:

- Building Area _____
- Zone _____
- Reviewed By _____
- Zoning _____
- Plans _____

APPROVED

Application No. _____

Issue Date _____

A review of this project application information did not include a review of minimum separation clearances from overhead electrical distribution wires (conductors) and transformers or other matters for which specific information was not provided. The owner/ applicant is required to seek and obtain such other approvals as may be necessary. In all cases, the most restrictive condition applies. Where other restrictions cause any change to the location or construction of this project, such changes must be reviewed and approved by the Municipality prior to construction

Residential Building Permit Application Checklist

Customer Name:	Telephone No	Project Address or Legal Description

IN ORDER TO COMPLETE A REVIEW, THIS FORM AND THE FOLLOWING INFORMATION MUST BE SUBMITTED. PLEASE BE ADVISED THAT UPON ACCEPTANCE, AND DURING THE PERMIT REVIEW PROCESS, THE APPLICANT MAY BE REQUIRED TO PRODUCE ADDITIONAL INFORMATION TO INSURE COMPLIANCE WITH APPLICABLE PROVINCIAL AND MUNICIPAL REGULATIONS.

- Completed Building Permit Application Form, including Schedule 1* where applicable
* Schedule 1 is completed by the various project designers and must accompany the permit application.
 - Proof of Ownership (provide either a Property Deed, or Tax Bill)
 - Authorization from Owner (if applicant other than owner).
 - Two (2) sets of working drawings, including:
 - Site Plan
 - Site Drainage Plan
 - Foundation Plan - a P.Eng is required if using a slab or other non-standard construction
 - Heating Duct Layout (Two Storey Dwellings Only)
 - Floor Plan(s)
 - Roof Plan
 - Building Section(s)
 - Elevations
 - Hydronic Heating Information (In-floor/Under-floor/Geothermal)
 - Heat Loss Calculations • Boiler Information
 - Loop/Piping Layouts • Air Handler / Coil
 - Baseboard Radiation locations
 - Heat Exchanger • Type of Hot Water Tank
 - Roof Truss Layout and Certificate
 - Floor Truss Layout and Certificate
 - Engineered Beam Details (i.e. Parallam, Micro-lam)
 - Engineered Guard Rail Design Required
 - Fireplace/Woodstove/Chimney Details (provide manufacturer's installation instructions)
 - Mechanical Ventilation Design (HRV and dedicated systems will require a certified designer)
 - Completed Plumbing Detail Sheet, including Two (2) sets of isometric Plumbing Drawings
-
1. Proof of adequate water supply and Potability provided?
- applicable if you are on a well system Yes No N/A
 2. Septic Field Approval from Ministry of Health provided?
- applicable if you require a private septic system Yes No N/A
 3. Ministry of Transportation Approval provided
- applicable if within 395m of highway intersections
- applicable within 46 metres from King's highway
- other MTO approvals may apply Yes No N/A
 4. Lakehead Regional Conservation Authority Approval
- is your property in a flood plane or cut and fill area?
- does property have 'Hazard land' zoning? Yes No N/A
 5. Driveway Application provided? Yes No N/A

A Building Permit is issued based on information you provide and the accuracy of the information provided affects the processing time involved in (and the possibility of) issuing of a Building Permit.

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			
<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:

- 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.
- 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 practice, a limited license to practice, 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>OR</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> <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>			

Submit to:

Thunder Bay District Health Unit



DEVELOPMENT SERVICES
BUILDING SERVICES

MECHANICAL SYSTEMS
DESIGN REVIEW FORM

LOCATION:

NAME: _____
ADDRESS: _____
CITY: _____
POSTAL CODE: _____
PHONE: _____

INSTALLER:

NAME: _____
ADDRESS: _____
CITY: _____
POSTAL CODE: _____
PHONE: _____

DESIGNER:

NAME: _____
ADDRESS: _____
CITY: _____
POSTAL CODE: _____
PHONE: _____
BCIN: _____
HRAI Certification #: _____

BUILDING TYPE:

- DETACHED SEMI-DETACHED ROW MULTI-UNIT RESIDENTIAL OTHER

HEATING SYSTEM

- FORCED AIR HYDRONIC SOLID FUEL APPLIANCE OTHER

FUEL TYPE:

- GAS ELECTRIC OIL OTHER

DOMESTIC HOT WATER

- CONVENTIONAL WATER HEATER INSTANTANEOUS (TANKLESS) INDIRECT HOT WATER TANK

FUEL TYPE:

- GAS ELECTRIC OTHER

EF _____

COMBUSTION AIR (Provide Details)

DESIGN TEMPERATURE:

INDOOR: _____

OUTDOOR: _____

TOTAL BUILDING HEAT LOSS (AS CALCULATED PER OBC 9.33 & CSA F280 -12.) _____ Btuh/W

(Total heat output capacity of heating system installed shall be not less than 100% of Total Building Heat Loss)

HEATING APPLIANCE (SIZED AS PER OBC 9.33 & CSA F280-12.)

FORCED AIR FURNACE

MANUFACTURER: _____ MODEL: _____

AFUE (%) _____ OUTPUT (Btu): _____ DESIGN STATIC PRESSURE: _____

- SINGLE STAGE TWO STAGE MODULATING

BOILER

MANUFACTURER: _____ MODEL: _____

OUTPUT (Btu): _____ AFUE (%) _____

OTHER (Provide Details): _____

HEATING DISTRIBUTION SYSTEM

- DUCTWORK RADIANT IN-FLOOR RADIANT BASEBOARD

PRINCIPAL EXHAUST FAN (HRV OR ERV)

SUPPLY VENTILATION (Greater of A or B Below)

OUTSIDE VENTED MECHANICAL EXHAUST SYSTEM

A) ROOMS

Bsmt & Master Bdrm _____ @ 10 L/s (20 cfm)
 Other Bedrooms _____ @ 5 L/s (10 cfm)
 Bathrooms & Kitchen _____ @ 5 L/s (10 cfm)
 Other Habitable Rooms _____ @ 5 L/s (10 cfm)
TOTAL _____

L/s CFM

Clothes Dryer (Default 160 cfm)
 Central Vacuum
 Kitchen Range Hood (Default 100 cfm)
 Bathroom Fan (Default 50 cfm)
 Other

L/s CFM

TOTAL

OR

B) EXHAUST VENTILATION

CONTINUOUS

Kitchens _____ @ 30 L/s (60 cfm)
 Bathrooms _____ @ 15 L/s (20 cfm)
TOTAL _____

L/s CFM

RELIEF/MAKEUP AIR REQUIRED

Provide details how Relief/Makeup Air is achieved

Minimum Supply Required¹

¹(Multiply the Greater of A or B by 1.1)

SUPPLEMENTAL EXHAUST FANS

	Location	Fan Manuf/Model	L/s	CFM	Sones (Max 2.5)	Exhaust Duct Size
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____

PRINCIPAL VENTILATION FAN SWITCH (HRV/ERV CONTROLS): Location _____

CIRCULATION FAN SWITCH (FURNACE CIRCULATION FAN): Location _____

SUPPLEMENTAL VENTILATION FAN SWITCHES: To be located in the room where the fan is situated

HRV /ERV INFORMATION

HRV ERV

MANUFACTURER _____ BRAND _____

MODEL NO. _____

SRE @ 0 deg C _____ NET SUPPLY @ _____" w.g. = _____ CFM

HRV DISTRIBUTION SYSTEM

Separate Dedicated (Duct Size and Layout Drawing Required)

Integrated with Furnace (Direct Connection to R/ A System Required)

TYPE OF CONTROLS: Dehumidistat with Interval Timers Manually Operated Switch HRV Controls (Centrally Located)

TYPE OF DEFROST: Preheat Bypass Recirculation Other

Multi-Speed Fan Yes No Continuous Operation (control switch to be centrally located) Yes No

Preheating Required Yes (_____watts) No



**DEVELOPMENT SERVICES
(BUILDING SERVICES DIVISION)**

INFORMATION TO CONSTRUCT/ALTER:

- PLUMBING SYSTEM
- SPRINKLER SYSTEM
- STANDPIPE SYSTEM
- HYDRONIC HEATING SYSTEM

- Building Permit Application is attached to this form (as project scope is limited to work identified above).
- Building Permit Application is not attached to this form (provided through owner, as project scope includes work other than above)

OFFICE USE ONLY		
PERMIT APPLICATION NUMBER	RECEIVED BY	DATE
REVIEWED BY	DATE	

PROPOSED USE OF BUILDING

- Single Duplex Semi Multi
- Commercial Industrial Institutional

TYPE OF WORK

- New Construction Repair Replace
- Alter/Extend Other _____
- Backflow Prevention

PROJECT LOCATION/CONTACTS (Please Print)

Project Address		
Owner	Address & Postal Code	Phone
		Fax No
Plumbing Contractor & License #	Address & Postal Code	Phone
		Fax No
Sprinkler/Hydronics Contractor	Address & Postal Code	Phone
		Fax No

PLUMBING SYSTEM INFORMATION					
FIXTURE	BSMT	1st	2nd	3rd	
Water Closet Installed					
Water Closet Rough-In					
Basin Installed					
Basin Rough-In					
Bathtub Installed					
Bathtub Rough-In					
Shower Installed					
Shower Rough-In					
Kitchen Sink Installed					
Kitchen Sink Rough-In					
Dishwasher					
Bidet					
Sauna					
Bar Sink					
Hot Water Tank					
Automatic Washer					
Laundry Tub					
Floor Drain					
Roof Drain					
Storm Sewer Sump					
Water Meter Connection					

SPRINKLER SYSTEM INFORMATION			
NFPA-13 Classification Of Hazard Occupancy _____			
Is Any Part Of System Used In Lieu Of Heat Detectors? _____			
Type of Valves & Annunciation		Type of Backflow Preventer	
<input type="checkbox"/> Alarm	<input type="checkbox"/> Flow Indicators	<input type="checkbox"/> Listed Alarm Check	<input type="checkbox"/> Double Check Assembly
		<input type="checkbox"/> Reduced Pressure Zone	
Type of System			
<input type="checkbox"/> Wet Pipe	<input type="checkbox"/> Dry Pipe	<input type="checkbox"/> Pre-action	<input type="checkbox"/> Combined Dry Pipe Pre-action
<input type="checkbox"/> Deluge	<input type="checkbox"/> Anti-freeze	<input type="checkbox"/> Circulating Closed Loop	
Number of Sprinkler Heads			
Type	Existing	New/Add	Relocate
Upright			
Pendant			
Sidewall			
Flush			
Recessed			
Others			

SERVICES/HYDRONICS

- Building Sewer Connection Building Storm Sewer Water Service Pipe
- Well Septic Tank Hydronic Heating Design attached

DRAWINGS REQUIREMENTS

Drawing information shall include a plan showing the location and size of every building drain and every trap or inspection piece on the building drain, and a sectional drawing showing the size and location of every soil or waste pipe, trap and vent pipe.

- Drawing(s) provide with this information form submission
- Drawing(s) provided separately with building permit application supplied by owner/owner representative
- Drawings not required (subject to Municipal approval)

Note: The Plumbing and License By-laws require that a licensed Plumbing Contractor carry out all plumbing works except those by an owner physically performing plumbing in a single family dwelling in which the owner resides, or will reside in the near future.*

DECLARATION: I, the undersigned OWNER, MASTER PLUMBER per LICENSED PLUMBING CONTRACTOR (if required-see Note*), SPRINKLER, and/or HYDRONICS CONTRACTOR (print) I, _____, am the authorized owner (or owner's representative) named on this form and I certify the truth of all statements or representations contained on this form and agree to the terms and condition(s) contained on this form and the associate building permit application form.

DATED: _____ SIGNATURE: _____



CONMEE TOWNSHIP BUILDING PERMIT FEE WORKSHEET

Permit Holder:			
Permit No.:			
Permit Fee			
Main Floor Area	_____ Sq.Ft.	\$0.70 Sq.Ft.	_____
Second Floor Area	_____ Sq.Ft.	\$0.35 Sq.Ft.	_____
Attached Garages	_____ Sq.Ft.	\$0.20 Sq.Ft.	_____
Construction other than Dwellings	_____ Sq.Ft.	\$0.20 Sq.Ft.	_____
New Additions	_____ Sq.Ft.	\$0.20 Sq.Ft.	_____
Patio / Deck Permits	_____ Sq.Ft.	\$0.20 Sq.Ft.	_____
Comercial, Industrial & Farm Building	_____ Sq.Ft.	\$0.80 Sq.Ft.	_____
Mobile Home Placement (Without Basement)	_____ Sq.Ft.	\$0.35 Sq.Ft.	_____
Mobile Home Placement (With Basement)	_____ Sq.Ft.	\$0.50 Sq.Ft.	_____
Relocation / Material Repairs / Renovations	_____ Sq.Ft.	\$0.50 Sq.Ft.	_____
Construction Value			
Residential (Main Floor)	_____ Sq.Ft.	\$125.00 Sq.Ft.	_____
Residential (Second Floor)	_____ Sq.Ft.	\$125.00 Sq.Ft.	_____
Attached Garages	_____ Sq.Ft.	\$25.00 Sq.Ft.	_____
New Additions	_____ Sq.Ft.	\$125.00 Sq.Ft.	_____
Commercial / Industrial & Farm Building	_____ Sq.Ft.	\$125.00 Sq.Ft.	_____
Mobile Home Placement (Without Basement)	_____ Sq.Ft.	\$125.00 Sq.Ft.	_____
Mobile Home Placement (With Basement)	_____ Sq.Ft.	\$125.00 Sq.Ft.	_____
Alterations / Renovations	_____ Sq.Ft.	\$50.00 Sq.Ft.	_____
Construction or Demolition Started Prior of Permit	_____ Sq.Ft.	\$100.00 Sq.Ft.	_____
Demolition	_____ Sq.Ft.	\$50.00 Sq.Ft.	_____
Institutional	_____ Sq.Ft.	\$0.00 Sq.Ft.	_____
Total Area of Construction	0 Sq.Ft.		_____
Total Estimated Construction Value			_____
Fee Adjustment			_____
Permit Fee			_____
Permits for Temporary Buildings	_____ Unit(s)	\$0.00 per Unit	_____
Other Inspections	_____ Unit(s)	\$100.00 per Unit	_____
HVAC Permits	_____ Unit(s)	\$0.00 per Unit	_____
Change of Use Permit	_____ Unit(s)	\$50.00 per Unit	_____
Transfer of Permit	_____ Unit(s)	\$10.00 per Unit	_____
Renewal Fee	_____ Unit(s)	\$50.00 per Unit	_____
Plumbing / Building Permit	_____ Unit(s)	\$50.00 per Unit	_____
Swimming Pool Permits	_____ Unit(s)	\$50.00 per Unit	_____
Fireplace(s) Wood Burning Appliances	_____ Unit(s)	\$0.00 per Unit	_____
Moving / Demolition Permit	_____ Unit(s)	\$100.00 per Unit	_____
Towers, Comm.Towers & Wind Towers	_____ Unit(s)	\$0.00 per Unit	_____
Residential / Agricultural Towers	_____ Unit(s)	\$0.00 per Unit	_____
Retaining Walls, Solar Panels, Designated Structures	_____ Unit(s)	\$0.00 per Unit	_____
Occupancy Permit	_____ Unit(s)	\$100.00 per Unit	_____
		Total Permit Fee	_____
		Occupancy Permit	_____
		Total	_____

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Health and Safety Law for Construction Projects

Role on a Construction Project

The Occupational Health and Safety Act defines a **constructor** (aka general contractor) as a person who undertakes a construction project for an **owner**. In some cases, the **owner** of the project is the **constructor** as well. When an **owner** undertakes all or part of a project, either by himself or herself, or by contracting work out to more than one **contractor** or **employer**, the **owner** becomes the **constructor**.

If the **owner** hires only one **contractor** to do all the work, then that contractor may be the **constructor**, depending on the contractual arrangements with the **owner**. The contractor may, in turn, subcontract work to other people, but he or she remains the **constructor** for the project, as long as he or she is the only party the owner had contracted to do the work.

Under the Act, a "**constructor**" (aka general contractor) is a party (a person or company) who oversees the construction of a project and who is **ultimately responsible for the health and safety of all workers**.

The **constructor** must ensure that all the **employers** (aka subcontractors) and **workers** on the project comply with the Act and Regulations. For further details on the constructor see our Constructor Guideline <https://www.labour.gov.on.ca/english/hs/pubs/constructor/index.php>

What are the key duties of a constructor?

Constructors have the following key responsibilities, on the projects that they undertake:

- ensure that the measures and procedures prescribed by the Occupational Health and Safety Act and its regulations are carried out on the project,
- ensure that **every employer** and **every worker** performing work on the project complies with the Occupational Health and Safety Act and its regulations,
- ensure that the health and safety of **workers** on the project is protected,
- ensure that a health and safety representative or a joint health and safety committee is selected or established, when and as required,
- ensure that the **Ministry of Labour** is notified of a project, when and as required,
- ensure that the **Ministry of Labour** is notified of an accident or occurrence, when and as required,
- ensure that every **contractor** or **subcontractor** receives a list of all designated substances present at the project before the **prospective contractor** or **subcontractor** enters into a binding contract for the supply of work on the project,
- ensure that written emergency procedures are established for the project and posted, and
- appoint a **supervisor** for every project at which five or more **workers** will work at the same time.

Notice of Project

Constructors are required to notify the Ministry of Labour **before construction begins** of any project meeting any of the requirements listed in the Construction Regulations. One of the requirements to file a Notice of Project applies to all renovation and construction workplaces where the materials & labour combined are \$50,000 or more, even for personal residences. **Not filing a notice when required is a chargeable offence**. The purpose of the notice is to identify to everyone who the **Constructor** is, in turn identifying who is in charge of the project and responsible to ensure that all health and safety regulations under The Occupational Health and Safety Act are being followed on the job site. A signed copy of the completed form must be posted in a conspicuous place at the project or be available at the project for review by an Inspector. **The form is FREE** and can be found and filed at <https://www.enop.labour.gov.on.ca/ENOPWeb/welcome.do?action=language&language=EN>

Designated substances

Before beginning any work, the **owner** must first determine if there are any designated substances present at the project site. If there are, the **owner** must prepare a complete list. This list must be included as part of any tendering information on a project.

Before the **owner** can enter into a binding contract with a **constructor** to work on a site where there are designated substances, the **owner** must ensure that the constructor has a copy of the list.

An **owner** is liable to a **constructor** and **every contractor** and **subcontractor** who suffers any loss or damages as a result of the presence of designated substances that were not on the list. This liability does not apply if the owner could not reasonably have known about the presence of the designated substances.

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807-475-1691 hsthunderbaydistrict@ontario.ca

Resources & Links

Call Before You Dig – Ontario One Call <https://www.on1call.com/>

Canada Mortgage & Housing Corporation – CMHC <https://www.cmhc-schl.gc.ca/en/co/>

Consumer Beware List – Ministry of Consumer Services

<https://www.consumerbeware.mqs.gov.on.ca/catsct/start.do>

E-Laws – Ontario Provincial Legislation <https://www.ontario.ca/laws>

Electrical Safety Authority – ESA <https://www.esasafe.com/>

Employment Standards – Ministry of Labour <https://www.labour.gov.on.ca/english/es/>

Health and Safety – Ministry of Labour <https://www.labour.gov.on.ca/english/hs/index.php>

Hiring a Contractor – Get It In Writing Campaign <http://www.chba.ca/CHBA/Renovating/Renovating.aspx>

HST & Construction Projects – Canada Revenue Agency <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/gst-hst-businesses/gst-hst-home-construction.html>

Infrastructure Health & Safety Association – IHSA Safety Partner http://www.ihsa.ca/SmallBusiness/resources_small-businesses.aspx

Know Your Rights - Consumer Protection Ontario

<https://www.ontario.ca/page/your-rights-when-starting-home-renovations-or-repairs>

One Source for Business – Services for Business <https://www.ontario.ca/page/business-services>

Ontario College of Trades – OCOT <http://www.collegeoftrades.ca/>

Ontario Building Code – Municipal Affairs and Housing <http://www.mah.gov.on.ca/Page7393.aspx>

Ontario's Occupational Health and Safety System Partners <https://www.labour.gov.on.ca/english/hs/websites.php>

Prevention Starts Here – Ontario https://www.labour.gov.on.ca/english/news/bq_cpo20111216.php

Service Ontario Centres – Services for Residents <https://www.services.gov.on.ca/sf/#/>

Tarion Warranty Corporation – Protecting New Home Buyers <https://www.tarion.com/>

Technical Standards & Safety Authority – TSSA <https://www.tssa.org/en/index.aspx>

Will You Do It For Cash – Canada Revenue Agency <https://www.canada.ca/en/revenue-agency/news/newsroom/tax-tips/tax-tips-2014/will-you-job-cash-s-risky-business.html>

Young Workers – It's Your Job <https://www.labour.gov.on.ca/english/atwork/youngworkers.php>

Workplace Safety Insurance Board – WSIB Safety Partner

http://www.wsib.on.ca/WSIBPortal/faces/WSIBHomePage?_afLoop=2145181281083000&_afWindowMode=0&_afWindowId=null#%40%3F_afWindowId%3Dnull%26_afLoop%3D2145181281083000%26_afWindowMode%3D0%26_adf.ctrl-state%3D925vcx4x_4

Young Workers Zone – Canadian Centre for Health & Safety <http://www.ccohs.ca/youngworkers/>