



BUILDING PERMIT APPLICATION GUIDE FOR INDUSTRIAL COMMERCIAL & INSTITUTIONAL PROJECTS

This package is for any construction or demolition projects involving
 Industrial Commercial & Institutional use Buildings, Rental Apartments (greater than 4 suites) or
 Condominiums, and associated Signs & Accessory Buildings

Applicable Law Questionnaire and Declaration:

For use by Principle Authority

Permit Application Number

Project Location: _____, Carleton Place Ont. <div style="text-align: center; margin-top: 5px;">Street address</div>
--

With respect to the above noted location:	YES	NO
Is there an Easement or Right of Way on the property?		
Is the property serviced by a private water well or septic system?		
Is the property within 90 m of the river, or lands otherwise regulated by the Mississippi Valley Conservation Authority?		
Is the property within 45 m of a Provincial Highway, or within 395 m of a Provincial Highway Intersection?		
Is the property designated under Part IV of the Ontario Heritage Act?		
Is the property subject to any other Applicable Law listed in 1.4.1.3 Division A of The Ontario Building Code (see attached copy)		
Has a Development Permit Review been conducted by the Planning Department?		

Declaration and by applicant

I _____ declare that:
Print name

1. I am the owner of the above noted property; or
2. that I am the authorized agent for the owner of the above note property; and,
3. the information contained above is true to the best of my knowledge; and,
4. if the owner is a corporation or partnership, I have the authority to bind the corporation or partnership

 Date

 Signature of applicant

Please see next page for a General Checklist of additional documents required



TOWN OF CARLETON PLACE - Building Permit Application Kit
GENERAL CHECKLIST OF DOCUMENTS REQUIRED
 to submit for a ICI Building Projects

Required	Provided		Forms, Fees and Other Applicable Law Compliance Documents
	Yes	No	
Yes			"Application for a Permit to Construct or Demolish" form completed and signed
Yes			"Applicable Law Questionnaire and Declaration" form completed and signed
See note 1			Deposit towards Permit Fee has been submitted
See note 2			"Schedule 1" form completed and signed by qualified designer
See note 3			"Commitment to General Reviews By Architects & Engineers"
See note 4			Planning Department Approval Documents
See note 5			Copy of Grading & Site Service design approved by Public Works Department
See note 6			Septic Permit approved by Health Unit
See note 7			Conservation Development Permit
See note 8			MTO Permits
See note 9			Geotechnical Report – produced by a third party Engineer
See note 10			"Proposed Plumbing Fixture Count" form
			Drawings and Specifications – provide two (2) copies of each of the following
Yes			Site Plan - based upon a recent legal survey
Yes			Architectural - typical Floor Plans, Sections, Details & Specifications
See note 11			Building Code Matrix (design/classification of building)
See note 12			Exterior Elevations
See note 12			Spatial Separation & Exposed Building Face calculations
See note 12			Structural - typical Footing, Foundation, Framing design plans and details
See note 12			Engineer sealed details/drawings for engineered manufactured products
See note 12			Mechanical & Electrical
See note 12			Site Services Layout
See note 12			Plumbing line Drawings
See note 12			HVAC – Including SB10 compliance forms
See note 12			Electrical layouts
See note 12			Fire Alarm Layouts
See note 12			Sprinkler Layouts
See note 12			Specifications or product evaluation approvals (BMEC or Ministers Ruling)
See note 12			Approval Documents from other Authorities Having Jurisdiction (applicable law)

Table Notes;

1. A minimum deposit towards the total permit fee is required at time of application. For Small projects (eg. renovations) = \$101.00. For Large projects, (eg. new building) = \$1010.00
2. If an Architect or an Engineer has sealed the drawings then a Schedule 1 form is NOT required
3. If an Architect or an Engineer has sealed the drawings then a completed "Commitment to General Reviews By Architects & Engineers" form is required.

Table Notes continue on next page....

4. A Development Permit Review must be completed by the Planning Dept. to comply with the Planning Act, contact our Planning Staff at (613) 257-6213.
5. Grading & Site Services design is required for new buildings, additions, or where new site services are proposed. Contact our Public Works Department at (613) 257-6208.
6. Septic Permit may be required if your property is NOT connected to the Town's Sanitary Sewer System, contact the Health Dept. at (613) 283-2740 for clarification.
7. Conservation Development Permit may be required if the property within 90 m of the river, or lands otherwise regulated by the Mississippi Valley Conservation Authority, and NOT within a Registered Plan of Subdivision. Contact Mississippi Valley Conservation Authority at (613) 253-0006 for clarification.
8. Ministry of Transportation Permits may be required if the project is within 45m of a Highway or 395m of a Provincial Highway Intersection and the property is NOT within a registered Plan of Subdivision, Contact MTO at (613) 742-5322 for clarification.
9. Geotechnical Report is required for all new buildings on vacant lots, or on developed lots where imported fill is known to exist. Contact an Engineer Licensed in the Province of Ontario.
10. Plumbing Fixture Count form required to be completed and submitted when more than 20 new fixtures are proposed.
11. A Building Code Matrix is required for projects where a new building use is proposed, a new building or an addition will be constructed.
12. Designs or approval documents listed above with note (# 12) are only required as applicable to the works proposed.

For example, Sprinkler Drawings are only required when new sprinklers, or modification to an existing sprinkler system is required as part of the construction required so that a project will to comply with the Ontario Building Code.

	PLANNING ACT OR ONTARIO PLANNING AND DEVELOPMENT ACT APPROVALS
1.	Subdivision Approval pending
2.	Development Permit (replaces Zoning Approvals and Site Plan Controls)
3.	Development Permit By-law Approval
4.	Collection of Planning Fees
	ENVIRONMENTAL PROTECTION ACTS APPROVALS (Acts and Regulations Vary)
5.	Subject Property within a Source Water Protection Area - s. 59 <i>Clean Water Act</i>
6.	Property is within 120 m of Designated or Regulated Wetlands - s. 28 <i>Conservation Authorities Act</i>
7.	Environmental Assessment of New Major Commercial or Business Enterprise - s. 5 <i>Environmental Assessment Act</i>
8.	Subject Property had Industrial or Commercial use – Record of Site Conditions (RSC) 168.3.1 <i>Environmental Protection Act</i>
9.	Subject Property had Industrial or Commercial use – Certificate of Property Use (CPU) 168.6(l) <i>Environmental Protection Act</i>
10.	Subject Property on or adjacent to closed Landfills - s. 46 <i>Environmental Protection Act</i>
11.	Project proposed on Ontario Crown lands and waterbodies - s. 2 of O Reg. 239/13 <i>Public Lands Act</i>
12.	Project proposed on lands within unpatented mining claim area - s. 5 of O Reg. 239/13
13.	Solar & Wind Energy Project Proposed - s. 47 <i>Environmental Protection Act</i>
	ONTARIO HERITAGE ACT APPROVALS
14.	Building is Listed for Designation as Heritage Structure (Alterations or Demolition Proposed)
15.	Structure is Designated Heritage (Alterations or Demolition Proposed)
16.	Subject Property within a Heritage Conservation Study Area
17.	Subject Property is in a Designated Heritage District
	TRANSPORTATION AND HIGHWAY IMPROVEMENT ACT APPROVALS
18.	Subject Property is within 45 m of Highway 7, 15 & 29
19.	Subject Property within 395 m of an intersection of Highway 7, 15 & 29
20.	Project will cause large numbers of persons (i.e. movie theater, shopping mall) and within 800 m of Highway 7, 15 & 29
	RELATED ACTS AND REGULATIONS (Acts and Regulations Vary)
21.	Project involves a Day Nursery (new or alteration or renovation to) - s. 5 of O Reg. 262 <i>Day Nurseries Act</i> ,
22.	Project involves Seniors Homes (new or alteration to) - s. 6 of O. Reg. 314 <i>Elderly Persons Centres Act</i> .
23.	School Demolition Proposed s.194 <i>Education Act</i>
24.	Project involves a Dairy Farm or Dairy Processing Plant - s.14 <i>Milk Act</i>
25.	Proposed project is within 3000m of an Active Farm Operation - s.11.1 O. Reg. 267/03 <i>Nutrient Management Act</i>
26.	Project subject to Fortification of Lands By-law - s. 133 <i>Municipal Act, 2001</i>
27.	Project involves Mobile Homes/Land Lease communities - s. 46 <i>Planning Act</i>
28.	Development subject to Collection of Development Charges - s. 28 and 53 <i>Development Charges Act</i>
29.	Development subject to School Board Levy - s. 257.83 and 257.93 <i>Education Act</i>
30.	By-laws made under any private Act that prohibit <i>Construction or Demolition of a building</i>
31.	By-laws made under any private Act that Prohibit proposed <i>Change of Use</i> of a building

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: <u style="text-decoration: none;">TOWN OF CARLETON PLACE</u> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>				
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				
New construction	Addition to an existing building	Alteration/repair	Demolition	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.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	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.			Yes	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> .			Yes	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.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	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]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>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.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>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.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</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. I have submitted this application with the knowledge and consent of the firm. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of Designer </p>			

NOTE:

1. 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.
2. 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 practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

**OWNER COMMITMENT TO HAVE GENERAL REVIEW UNDERTAKEN
BY ARCHITECTS AND/OR PROFESSIONAL ENGINEERS**

PART A – TO BE COMPLETED BY OWNER

Project Description:

Permit Application No.

Address of Project:

Municipality:

Town of Carleton Place

WHEREAS the Building Code Act prohibits the construction or demolition of a building if a permit authorizing the construction or demolition has not been issued, and

WHEREAS the Building Code requires that the construction or demolition of the project indicated have general review undertaken by architects and/or professional engineers that are licensed to practice in Ontario, and

WHEREAS general review shall not commence until a permit is issued.

NOW THEREFORE the Owner, who intends to construct or demolish or have the project indicated constructed or demolished, hereby confirms that:

1. The undersigned architect(s) and/or professional engineer(s) have been retained to undertake general review of the construction or demolition of the project indicated to determine whether construction or demolition of the project indicated is in general conformity with the plans and other documents that form the basis for the issuance of a permit, with general review undertaken in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect(s) and/or professional engineer(s) will be forwarded promptly to the Chief Building Official;
3. Should any retained architect or professional engineer cease to provide general review for any reason during construction or demolition, the Chief Building Official will be notified in writing immediately, and another architect or professional engineer will be retained so that general review continues without interruption;
4. Construction or demolition of the project indicated will only be undertaken if architect(s) and/or professional engineer(s) are retained to undertake general review and a permit authorizing the construction or demolition has been issued; and
5. The architect(s) and/or professional engineer(s) listed below will be notified in writing of the start date of the construction or demolition of the project indicated and that no construction or demolition will commence before the start date given in the notification.

The undersigned hereby certifies that he or she has read and agrees to the above.

Owner's Company Name:

First and Last Name:

Signature:

Date:

Owner's Address:

Telephone:

Fax:

Email:

Company name of the coordinator of the work of all architects and professional engineers:

First and Last Name:

Address:

Telephone:

Fax:

Email:

PART B – TO BE COMPLETED BY ARCHITECTS AND PROFESSIONAL ENGINEERS

The undersigned architect(s) and/or professional engineer(s) hereby declare that they are licensed to practice in Ontario and have been retained to undertake general review of the parts of construction or demolition of the project indicated to determine whether the construction or demolition is in general conformity with the plans and other documents that form the basis for the issuance of a permit, with general review completed in accordance with the performance standards of the OAA and/or PEO.

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER: _____

Company Name:

First and Last Name:

Signature:

Date:

Address:

Telephone:

Fax:

Email:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER: _____

Company Name:

First and Last Name:

Signature:

Date:

Address:

Telephone:

Fax:

Email:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER: _____

Company Name:

First and Last Name:

Signature:

Date:

Address:

Telephone:

Fax:

Email:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER: _____

Company Name:

First and Last Name:

Signature:

Date:

Address:

Telephone:

Fax:

Email:



BUILDING PERMIT APPLICATION PROPOSED PLUMBING FIXTURE COUNT FORM

Project Location: _____, Carleton Place, Ont.
Street Address

Fixture	Basement	1st Floor	2nd Floor	3rd Floor	Other
Backflow preventer					
Backwater Valve					
Bidet					
Dishwasher (SA)					
Ejector Pit					
Floor Drain					
Food display unit					
Grease Inteceptor Unit					
Hose bib					
Hot Water Tank					
Kitchen Sink					
Laundry					
Laundry Tub					
Lavatories					
Oil Interceptor Unit					
Other sinks					
Roof Drain					
Shower					
Tub					
Urinal					
Water Closet					
Water Fountain					
Others :					
Subtotals					
Total					