

Address	Application No.	Date Received
---------	-----------------	---------------

	YES	NO
Zoning Bylaws ♦ City Planning Division		
Is/was relief required to permit a minor zoning variance in your proposal?	<input type="checkbox"/>	<input type="checkbox"/>
Is/was rezoning required to permit the proposed building or land use?	<input type="checkbox"/>	<input type="checkbox"/>
Is this property subject to a Minister's Zoning Order or Provincial Zoning Regulation?	<input type="checkbox"/>	<input type="checkbox"/>
Is a land division or subdivision required and not yet fully completed?	<input type="checkbox"/>	<input type="checkbox"/>
Are municipal services required but not yet completed or available?	<input type="checkbox"/>	<input type="checkbox"/>
Planning Approval ♦ City Planning Division		
Does this development require site plan approval from the Planning Division?	<input type="checkbox"/>	<input type="checkbox"/>
Heritage ♦ City Planning Division		
Are you demolishing a building that is listed on the City's heritage inventory?	<input type="checkbox"/>	<input type="checkbox"/>
Is the building designated or in the process of being designated?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property located in a heritage district or study area?	<input type="checkbox"/>	<input type="checkbox"/>
Construction and Fill Permits ♦ Grey Sauble Conservation Authority		
Does the property abut a ravine, watercourse, wetland or shoreline?	<input type="checkbox"/>	<input type="checkbox"/>
Building & Land Use Permits ♦ Ontario Ministry of Transportation		
Is the property within 45 m of a highway or 180 m from any highway intersection?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property within 395 m of a controlled highway intersection?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a major traffic generating project located within 800 m of a highway?	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Approvals ♦ Ontario Ministry of the Environment and Climate Change		
Is an RSC required to be filed because of a change to more sensitive land use?	<input type="checkbox"/>	<input type="checkbox"/>
Is the property a former waste disposal site?	<input type="checkbox"/>	<input type="checkbox"/>
Is this project a major industrial, commercial or government project?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a renewable energy project?	<input type="checkbox"/>	<input type="checkbox"/>
Clean Water Act ♦ Grey Sauble Conservation Authority		
Is a Containment Management Plan required to be filed due to bulk fuels or chemical handling?	<input type="checkbox"/>	<input type="checkbox"/>
Does the project involve construction of a new building or addition within a Well Head Protection Area?	<input type="checkbox"/>	<input type="checkbox"/>
Agriculture and Farms ♦ Ontario Ministry of Agriculture, Food and Rural Affairs		
Is this a farm building that will house animals or manure?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a milk processing plant?	<input type="checkbox"/>	<input type="checkbox"/>
Education / Child Care Centres ♦ Ontario Ministry of Education		
Is a daycare proposed in any part of the building?	<input type="checkbox"/>	<input type="checkbox"/>
Is this permit for the demolition of a school operated by the public or separate school boards?	<input type="checkbox"/>	<input type="checkbox"/>
Seniors Centres ♦ Ontario Ministry of Community and Social Services		
Is this a seniors project where Ontario Government Funding is being sought?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Conductor Clearances ♦ Electrical Safety Authority		
Are any overhead electrical conductor wires within 3.7 m of the proposed building?	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION

I have considered the list of applicable laws in the Ontario Building Code and as described above, and do hereby declare that:

- 1. None of these applicable law approvals apply to this project.
- 2. Applicable laws checked with a 'yes' apply to this project, and approval documents are submitted with this application.
- 3. Applicable laws checked with a 'yes' apply to this project, however all approval documents have not yet been obtained.

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation or partnership with respect to this application (if applicable).

Name:

Signature:

Date

Applicable Laws & Building Permits

The *Building Code Act* prohibits the issuance of a building permit if the proposed construction or demolition will contravene an applicable law as defined by the building code. Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **not** administered by the Building Standards Department. The fastest way to obtain a building permit is to ensure all these other approvals are completed (or do not apply) before applying for a building permit. The Building Department is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals.

Zoning, Planning & Heritage

Contact: City of Owen Sound Planning Division at 519-376-4440 ext. 1250 planning@owensound.ca

[Planning Act, s.34, 34\(5\), 45 and Part VI](#)

Zoning bylaws restrict such things as land use, lot size, building size and setbacks. If your project doesn't comply with any part of the zoning by-law, a minor variance or rezoning must be obtained before any building permit can be issued. Zoning by-laws also restrict the issuance of permits until any associated land division, subdivision or municipal servicing is complete.

[Planning Act, s.41](#)

Site Plan Approval is required for most new buildings and additions other than houses and accessory structures. The site plan agreement must be registered before site plans will be approved.

[Ontario Heritage Act, s. 27, 30, 33, 34 40.1 & 42](#)

Owen Sound has designated certain heritage buildings and maintains a listing of buildings of heritage interest. Specific areas have also been established as Heritage Conservation Districts. Planning and/or City Council approval for demolition, alteration and construction is required if your property is affected.

Conservation Authority Permits

Contact: Grey Sauble Conservation Authority at 519-376-3076 k.mckee@greysauble.on.ca

[Conservation Authorities Act s.28 \(1\)\(c\), regulation 166/06](#)

Development within certain conservation regulated areas requires a construction and fill permit from the conservation authority before any building permit can be issued. GSCA will confirm if your property falls within their jurisdiction.

Highway Corridor Building & Land Use Permits

Contact: Ministry of Transportation www.mto.gov.on.ca

[Public Transportation and Highway Improvement Act, s.34, 38](#)

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.

Environmental Approvals

Contact: Ministry of the Environment and Climate Change at 1-800-265-3783

[Environmental Protection Act s. 46, 47.3, 168 and the Environmental Assessment Act s 5.](#)

Ministry of the Environment and Climate Change approvals are required where a property of industrial or commercial use is changed to more sensitive residential or parkland use, for major government, industrial and commercial projects where defined by regulation, properties formerly used for landfill or waste disposal, or renewable energy projects.

Electrical Conductor Clearances

Contact: Electrical Safety Authority at 1-877-372-7233

Certain minimum distances must be maintained from overhead electrical conductors, depending on their voltage.

Source Water Protection

Contact: Grey Sauble Conservation Authority at 519-376-3076 k.mckee@greysauble.on.ca

[Clean Water Act s. 59](#)

Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated risk management official. Properties located within a Highly Vulnerable Aquifer (HVA) and/or within the Well Head Protection Area Water Quality (WHPA-Q) are to contact the Grey Sauble Conservation Authority.

Agriculture and Farms

Contact: Ministry of Agriculture, Food and Rural Affairs at 1-877-424-1300

[Nutrient Management Act 2002 s. 11 reg 267/03, Milk Act s. 14](#)

Buildings or structures that house animals or store manure may trigger a requirement for a nutrient management strategy approved by the Ministry. The Ministry must determine that a milk processing plant is necessary and authorize it before a building permit can be issued.

Child Care Centres

Contact: Ministry of Education at 1-877-510-5333

[Day Nurseries Act s. 5 of reg 262](#)

Ministry plan approval is required if a new building is proposed to be used as a day nursery, an existing building is proposed to be used, altered or renovated for a day nursery, or if an existing day nursery is altered or renovated.

Seniors Centres

Contact: Ontario Ministry of Community and Social Services at 1-888-789-4199

[Elderly Persons Centres Act s. 6 of reg 314](#)

Reports must be submitted to the Minister and approval obtained for all seniors centres to which government funding applies.

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 #:	Received by:
Date received:	Roll #:

Application submitted to: **City of Owen Sound, Building Division, 808 2nd Avenue East, Owen Sound, ON N4K 2H4**
(519) 376-4440, ext. 1231, Fax (519) 371-0511, building@owensound.ca www.owensound.ca/building

A. Project information			
Street address:		Unit #:	
Municipality: City of Owen Sound	Postal Code:	Plan or lot number:	
Construction value est. \$:	Plumbing 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"/> Plumbing - Schedule '3' <input type="checkbox"/> Demolition - Schedule '3' <input type="checkbox"/> Conditional Permit			
Proposed use of building:	Current use of building:	Current Zoning of property:	
Description of proposed work:			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner (complete Section K.)			
Last name:	First name:	Company Name:	
Mailing address:			Unit #:
Municipality:	Postal code :	Province:	E-mail:
Telephone: ()	Fax: ()	Cell: ()	
D. Owner (if different from applicant)			
Last name:	First name:	Company Name:	
Address:			Unit #:
Municipality:	Postal code:	Province:	E-mail:
Telephone: ()	Fax: ()	Cell: ()	
E. Contractor (optional, if different from Applicant)			
Last name:	First name:	Company Name:	
Address:			Unit #:
Municipality:	Postal code:	Province:	E-mail:
Telephone: ()	Fax: ()	Cell: ()	
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 & 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 Ontario 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
	<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 bylaw, 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	
J. Declaration of Owner (whether Applicant or not)		
I, _____, declare that: (print name)		
1. For residential development permits issued between March 2, 2015 and March 1, 2018 only I acknowledge:		
a. that upon the issuance of this permit, Development Charges in the amount of \$_____ which are be due and payable but I have not paid have been added to the tax roll for this property but are not yet due.		
b. If an Occupancy Permit under the Building Code Act is issued on or before March 1, 2018 part or all of the Development Charge will be removed from the tax roll for this property. If an Occupancy Permit is not issued by March 1, 2018 the Development Charge will then be due and thereafter interest will accrue and be payable at the rate for unpaid taxes.		
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.		
_____	_____	
Date	Signature of Owner	
K. Declaration of Owner Authorizing the Agent (required by Section C)		
I/We _____, being the (print name) registered owner(s) of the subject property, hereby authorize _____ to prepare, (Applicant/Agent) submit and obtain a building permit, on my behalf for the property at : _____ (property address)		
_____	_____	
Signature of Agent	Signature of Owner(s)	

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 3: Other Municipal Information

Plumbing Permit - If the project is for new or altered plumbing, complete the following:							
Plumber:				Company:			
Fixture Count							
#	Item	@	Fee	#	Item	@	Fee
	Sink/Basin/Lavatory	\$4.00	\$		Floor/Indirect Drains	\$4.00	\$
	Dishwasher	\$4.00	\$		Interceptors	\$4.00	\$
	Shower/Bath	\$4.00	\$		Stacks	\$4.00	\$
	Laundry Tub/Trays	\$4.00	\$		Rain Water Leaders	\$4.00	\$
	Auto Washer	\$4.00	\$		Other		\$
	Drinking Fountain	\$4.00	\$		Water Conditioner – no other plumbing	\$30.00 total	\$
	Water Closet/Urinals	\$4.00	\$		Residential Permit Fee	\$42.50	\$
	Water Heater/Conditioner	\$4.00	\$		Commercial Permit Fee	\$85.00	\$
Total Plumbing Fee (minimum charge \$95.00)							\$

OFFICE USE ONLY:

Charges/Fees:

County Development Charge: \$ _____ paid

Development Charge: \$ _____ paid

Engineering Services Fee: \$ _____ paid

Plumbing Permit Fee: \$ _____ paid

Construction Permit Fee: \$ _____ paid

Attached Garage/Other: \$ _____ paid

Occupancy Fee: \$ _____ paid

Penalty Permit Fee: \$ _____ paid

Security Deposit: \$ _____ paid refunded

Total Charges: \$ _____ paid

Date Issued: _____

Schedule 4: DEMOLITION PERMIT INFORMATION

Demolition Permit - A valid locate is required for any digging – ‘call before you dig’ – ON1CALL 1-800-400-2255	
Projected start & finish dates:	
Start:	Finish:
Required Approvals: Officers of the agencies designated below must complete & sign this form (area code 519 unless noted)	

Agency/Utility:	Address/Phone/Fax:	Issue:	Date:	Signature of Official:
Public Works	1900 20 th St East 376-4274 – fax 372-1209	Sanitary & Storm Sewer Capping		
Comments/Conditions: <i>attention Water/Wastewater Manager</i>				
Further, please note: <i>contact Public Works staff to observe sewer capping (at property line) at time of demolition.</i>				
Public Works	1900 20 th St East 376-4274 – fax 372-1209	Water & Water Meter Removal		
Comments/Conditions: <i>attention Water Distribution Co-ordinator</i>				
Hydro One Service	1-888-664-9376 (say 'services') fax 1-888-625-4401	Electric Service		
Comments/Conditions:				
Union Gas	(888) 774-3111, <i>press '3' or say 'utilities'</i> fax (866) 263-0581 uglmovingsupport@uniongas.com	Gas & Gas Equipment		
Comments/Conditions:				
Rogers Communications Inc. (Rogers Cable)	simcoecirculations@rci.rogers.com fax (705) 737-3840	Cable/Telephone/ Internet		
Comments/Conditions: <i>attention Bernie Cyr</i>				
Bell Canada	371-3125 fax 376-3563	Telephone System		
Comments/Conditions:				