

# Township of Central Frontenac

## Building Department

PO Box 89,

Sharbot Lake, Ont., K0H 2P0

Telephone: 613-279-2935, ext. 226 Fax: 613-279-2422



## Building Permit Applications

Building permit applications can be a complicated procedure for those that have never applied before. Some important items to consider when applying are as follows:

The Township's zoning by-law is one of the laws that your proposed structure will be reviewed against. In many circumstances (particularly with waterfront lots) a pre-consultation with the townships planning and building departments can answer any questions you may have and avoid costly mistakes prior to construction.

The items in the list below may be required for a complete permit application. Upon review of the application, the Building Inspector may require further documentation or clarification.

1. Completed application for a permit to construct or demolish
  2. Plot plan showing distances from lot lines, high water mark, septic system, and all buildings. This includes all barns within 1000 m.
  3. A complete set of drawings (11x17 preferred), showing floor plans, elevations, cross sections, roof layout etc.
  4. A copy of any engineered drawings (trusses, floor joists, slab on grade, glass guards, etc.)
  5. Copy of deed or tax bill
  6. Setback/Occupancy Waiver Form
  7. On-Site septic approval (South Frontenac 613-376-3027 Ext. 2226)
  8. Energy Efficiency Design Summary
  9. HVAC Design
  10. Civic address and/or entrance permit from public works department. (Payment must accompany entrance permit application)
  11. Well records (when requested)
  12. Survey of property (when requested)
  13. Drainage plan showing method for dealing with surface drainage on property (when requested)
  14. Conservation Authority, Min. of Natural Resources, Agriculture, Environment (Where applicable)
  15. CSA Certification for buildings or parts of buildings prefabricated or manufactured off site (Where applicable)
  16. Non-refundable deposit (\$104), due with application and applied to permit cost.
- 17.** Permit fee (\$15 per thousand dollars of construction value), plus refundable deposit. \$104 min. fee due with application and applied to permit cost. Remainder is due when permit is picked up. Deposit is returned to the payee if the applicant passes a final inspection within 5 years. **Notes:**
1. Permit must be posted on site within view.
  2. It is the sole responsibility of the applicant/owner to ensure that all inspections are completed.
  3. 48 hours notice is required for all inspections.
  4. Electrical permit may be required from Electrical Safety Authority (1-877-372-7233)
  5. **All permit applications must be complete before we can review them.**
  6. Submit applications and related documents to: [ds@centralfrentenac.com](mailto:ds@centralfrentenac.com)

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

<b>For use by Principal Authority</b>				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: <b style="text-align: center;">The Township of Central Frontenac</b>				
(Name of municipality, upper-tier municipality, board of health or conservation authority)				
<b>A. Project Information</b>				
Building number, street name			Unit number	Lot/con.
Municipality		Postal code	Plan number/other description	
Project value est. \$			Area of work (m <sup>2</sup> )	
<b>B. Purpose of Application</b>				
Addition to an New Construction		Existing Building		Alteration/Repair
				Demolition
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
Applicant is:      Owner    or    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
<b>D. Owner (if Different from Applicant)</b>				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number

<b>E. Builder (Optional)</b>				
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
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
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):				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and Compliance with Applicable Law</b>				
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
iii) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of Applicant</b>				
I _____ declare attached				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other 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.

**TOWNSHIP OF CENTRAL FRONTENAC  
BUILDING DEPARTMENT**

1084 Elizabeth Street, P.O. Box 89  
Sharbot Lake, Ontario K0H 2P0

*Telephone: (613) 279-2935 (Extension 226 for CBO) or Fax (613) 279-2422*

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***SETBACK WAIVER, INSPECTION and  
OCCUPANCY NOTICE REQUIREMENTS***

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Project Location Information:

**Permit #:**

Property Owner's Name: \_\_\_\_\_ Agent's Name: \_\_\_\_\_

Municipal Address: \_\_\_\_\_

Roll Number: \_\_\_\_\_

Concession: \_\_\_\_\_ Lot: \_\_\_\_\_ R Plan #: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Front Yard Setbacks \_\_\_\_\_ or Waterbody Setback \_\_\_\_\_

Side Yard Setback \_\_\_\_\_ Side Setback \_\_\_\_\_ Rear Setback \_\_\_\_\_

To the Township of Central Frontenac,

I declare that; I am owner listed above  or;

I am the authorized agent of the property owner listed above  As the

Owner/Agent I hereby acknowledge;

- That the issuance of a Building Permit and/or a general site review by the Building Department Staff is not confirmation that all zoning setbacks have been adhered to. This includes but is not limited to separation of structures to the high-water mark, lot lines, septic systems and other structures. It is understood that it is the sole responsibility of the owner/agent to meet the setback requirements as set out in Central Frontenac Zoning By-law 2011-52, and;
- That an Occupancy Permit *must be issued by a Township Building Official prior to any occupancy* of a seasonal or permanent residence and;
- The owner(s) are obligated to arrange for the inspections indicated on the permit card issued for the project, and that no work will proceed until the Building Inspector has inspected the various stages of construction indicated on the permit card, and;
- Permit Drawings and documents submitted with errors or omissions contained therein do not relieve the owner and/or authorized agent from the responsibility of completing all work to meet or exceed the requirements of the Ontario Building Code.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

\_\_\_\_\_  
Property Owner (Signature and Date)

\_\_\_\_\_  
Applicant (Signature and Date)

**Note:** The Ontario Building Code Act requires that request for inspections are made a minimum 2 regular business days in advance of the regular business day upon which the inspection is needed.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number (     )	Fax number (     )	Cell number (     )	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1]</b>			
<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			
<b>D. Declaration of Designer</b>			
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 2.17.4. 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 work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. 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 authority to bind the corporation or partnership (if applicable).			
_____	_____		
Date	Signature of Designer		

\*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

**NOTE:**

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*.