



BUILDING APPLICATION CHECKLIST – MAJOR PROJECTS

(Ex: Single detached dwelling or Seasonal dwelling)

NOTE: Applications may be refused if the first seven (7) documents are not submitted.

- Building permit application
- A separate sewage system application (when constructing a new dwelling on vacant land)
- 2 sets of full-size construction drawings including: all structural framing, floor plans, elevations, cross sections, footings/foundation wall details, truss layout
- Plot plan is required to include:
 - setback of the dwelling from all property lines, from existing structures and proposed structures
 - setback from high water mark/all water bodies
 - setback from the sewage system and septic tank
 - setback from overhead power lines
 - the dimensions and area of the lot and a North arrow
 - the location, dimension, and area of the dwelling in relation to the building lot
 - the street name/lane name and address
 - the driveway location
 - Right-of-way, easements, ditches
- Setback Waiver/Inspection notice form
- Heat loss/gain calculations with ventilation design
- Energy Efficiency Design Summary
- Approved entrance permit from Public Services (if driveway is on a public road)
- Conservation Authority - provide email from CA as to whether an approval is required or not (Applies to **all** projects located near any water body)
- Agent authorization form
- Zoning compliance approval/Site Plan or Development Agreement (provide a copy if required)
- Copy of tax bill or deed (proof of land ownership - if required)
- Survey of property (upon request)
- Well record (upon request)

An in-depth plans examination may reveal that further information may be required from the applicant to satisfy compliance with the Ontario Building Code or other applicable law. Total fees will be determined during the Building Inspectors review.

Note: All Decks require a separate permit application from the dwelling application. Please refer to Deck application package on the website.

Potential additional fees: Development Charges = \$13,484.88 (As per DC Bylaw)

Lot Grading Deposit = \$3000.00 (As per Subdivision/Development Agreement)

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: _____ <u>Township of South Frontenac</u> _____			
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 Ontario New Home Warranties <i>Plan Act</i> ? If no, go to section G.			q Yes	q No
ii. Is registration required under the Ontario New Home Warranties Plan Act?			q Yes	q 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.			q Yes	q 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> .			q Yes	q 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.			q Yes	q No
iv) The proposed building, construction or demolition will not contravene any applicable law.			q Yes	q No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

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

A. Project Information			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate):			
(print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____ I certify that:			
1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm.			
_____	_____		
Date	Signature of Designer		

NOTE:

- 1 For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d), of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- 2 Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of 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.



SETBACK WAIVER and INSPECTION and OCCUPANCY NOTICE REQUIREMENTS

Project location information: _____ Permit #: _____

Property owner(s): _____

Municipal address: _____

Phone #: _____ Email: _____

Roll #: _____

Concession: _____ Lot: _____ Part: _____ R Plan #: _____

To the Township of South 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 the Township Zoning By-law, 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.

Signature

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.



Agent/Owner Authorization Form

Permit #: PR

A. Project information:
Street address:

B. Authorized Agent of owner:		
Last name:	First name:	Corporation/partnership:
Street address:	Postal code:	Province:
Phone number:	Cell number:	E-mail:

C. Parties authorized to receive inspection reports:		Trade specific reports	All reports
Company/Contractor	Contact email		

D. Declaration of Owner:	
<p>I, _____, being the registered owner of the above noted property hereby authorize the party stated in Section B of this form to make application for permit on my behalf to Building Services of the Township of South Frontenac in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.</p> <p>All parties identified in Section C are hereby authorized to receive inspection reports as outlined above.</p> <p><input type="checkbox"/> I as the registered owner, wish to be copied on all communication throughout application/review process.</p> <p><input type="checkbox"/> I as the registered owner, wish to receive a copy of all inspection reports.</p>	
Date:	Signature:

Note: It is the responsibility of the owner/authorized agent to provide the contact information in Section C and to provide update to changes, otherwise assigned inspection report will only be sent to the applicant for the above noted project.



Civic Addressing Application Form

Applicant Information:

Date: _____

Name: _____

Company Name (if applicable): _____

Mailing address: _____

Phone: _____ Email: _____

Property Information:

Legal Description: Lot: _____ Concession: _____ Plan No.: _____ Part: _____

Road name: _____

Roll #: 1029- _____

Address to the east or west or across road: _____

Civic Address request information:

Reason(s) for obtaining a civic address? Check all that apply:

Building Permit Replacement Subdivision Severance Site Plan Other

Please ensure that the following is included with this application:

- 1) Payment of the **\$103.00** civic address blade installation fee. Payable by cheque, cash, debit or credit card.
- 2) An approved Entrance permit is required from the Public Services Department (at 2490 Keeley Road) if located on a public road.
- 3) A copy of the tax bill or deed may be required.

Owner's name (if different from the Applicant's name): _____

Signed by Owner

Date

Office Use Only:

New Civic Address: _____

Completed Date: _____

Date Received: _____

Fee Paid: \$ _____

File #: _____

Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority	
Application No:	Model/Certification Number

A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package): Package: _____ Table: _____

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____ m ² or _____ ft ² Area of W, S & G = _____ m ² or _____ ft ²	W, S & G % = _____ Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement <input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit <input type="checkbox"/> Air Sourced Heat Pump (ASHP) <input type="checkbox"/> Ground Sourced Heat Pump (GSHP)

D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions			
<input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))			
<input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))			
<input type="checkbox"/> Airtightness substitution(s) Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____		
	<input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____		
	Required: _____ Permitted Substitution: _____		
Building Component	Minimum RSI / R values or Maximum U-Value ⁽¹⁾	Building Component	Efficiency Ratings
Thermal Insulation	Nominal Effective	Windows & Doors Provide U-Value ⁽¹⁾ or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		Mechanicals	
Walls Above Grade		Heating Equip.(AFUE)	
Basement Walls		HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		DWHR (CSA B55.1 (min. 42% efficiency))	# Showers _____
Slab (all ≤600mm below grade, or heated)		Combined Heating System	

(1) U value to be provided in either W/(m²•K) or Btu/(h•ft²•F) but not both.

E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature

Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the *SB-12 Prescriptive* design tables (this form is for this option (Option 1)),
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *Energy Star*, or
4. Design to *R2000* standards.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- *SB-12 Prescriptive* requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1 *Windows, Skylights and Glass Doors:* If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the *SB-12 Prescriptive* option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which *SB-12 Prescriptive* compliance package table applies.

Other Building Conditions: These construction conditions affect *SB-12 Prescriptive* compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the *SB-12 Prescriptive* option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm ² /m ²	1.81 in ² /100ft ²	0.93 L/s/m ²	0.18 cfm50/ft ²
Attached dwelling	3.0	2.12 cm ² /m ²	3.06 in ² /100ft ²	1.32 L/s/m ²	0.26 cfm50/ft ²

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the *SB-12 Prescriptive* option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

Radon Gas Mitigation Program – Compliance Options

Building Code Requirements (*low-rise residential dwellings*)

➤ Option #1: pipe, mandatory testing	Advantages / Opportunities	Challenges
<ul style="list-style-type: none"> - Provide for subfloor depressurization (pipe rough-in), in accordance with SB-9, 3.2.(1)-(5). Ref.: Division B, 9.13.4.2.(2)(c) - Mandatory testing required. Ref.: SB-9, 3.2.(6) - Subfloor depressurization system required to be installed only if concentration levels exceed 200 Bq/m³. Ref.: SB-9, 3.2.(9) 	<ul style="list-style-type: none"> - Establish a database for monitoring test results. - Radon levels will be reduced to less than Health Canada Guidelines of 200 Bq/m³, and occupant safety will be ensured. - Pipe rough-in present for future depressurization system. - Most cost effective for builder. (if depressurization system not required) - Testing will be carried out by a certified C-NRPP professional. (<i>Canadian National Radon Proficiency Program</i>) 	<ul style="list-style-type: none"> - Building permits will remain open for between 3- 12 months while testing is being done. - Lack of slab sealing or vapour barrier below slab, and lack of wall sealing, could make remediation expensive, particularly if basement is finished.
➤ Option #2: soil gas barrier, no pipe	Advantages / Opportunities	Challenges
<ul style="list-style-type: none"> - Sealing of walls. Ref.: Division B, 9.13.4.2.(3) <ul style="list-style-type: none"> o Bituminous damproofing. (i.e.: tar foundation walls) - Sealing of floors. Ref.: Division B, 9.13.4.2.(4)(a) <ul style="list-style-type: none"> o Polyethylene under slab (6 mil), and o Caulk all slab penetrations above slab, and perimeter of slab. o Approved spray foam 	<ul style="list-style-type: none"> - Relatively easy to depressurize below slab should radon levels be found to exceed 200 Bq/m³. (not difficult to install pipe after construction) - Limits difficulties of retrofit slab sealing if basement space is finished and elevated radon levels are found thereafter. - Permit can be closed after construction is complete. (not dependent on testing results) 	<ul style="list-style-type: none"> - Separate inspection of poly / spray foam below slab. - Additional construction costs for materials and labour. - Presence of radon will remain unknown if voluntary testing not done. - There's no guarantee that radon levels will be less than Health Canada Guidelines of 200 Bq/m³, and occupant safety is not guaranteed. - No pipe rough-in for future depressurization system.
➤ Option #3: depressurization system, partial soil gas barrier	Advantages / Opportunities	Challenges
<ul style="list-style-type: none"> - Sealing of walls. Ref.: Division B, 9.13.4.2.(3) <ul style="list-style-type: none"> o Bituminous damproofing. (i.e.: tar foundation walls) - Provide subfloor depressurization pipe in accordance with SB-9, 3.2.(1)-(5). - Install active subfloor depressurization system (fan). Ref.: Division B, 9.13.4.2.(4)(b). 	<ul style="list-style-type: none"> - Radon levels will be likely be reduced to less than Health Canada Guidelines of 200 Bq/m³, and occupant safety will likely be ensured, however no guarantee as no testing is required. - Permit can be closed after construction is complete. (not dependent on testing results) 	<ul style="list-style-type: none"> - Additional construction costs for materials and labour. - Presence of radon will remain unknown if voluntary testing not done. - Increased electricity use due to fan, even though fan may not be necessary. - Excessive air leakage (heat loss) may occur through slab due to the lack of vapour barrier below and slab sealing.

Note: For further information, please see the South Frontenac Township website - www.southfrontenac.net



Soil Gas Mitigation Strategy Declaration

Date received:	Permit number:
Project Location:	
Building number, street name:	Lot/con.
Telephone number:	E-mail:
Owner or Authorized Agent:	
Last name:	First name:
Telephone number:	E-mail:
Declaration of applicant:	
<p>I _____ declare that I will implement: (print name)</p> <p>(Please circle one of the three following radon gas mitigation options, to be constructed on site):</p> <p><input type="checkbox"/> Option 1: Sub-Slab (mandatory radon testing is required)</p> <p>Option 2: Soil Gas Barrier (radon testing is not required)</p> <p>Option 3: Soil Gas Barrier and Sub-Slab Depressurization – Sub-slab depressurization design by qualified designer required. (radon testing is not required)</p> <p>I certify that:</p> <ol style="list-style-type: none"> Building permit drawings shall clearly indicate details associated with radon gas mitigation Option # _____ to be constructed on site: It is my responsibility to conduct the radon test, if required, to determine the radon concentration in the building and submit the results to the Township of South Frontenac, Building Services. <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of Designer </p>	