



Township of Elizabethtown-Kitley

Main Administration Office

6544 New Dublin Rd

Addison ON K0E 1A0

613-345-7480

building@ektwp.ca

Additions or Minor Renovations Application Checklist

Building permit applications **must include the items below in bold** to be accepted by Building Services.

Applications will be refused if items are missing, not readable, or are incomplete.

Building Permit Application completed in full and including:

- **Schedule 1: Designer Information**
- **Energy Efficiency Design Summary (if needed)**
- **Roles and Responsibilities Form**

Two (2) hard copies (preferably size 11"x17") and one (1) electronic copy (PDF) of complete construction drawings

Site plan including:

- **Setback of the construction from all property lines, from existing structures and proposed structures**
- **Setback from high watermark/all water bodies, if any**
- **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 construction in relation to the building lot**
- **The street name and address with driveway location**
- **Any right-of-way, easements, ditches**
- **Provide direction of flow for drainage**

Heat loss/gain calculations with ventilation design OR letter of intent from the contractor/designer (if needed)

Agent authorization form (if applicant is not the registered owner)

Additional items related to the property **may** also be requested as part of your building permit application package. These items may include, but are not limited to, the deed or recent tax bill (proof of property ownership), the most recent land survey, the well record, etc.

For any project on your property that is close to or within the appropriate Conservation Authority's (CA) regulated area, per O. Reg. 41/24, you must provide either a copy of the approved permit from the CA for this project, or written confirmation (email) from the CA that a permit is not required from their office for this project.

Please note that all applications are reviewed by the Planning Department for compliance with Comprehensive Zoning By-law 13-21, as amended. 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.

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				
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:		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		
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 (if known)				
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. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence 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) - The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. - 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., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.

Construction Details

1. Construction Type

Frame Protected Frame Veneer
Masonry Reinforced Concrete Steel
Other (specify)

2. **Soil Type** - Rock Clay Loam
Other

- Are special foundations required? Y N

3. **Foundation** - Wall Thickness

- Type: Poured Block
Other (specify)

4. **Footings** - **Size**

5. **Floor** - **Load**

6. **Water** Well
Other (specify)

7. **Heating** Gas Oil Electric Other (specify).....
or N/A

8. **Ventilation** Required Ventilation Summary has been Submitted/attached.
or N/A

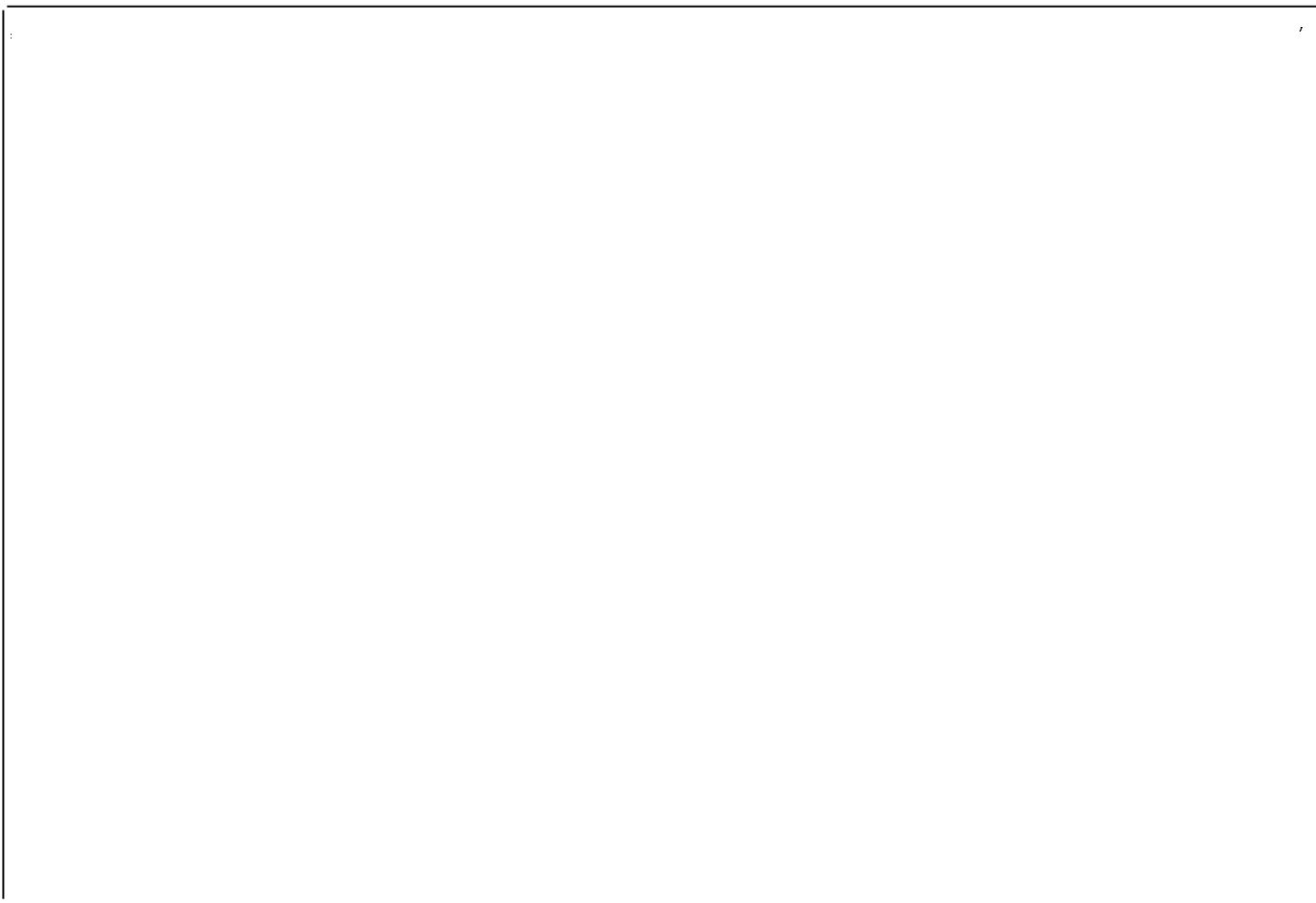
9. **Please Indicate the Number Water Fixtures Proposed** or N/A

10. **Septic Approval** Approval Obtained (See Submitted Copy of Approval).
or N/A

11. **Fuel Burning Appliance: CSA or Other Approval** or N/A

12. **Chimney** Existing New: **CSA or Other Approval**
or N/A

Site Sketch/Plan



1. Lot Dimensions: Lot Area _____ acres $\pm$; Lot Dimensions _____ ft. $\pm$

2. Setbacks from Proposed Structure to Lot Lines (View from Road):

Left Side Yard: _____ ft.

Right Side Yard: _____ ft.

Front Yard: _____ ft.

Rear Yard: _____ ft.

3. Dimensions of: - Proposed Structure:

Width: _____

Length: _____

Height: _____

Area Sq. Ft.: _____

Distances to:

septic (tank and tile bed) Note: New construction is to be a minimum of 5 ft. from septic tank and 17 ft. from tile bed. New construction not to be within mantle area.

well

****Please Include all of the above on the Site Sketch***

A separate site plan is acceptable but must include all site plan requirements as outlined in the checklist on page 1 of this application package

To Be Completed in Full - Incomplete application forms will result in delay of processing

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				
I _____ declare that (choose one as appropriate): (print name) 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: _____ 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: _____ 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) (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 Professional Engineers Ontario.

Energy Efficiency Design Summary

(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

For use by Principal Authority

Application No:	Model/Certification Number
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A. Project Information

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

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

☐ SB-12 Prescriptive (circle one): A B C D E F G H I J K L M or ☐ Table 2.1.1.10. (Additions)	
☐ prescriptive trade-offs used (Specify 2.1.1.2. or 2.1.1.3. sentences being employed):	
☐ SB-12 Performance* [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
☐ Energy Star®* [SB-12 - 2.1.3.]	* Attach Builder Option Package [BOP] form
☐ EnerGuide 80® *	* House must be evaluated by NRCAN advisor and meet a rating of 80

C. Project Design Conditions

Climatic Zone (SB-1): ☐ Zone 1 (< 5000 degree days) ☐ Zone 2 (≥ 5000 degree days)	Heating Equipment Efficiency ☐ ≥ 90% AFUE ☐ ≥ 78% < 90% AFUE	Space Heating Fuel Source ☐ Gas ☐ Propane ☐ Solid Fuel ☐ Oil ☐ Electric ☐ Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area Area of walls = _____ m ² Area of W, S & G = _____ m ² W, S & G % = _____		Other Building Conditions ☐ ICF Basement ☐ Walkout Basement ☐ Log/Post&Beam ☐ ICF Above Grade ☐ Slab-on-ground

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach Energy Star BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors Provide U-Value in W/m ² .K, 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 or condensing type)	
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 Efficiency)	
Slab (all ≤600mm below grade, or heated)			

E. Performance Design Verification [complete applicable sections if SB-12 Performance, Energy Star or EnerGuide80 options used]

SB-12 Performance: The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ Gj (1 Gj = 1000MJ) The annual energy consumption of this house as designed is _____ Gj The software used to simulate the annual energy use of the building is: _____ The building is being designed using an air leakage of _____ air changes per hour @50Pa.	
Energy Star: Submit the BOP form with Energy Advisor's certification on completion.	
Energy Star and EnerGuide80: Evaluator/Advisor/Rater Name: _____ Evaluator/Advisor/Rater Licence #: _____	

F. House Designer [name & BCIN, if applicable, of person providing information herein to substantiate that design meets the building code]

Name	BCIN	Signature
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Guide to the 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,
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star standards, or
4. Evaluate the design according to EnerGuide technical procedures and achieve a rating of 80 or more.

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 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain trade-off options are permitted.
- SB-12 Performance refers to the method of compliance in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- Energy Star houses must be designed to Energy Star requirements and verified on completion by a licensed energy evaluator and/or service organization. The Energy Star BOP form must be submitted with the permit documents.
- EnerGuide80 houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with EnerGuide administrative and technical procedures.

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 2.1.1.1. 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, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the SB-12 Prescriptive option is being used.

F. 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.

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 building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Performance option is used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard. A blower door test must also be conducted if the EnerGuide 80 option is used.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and EnerGuide may issue labels for new homes constructed under their energy efficiency programs. The building code does not currently regulate or require new home labelling.

ROLES AND RESPONSIBILITIES OF THE BUILDER OR TO WHOM A PERMIT IS ISSUED

- Comply with BCA/OBC; 8.(11)
- Complete applications with required information; BCA 7.,8.(2e), [C]1.3.1.3.(5)
- Obtain permit prior to construction; 1.(1)
- Obtain permit prior to Change of Use unless exempt by [C]1.3., BCA 1.(2), 8.(1), 34.(1)
- Post permit; BCA 34.(1), [C]1.3.2.1(1)
- Copy of drawings on site; BCA 34.(1), [C]1.3.2.2.(1a.b)
- Notify CBO of changes; BCA 8.(12)
- Adhere to plans, specs.; BCA 8.(13)
- Fences to enclose site; BCA 7.(1i.j)
- Notify on stages of construction; BCA 10.(2), [C]1.3.5.1(2)
- Occupy unfinished building after inspection; BCA[C]1.3.3.1.(2), 1.3.3.2.(1)
- Provide as constructed plans; [C]1.3.6., BCA 7.(1g)
- Not hinder but assist; BCA 19.
- Obey Stop Work Order; BCA 14.(4)
- Respect posted orders; BCA 20.1.

Before the work starts ensure that all contractors have WSIB clearance numbers (1-800-387-0750). The law has changed.

Failing to register with the WSIB by January 2014 and working without a clearance number means penalties and significant fines for contractors and those who hire them.

www.wsib.on.ca

- Minimum clearance to hydro lines or poles is 5 meters horizontally or vertically. Electrical Safety Authority (ESA) 1-877-372-7233
- Minimum clearance to pipelines is 30 meters from the pipeline right-of-way. Pipeline Public Awareness 1-855-458-6715
- Compliance with Zoning By-law and other applicable law

Call Before You Dig – It's Free. In Ontario:

1-800-400-2255 or www.clickbeforeyoudig.com

Ontario One Call: 1-800-400-2255. www.on1call.com

Pipeline Emergency: 1-888-982-7222

Pipeline Landowner Inquiries: 1-866-372-1601

DECLARATION OF BUILDER, APPLICANT OR OWNER:

I _____ declare that I have read and understand the above information and agree to abide by these roles and responsibilities.

Date

Signature



6544 New Dublin Rd, RR 2, Addison, ON K0E 1A0

Phone: 613-345-7480 / Fax: 613-345-7235

www.ektwp.ca

**AUTHORIZATION FOR AN APPLICATION FOR A
BUILDING PERMIT BY A PERSON OTHER THAN THE
LEGAL OWNER**

I, _____, being the legal owner of the subject
property described as Lot _____, Concession _____, Township of Elizabethtown-Kitley,
authorize _____ whose mailing address and phone number
is _____
to apply for a Building Permit and the associated site inspection on my behalf.

Signature of Legal Owner