



Roof Mounted Solar Panel 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**
- **Roles and Responsibilities Form**

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

A report from a licensed Professional Engineer confirming that the existing building is structurally adequate to support the additional load of the proposed solar panels

Site plan including:

- **The dimensions and area of the lot and a North arrow**
- **The location, dimensions and area of the building where the installation is proposed in relation to the property**
- **The street name and address with driveway location**
- **The distance from any of the following items to the subject building: property lines, existing and/or proposed structures, the high water mark, watercourse, any other waterbody, sewage system components (septic tank, leaching bed), overhead power lines.**

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

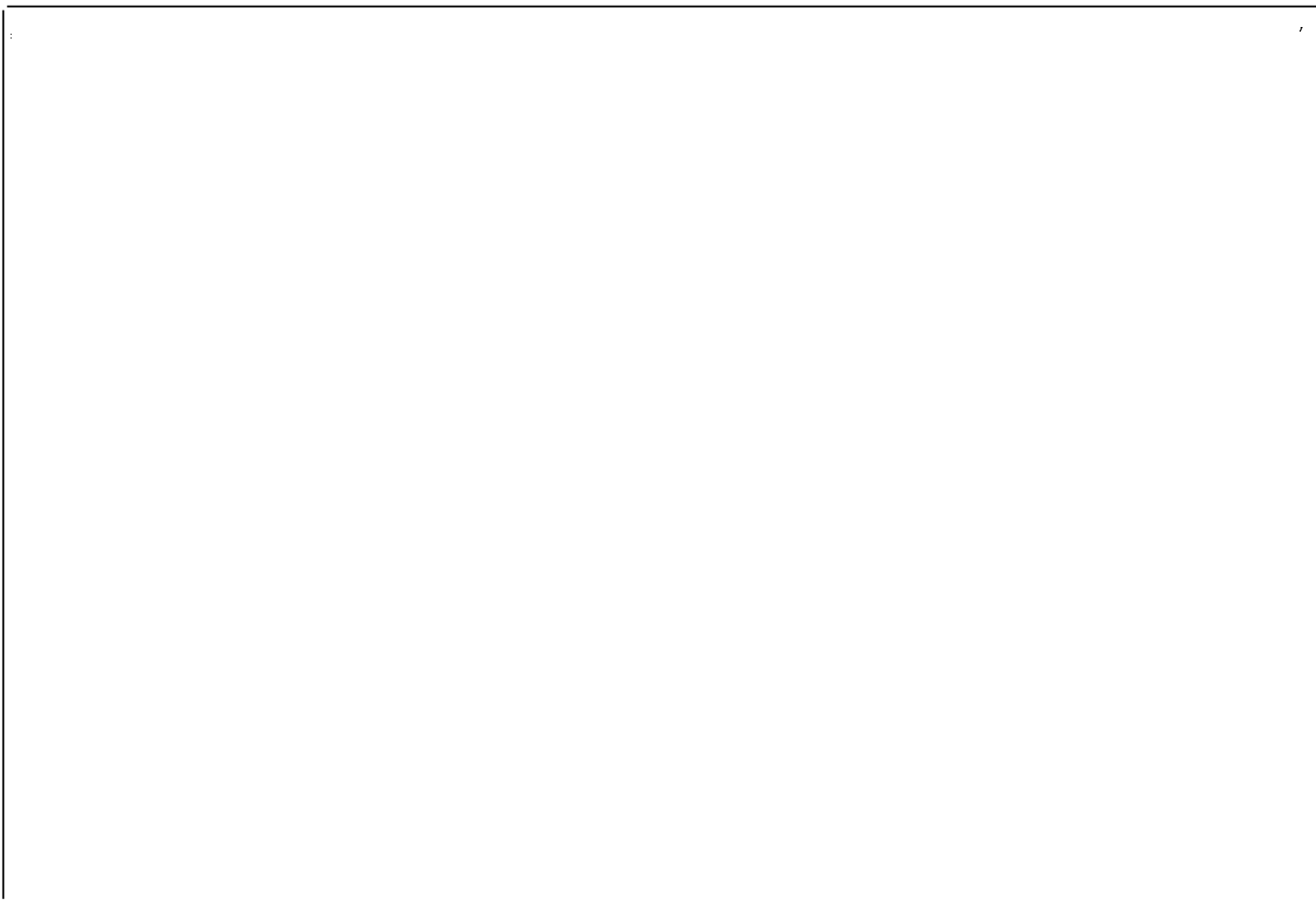
This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

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.

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.

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