

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 (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 <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): _____				
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				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> 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. <p>_____</p> <p>Date Signature of applicant</p>				

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 D: Demolitions, Tents, Demountable Stages & Structures, Solar Panels & Signs

Permit Information			
How would you like to receive your permit?	Pick-up: <input type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Other _____	Mail to: <input type="checkbox"/> Applicant <input type="checkbox"/> Owner <input type="checkbox"/> Other _____	
B. Ministry of Labor			
Have you notified the Ministry of Labor of the starting date of construction? (Only necessary if the construction cost is over \$50,000.00) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
C. Permission to Access City of Waterloo Property			
Will you be crossing City of Waterloo property, Right-of-Way and/or Public roads with construction vehicles in order to access your property? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date _____ Signature _____ (Mandatory) *** Indicate on the Site Plan how / where the construction vehicles will be accessing your property. (with an arrow)			
D. Lot Information			
Lot Area: _____	Frontage: _____	Depth: _____	Corner Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No

E. Demolitions	
Reason for demolition:	
Is the building in a Demolition Control Area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Ground Floor Area: _____ m ² / ft ²	# of Units with 1 Bedroom or less:
Gross Floor Area: _____ m ² / ft ²	# of Units with 2-3 Bedrooms:
# of storeys:	# of Units with 4-5 Bedrooms:
Age of Building:	Total # of Bedrooms lost:
	Total # of Units lost:
Provide details of other demolitions on this property in the last 5 years: _____	
*** A completed Demolition Tracking Sheet must be completed prior to the issuance of a Demolition Permit ***	

F. Tents	
Use of Tent:	
Is the tent enclosed with walls? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Start Date:	End Date:
Tent Dimensions:	Area of Tent:
Is the tent attached to or within 3 meters of another building/structure? <input type="checkbox"/> Yes <input type="checkbox"/> No	

G. Demountable Stages & Demountable Support Structures	
Use of Stage or Support Structure :	
Proposed Demountable Stage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Proposed Demountable Support Structure? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is the Public Permitted Access? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Start Date:	End Date:
Stage Dimensions:	
Height of Demountable Stage:	Height of Demountable Support Structure:
Is the demountable stage or support structure attached to or within 3 meters of another building/structure? <input type="checkbox"/> Yes <input type="checkbox"/> No	

H. Solar Panels	
Total aggregate area of solar panels:	
Use of building:	
Will the solar panels be used to provide hot water? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the solar panels be designed to provide primary or supplementary heating? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Roof System: <input type="checkbox"/> Truss <input type="checkbox"/> Conventional (stick frame) <input type="checkbox"/> Other	
Will the structural capacity of building roof/wall be exceeded? <input type="checkbox"/> Yes <input type="checkbox"/> No	