



Township of
Leeds and the
Thousand Islands

Tents

Building Permit Application and Information Guide

Municipal Office

1233 Prince Street
P.O. Box 280
Lansdowne, Ontario
K0E 1L0
Phone: 613-659-2415
www.leeds1000islands.ca

Office Hours

Mon – Fri 9:00 am – 4:30 pm

Inspections

[buildinginspections@
townshipleeds.on.ca](mailto:buildinginspections@townshipleeds.on.ca)

General Inquiries and Application Submissions

Building Assistant
Ext. 206
[buildingassistant@
townshipleeds.on.ca](mailto:buildingassistant@townshipleeds.on.ca)

Building Code Inquires

Chief Building Official
Ext. 210
cbo@townshipleeds.on.ca

Building Permit Application Checklist

Items Required for a Complete Building Application Submission

- Complete building permit application
- Schedule 1: Designer Information form (attached) or engineered drawings
- Copy of Deed/Land Transfer (if applicant is not registered owner on file) OR Agent Authorization Form (required if the property owner is not submitting the application)
- Plot plan indicating the following:
 - Property address;
 - Dimensions and area of the property;
 - Location and square footage of all existing structures on the property;
 - Location of any overhead wires on the property
 - Location of septic tank and tile bed and distance from proposed tent
 - Site plans may be hand drawn but must be clear and drawn to scale.
- Details of expected occupant load to determination of the number of bathrooms required if applicable.

Ontario Building Code Requirements

Referenced in 3.14 and 9.1.1.4

Tents **under 60 sq. m** do not require permits under Div. C 1.3.1.1

Tents **between 60 and 225 sq. m** that are unenclosed with side walls must meet 3.14.1.2 and must;

- A) Must be 3m apart and 3m from property lines
- B) Must be unenclosed with side walls
- C) Must be under 225 sq. m and have no bleachers inside
- D) Must have flame rating CAN/ULC S109 or NFPA 701

Enclosed tents must meet all of 3.14 including sanitary facilities.

Tents over 225 sq. m must meet all of 3.14 and must be designed and reviewed by a Professional Engineer for the structure and anchorage

Part 1

General

Section 1.1. Administration

1.1.1. Administration

1.1.1.1. Conformance with Administrative Requirements

- (1) This Code shall be administered in conformance with the Act.

Section 1.2. Design and General Review

1.2.1. Design

r₅ 1.2.1.1. Application

- (1) Article 1.2.1.2. applies with respect to a *building* described in clause 11(3)(a) or (b) of the *Architects Act* or subsection 12(4) or clause 12(5)(a) of the *Professional Engineers Act*.

r₅ 1.2.1.2. Design by Architect or Professional Engineer (See Appendix A.)

- (1) Where the *foundations* of a *building* are to be *constructed* below the level of the footings of an adjacent *building* and within the angle of repose of the *soil*, as drawn from the bottom of the footings, the *foundations* shall be designed by a *professional engineer*.
- (2) A sprinkler protected glazed wall assembly described in Article 3.1.8.18. of Division B shall be designed by a *professional engineer*.
- (3) A *shelf and rack storage system* described in Section 3.16. of Division B shall be designed by a *professional engineer*.
- (4) The time-based egress analysis for a *shelf and rack storage system* described in Sentence 3.16.1.7.(7) of Division B shall be prepared or provided by an *architect* or a *professional engineer* or a combination of both.
- (5) The supporting framing structure and anchorage system for a tent occupying an area greater than 225 m² shall be designed by a *professional engineer*.
- (6) A sign structure attached in any manner to a *building* shall be designed by an *architect* or a *professional engineer* or a combination of both where it is,
- a projecting sign that weighs more than 115 kg, or
 - a roof sign that has any face that is more than 10 m².

Table 3.7.4.3.D.
Water Closets for Assembly Occupancies
 Forming Part of Sentences 3.7.4.3.(4) and (7)

| Number of Persons of Each Sex | Minimum Number of Water Closets for Each Sex |
|-------------------------------|--|
| 1 to 20 | 1 |
| 21 to 70 | 2 |
| 71 to 105 | 3 |
| 106 to 135 | 4 |
| 136 to 165 | 5 |
| 166 to 195 | 6 |
| 196 to 225 | 7 |
| 226 to 275 | 8 |
| 276 to 325 | 9 |
| 326 to 375 | 10 |
| 376 to 425 | 11 |
| over 425 | 12 plus 1 for each additional increment of 50 persons of each sex in excess of 425 |
| Column 1 | 2 |

(5) The number of water closets required for establishments used primarily for the consumption of alcoholic beverages that provide limited or no food service shall conform to Table 3.7.4.3.E.

Table 3.7.4.3.E.
Water Closets for Assembly Occupancies
 Forming Part of Sentences 3.7.4.3.(5) and 3.14.1.8.(1)

| Number of Persons of Each Sex | Minimum Number of Water Closets for Each Sex |
|-------------------------------|--|
| 1 to 50 | 2 |
| 51 to 70 | 3 |
| 71 to 90 | 4 |
| 91 to 110 | 5 |
| 111 to 140 | 6 |
| 141 to 180 | 7 |
| 181 to 220 | 8 |
| 221 to 260 | 9 |
| over 260 | 10 plus 1 for each additional increment of 40 persons of each sex in excess of 260 |
| Column 1 | 2 |

(6) In every dining room, restaurant, cafeteria and alcoholic beverage establishment having more than 40 seats, separate sanitary facilities shall be provided for employees, in addition to facilities provided for patrons, and the number of water closets and lavatories required shall conform to Table 3.7.4.3.F.

3.13.8.3. Elevator Requirements

- r4 (1) Except as provided in Sentence (2), the elevator described in Article 3.13.8.2. shall be capable of providing transportation from each platform to a *barrier-free* entrance described in Article 3.8.1.2.
- (2) Where it is necessary to change elevators to reach the entrance described in Sentence (1), the elevator system shall be designed so that not more than one change of elevator is required between,
- (a) a platform and a *fare-paid area control*, and
 - (b) the *fare-paid area control* and the entrance.

3.13.8.4. Emergency Operation of Elevators

- (1) Manual emergency recall operation shall be provided for all elevators.
- (2) Key-operated switches for emergency recall described in Sentence (1) shall be provided and shall be located on the outside of each elevator shaft at the level of the *fare-paid area control*.
- (3) In-car emergency service switches shall be provided in all elevator cars.
- (4) Keys to operate the switches required in Sentences (2) and (3) shall be located at,
 - (a) the annunciator required in Clause 3.13.5.5.(1)(a), and
 - (b) the collector's booth designated in Clause 3.13.5.5.(1)(b).

3.13.8.5. Washrooms Required to be Barrier-Free

- (1) A *barrier-free* path of travel shall be provided to the washrooms required in Article 3.13.6.2.
- (2) Where a washroom required in Sentence 3.13.6.2.(1) contains only one water closet and one lavatory, the washroom shall be designed in conformance with the requirements in Article 3.8.3.12.
- (3) Where a washroom required in Sentence 3.13.6.2.(1) contains more than one water closet, the washroom shall be designed in conformance with the requirements in Articles 3.8.3.8. to 3.8.3.11.
- (4) The washroom required in Sentence 3.13.6.2.(2) shall be designed in conformance with the requirements in Article 3.8.3.12.
- (5) The washrooms required in Sentence 3.13.6.2.(4) shall be designed in conformance with the requirements in Articles 3.8.3.8. to 3.8.3.11.

Section 3.14. Tents and Air-Supported Structures (See Appendix A.)

3.14.1. Tents

3.14.1.1. Application

- (1) Except as provided in this Subsection, tents are exempted from complying with the requirements of this Division.

3.14.1.2. General

- (1) Except as provided in Sentence (2), the requirements of this Subsection shall apply to all tents.
- (2) Articles 3.14.1.3., 3.14.1.7. and 3.14.1.8. do not apply to tents that,
 - (a) do not exceed 225 m² in ground area,
 - (b) do not exceed 225 m² in aggregate ground area and are closer than 3 m apart,
 - (c) do not contain bleachers, and
 - (d) are not enclosed with sidewalls.

3.14.1.3. Means of Egress

- (1) Except as provided in Sentences (2) and (3), tents shall conform to Sections 3.3. and 3.4.
- (2) A tent need not conform to Article 3.4.6.12. except where swing type doors are provided.
- (3) Where the area between adjacent tents or a tent and the property line is used as a *means of egress*, the minimum width between stake lines shall be the width necessary for *means of egress*, but not less than 3 m.

3.14.1.4. Clearance to Other Structures

- (1) Tents shall not be erected closer than 3 m to the property line.
- (2) Except as provided in Sentences (3), (4) and (5), tents shall not be erected closer than 3 m to other tents or structures on the same property.
- (3) A *walkway* between a *building* and a tent occupied by the public is permitted provided,
 - (a) the tent is not closer than 3 m from the *building*, and
 - (b) the *walkway* conforms to Article 3.2.3.19.
- (4) Tents not occupied by the public need not be separated from one another, and are permitted to be erected less than 3 m from other structures on the same property, where such closer spacing does not create a hazard to the public.
- (5) Tents located on fair grounds or similar open spaces, need not be separated from one another provided such closer spacing does not create a hazard to the public.

3.14.1.5. Clearances to Flammable Material

- (1) The ground enclosed by a tent and for not less than 3 m outside of such structure shall be cleared of all flammable or *combustible* material or vegetation that will carry fire.

3.14.1.6. Flame Resistance

- (1) Every tent, and tarpaulins, decorative materials, fabrics and films used in connection with tents, shall be certified to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films", or NFPA 701, "Fire Tests for Flame Propagation of Textiles and Films".

3.14.1.7. Bleachers

- (1) Where bleachers are provided in tents, they shall be designed in conformance with Articles 3.3.2.8., 3.3.2.10. and Subsection 4.1.5.

3.14.1.8. Sanitary Facilities

- (1) Except as provided in Sentence (3), the minimum number of water closets for tents shall be determined in accordance with Table 3.7.4.3.E.
- (2) Article 3.7.4.17. applies to sanitary facilities in Sentence (1).
- (3) Sanitary privies, chemical closets or other means for the disposal of human waste may be provided in lieu of toilet fixtures.

3.14.1.9. Provision for Firefighting

- (1) Access shall be provided to all tents for the purpose of firefighting.

3.14.1.10. Electrical Systems

- (1) The electrical system and equipment in a tent, including electrical fuses and switches, shall be inaccessible to the public.
- (2) Cables on the ground in areas used by the public in a tent shall be placed in trenches or protected by covers to prevent damage from traffic.

3.14.2. Air-Supported Structures

3.14.2.1. Application

- (1) Except as provided in this Subsection, the requirements of this Division apply to *air-supported structures*.

3.14.2.2. General

- (1) *Air-supported structures* shall not be used for Groups B, C or Group F, Division 1 *major occupancies* or for classrooms.
- (2) Except where no *fire separation* is required between *major occupancies*, *air-supported structures* shall contain not more than one *major occupancy*.
- (3) Except as provided in Sentence (5), *air-supported structures* are exempt from complying with Articles 3.2.2.20. to 3.2.2.83., except for maximum *building size*.
- (4) *Air-supported structures* may be designed with interior walls, *mezzanines*, or similar *construction*.
- (5) Interior construction contained within *air-supported structures* must meet the construction requirements of Articles 3.2.2.20. to 3.2.2.83.

3.14.2.3. Spatial Separation

- (1) Except as provided in Sentences (2), (3) and (4), *air-supported structures* shall not be erected closer than 3 m to other structures on the same property or to the property line.
- (2) *Air-supported structures* not occupied by the public need not be separated from one another, and are permitted to be erected closer than 3 m from other structures on the same property where such closer spacing does not create a hazard to the *building* occupants or the public.

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

| For use by Principal Authority | | | |
|--|-------------------------------|--------------------------------|----------|
| Application number: | Permit number (if different): | | |
| Date received: | Roll number: | | |
| Application submitted to: <u>The Township of Leeds and the Thousand Islands</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 <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G. | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| ii) Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ? | | | <input type="checkbox"/> Yes | <input type="checkbox"/> 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 (See the attached guide for assistance) | | | | |
| 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). | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 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. | | | <input type="checkbox"/> Yes | <input type="checkbox"/> 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> . | | | <input type="checkbox"/> Yes | <input type="checkbox"/> 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. | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| iv) The proposed building, construction or demolition will not contravene any applicable law. | | | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.

Guide to completeness and compliance with applicable law

| J. Heritage Designation (for alteration/repair/renovation/demolition projects only) | |
|--|--|
| Has this property been designated under The Ontario Heritage Act? | <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ |
| Has this property been designated as a property of interest by the Municipal Heritage Committee? | <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ |

| K. Minimum Distance Separation (for construction of new dwelling or livestock facility only) | |
|---|--|
| Is there an existing or proposed barn or livestock facility within 1000 m of an existing or proposed dwelling? If yes, please obtain a copy of Schedule 3 <i>Minimum Distance Separation Formulae</i> , which is available on our website or by contacting the Township office. | <input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ |

| L. Approvals from Other Agencies | |
|---|---|
| <p>Cataraqui Region Conservation Authority approval required if construction is within 15 metres of a flood plain, 50 metres of a water course, a Locally Significant Wetland, an Area of Natural and Scientific Interest, within 120 metres of a Provincially Significant Wetland or within 30 metres of all other wetlands greater than 0.5 ha.</p> <p>Leeds, Grenville and Lanark District Health Unit approval required if new construction, an addition, or an increase in the number of bedrooms or plumbing fixtures.</p> <p>St. Lawrence Parks Commission approval required if the construction is within 150 feet of, or fronts or backs onto, the 1000 Islands Parkway.</p> <p>Other Agency Indicate Agency _____</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ If 'Yes', date approval obtained from CRCA: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ If 'Yes', date approval obtained from Health Unit: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ If 'Yes', date approval obtained from SLPC: _____</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No Initials: _____ If 'Yes', date approval obtained _____</p> |

| M. Owner's Authorization | |
|---|--|
| <p>I, _____, am the owner of the land that is subject of this application for a building permit in the Township of Leeds and the Thousand Islands and I authorize _____ to make this application on my behalf.</p> <p>Date: _____ Signature of Owner: _____</p> | |

| **IMPORTANT INFORMATION** | | | | | | | | | |
|---|--|---|-------------------------------|---------------------|--|----------------------------|-----------------------------|----------------------|--|
| <p>The Municipality notifies the following agencies concerning the approval of your building permit application:</p> <table border="0"> <tr> <td>• Municipal Property Assessment Corporation</td> <td>• Electrical Safety Authority</td> </tr> <tr> <td>• Statistics Canada</td> <td>• Leeds, Grenville & Lanark District Health Unit</td> </tr> <tr> <td>• Tarion New Home Warranty</td> <td>• Canada Mortgage & Housing</td> </tr> <tr> <td>• Ministry of Labour</td> <td></td> </tr> </table> | | • Municipal Property Assessment Corporation | • Electrical Safety Authority | • Statistics Canada | • Leeds, Grenville & Lanark District Health Unit | • Tarion New Home Warranty | • Canada Mortgage & Housing | • Ministry of Labour | |
| • Municipal Property Assessment Corporation | • Electrical Safety Authority | | | | | | | | |
| • Statistics Canada | • Leeds, Grenville & Lanark District Health Unit | | | | | | | | |
| • Tarion New Home Warranty | • Canada Mortgage & Housing | | | | | | | | |
| • Ministry of Labour | | | | | | | | | |

**** Failure to submit any of the required information may result in your application being returned. ****

Records of Site Condition O.Reg. 153/04

When a property is being proposed for a more sensitive land use than its current or most recent use then a Record of Site Condition (RSC) per the Environmental Protection Act (EPA) is required prior to land use change.

Please indicate ('x') if the lands in respect of which the building permit application is made have been used for any of the following uses:

| X | Potentially Contaminating Activity | X | Potentially Contaminating Activity |
|----------|---|----------|--|
| | Acid and Alkali Manufacturing, Processing and Bulk Storage | | Importation of Fill Material of Unknown Quality |
| | Adhesives and Resins Manufacturing, Processing and Bulk Storage | | Ink Manufacturing, Processing and Bulk Storage |
| | Airstrips and Hangars Operation | | Iron and Steel Manufacturing and Processing |
| | Antifreeze and De-icing Manufacturing and Bulk Storage | | Metal Treatment, Coating, Plating and Finishing |
| | Asphalt and Bitumen Manufacturing | | Metal Fabrication |
| | Battery Manufacturing, Recycling and Bulk Storage | | Mining, Smelting and Refining; Ore Processing; Tailings Storage |
| | Boat Manufacturing | | Oil Production |
| | Chemical Manufacturing, Processing and Bulk Storage | | Operation of Dry Cleaning Equipment (where chemicals are used) |
| | Coal Gasification | | Ordnance Use |
| | Commercial Autobody Shops | | Paints Manufacturing, Processing and Bulk Storage |
| | Commercial Trucking and Container Terminals | | Pesticides (including Herbicides, Fungicides and Anti-Fouling Agents) Manufacturing, Processing, Bulk Storage and Large-Scale Applications |
| | Concrete, Cement and Lime Manufacturing | | Petroleum-derived Gas Refining, Manufacturing, Processing and Bulk Storage |
| | Cosmetics Manufacturing, Processing and Bulk Storage | | Pharmaceutical Manufacturing and Processing |
| | Crude Oil Refining, Processing and Bulk Storage | | Plastics (including Fibreglass) Manufacturing and Processing |
| | Discharge of Brine related to oil and gas production | | Port Activities, including Operation and Maintenance of Wharves and Docks |
| | Drum and Barrel and Tank Reconditioning and Recycling | | Pulp, Paper and Paperboard Manufacturing and Processing |
| | Dye Manufacturing, Processing and Bulk Storage | | Rail Yards, Tracks and Spurs |
| | Electricity Generation, Transformation and Power Stations | | Rubber Manufacturing and Processing |
| | Electronic and Computer Equipment Manufacturing | | Salt Manufacturing, Processing and Bulk Storage |
| | Explosives and Ammunition Manufacturing, Production and Bulk Storage | | Salvage Yard, including automobile wrecking |
| | Explosives and Firing Range | | Soap and Detergent Manufacturing, Processing and Bulk Storage |
| | Fertilizer Manufacturing, Processing and Bulk Storage | | Solvent Manufacturing, Processing and Bulk Storage |
| | Fire Retardant Manufacturing, Processing and Bulk Storage | | Storage, maintenance, fuelling and repair of equipment, vehicles, and material used to maintain transportation systems |
| | Fire Training | | Tannery |
| | Flocculants Manufacturing, Processing and Bulk Storage | | Textile Manufacturing and Processing |
| | Foam and Expanded Foam Manufacturing and Processing | | Transformer Manufacturing, Processing and Use |
| | Garages and Maintenance and Repair of Railcars, Marine Vehicles and Aviation Vehicles | | Treatment of Sewage equal to or greater than 10,000 litres per day |
| | Gasoline and Associated Products Storage in Fixed Tanks | | Vehicles and Associated Parts Manufacturing |
| | Glass Manufacturing | | Waste Disposal and Waste Management, including thermal treatment, landfilling and transfer of waste, other than use of biosoils as soil conditioners |
| | | | Wood Treating and Preservative Facility and Bulk Storage of Treated and Preserved Wood Products |

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.

Plot Plan

****Required for all new construction and demolitions****

All structures and buildings in the Municipality must conform to the Township's Zoning By-Law as it is applicable law. In order to ensure that the proposed structure is in compliance with the Zoning By-Law, a complete plot plan with the following information is required for review:

| Plot Plan Check List - Property Information | |
|--|--|
| <input type="checkbox"/> Dimensions of the property | <input type="checkbox"/> Dimensions and area of existing and proposed structures |
| <input type="checkbox"/> Location of existing or proposed septic system and well | <input type="checkbox"/> Height of the proposed structure |
| <input type="checkbox"/> Approximate location of all natural and artificial features | <input type="checkbox"/> Name of any road/private right-of-way within or abutting property |
| From the nearest point of the new construction: | |
| <input type="checkbox"/> Setbacks to centerline of adjacent roads | <input type="checkbox"/> Distance to the high water mark (if applicable) |
| <input type="checkbox"/> Distance to the edge of adjacent right-of-ways | <input type="checkbox"/> Distance to all property lines |
| | <input type="checkbox"/> Distance from accessory structure to main use |

Check here if the Plot Plan is on a separate piece of paper and is attached to this application.

| | |
|--|--|
| New Construction is to be a minimum of <input type="checkbox"/> 5 ft from septic tank <input type="checkbox"/> 17 ft from tile bed <input type="checkbox"/> 16 ft from hydro lines. Please Indicate the distances on the plot plan. | |
| Address of Property: | |
| Owner: | |

Sample Plot Plan

