



## The Corporation of the Township of Bonfield

### APPLICATION FOR A BUILDING PERMIT INFORMATION SHEET

**PLEASE READ CAREFULLY PRIOR TO COMPLETING & SUBMITTING AN APPLICATION**

**\*Prior to applying for a permit, a pre-consult meeting with the Building Department is highly recommended\***

To apply for a building permit, the attached application form must be completed in full and supported by all the pertinent documents required by Schedule "D", Township of Bonfield Building By-law 2010-06, as amended, and any other applicable law and submitted to the staff at the Township. A permit specific checklist can be supplied at time of pre-consultation or upon request. PLEASE NOTE: Until the Township of Bonfield has received all the required information and materials requested herein, the application will be deemed incomplete and returned to the applicant.

**Who should apply for a permit?** It is the property owner's responsibility to ensure that a building permit is obtained when required. You may authorize your contractor or designer (for example) to apply for the permit, but as the owner you must ensure that you have the permit prior to starting work.

#### COMMON BCA DEFINITIONS

**"BUILDING":** (a) a structure occupying an area greater than ten square metres consisting of a wall, roof and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto, (b) a structure occupying an area of ten square metres or less that contains plumbing, including the plumbing appurtenant thereto, (c) plumbing not located in a structure, (c.1) a sewage system, or (d) structures designated in the building code; ("bâtiment")

**"CONSTRUCT":** to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or moved from elsewhere and "construction" has a corresponding meaning; ("construire", "construction", "travaux de construction")

**"DEMOLISH":** to do anything in the removal of a building or any material part thereof and "demolition" has a corresponding meaning; ("démolir", "démolition", "travaux de démolition")

**Under the Building Code Act (BCA)** a permit is required for the construction and/or demolition of a building, an addition, any material alteration of any building or structure, or change of use of a building.

**\*\*No person shall construct or demolish a building or cause a building to be constructed or demolished unless a permit has been issued therefor by the chief building official. 1992, c. 23, s. 8 (1); 1997, c. 30, Sched. B, s. 7 (1),\*\***

#### WHAT HAPPENS ONCE AN APPLICATION IS RECEIVED?

- Once an application has been received by the Municipality, the building department will perform a review of the documents and advise the applicant of any further information that may be required, including but not limited to survey, engineering or planning approvals.
- Once an application has been deemed **complete** the Chief Building Official, shall issue a permit for the construction within the timelines specified in the BCA.
- Notification of readiness of permit, the applicant will be advised of the required permit fee.
- Upon payment of the fee the permit package which will include a list of required inspections and be ready for pick up at the Municipal office during regular business hours.

**Township of Bonfield**  
**Building Department**  
**365 HWY 531, Bonfield, ON P0H 1E0**  
**T: 705-776-2641 Ext. 129 F: 705-776-1154**  
**E-Mail: [Bylaws@Bonfieldtownship.com](mailto:Bylaws@Bonfieldtownship.com)**

# 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 <sup>2</sup> )		
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 (    )

<b>E. Builder (optional)</b>				
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 (     )	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
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): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
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
<b>I. Declaration of applicant</b>				
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.

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax number (    )	Cell number (    )	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
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			
<b>D. Declaration of Designer</b>			
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 Association of Professional Engineers of Ontario.

## Schedule 2: Sewage System Installer Information

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Sewage system installer</b>			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
Yes (Continue to Section C)		No (Continue to Section E)	
		Installer unknown at time of application (Continue to Section E)	
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (     )	Fax (     )	Cell number (     )	
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="margin-left: 40px;">(print name)</p> <p style="margin-left: 40px;">I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p style="margin-left: 40px;">I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p style="margin-left: 40px;">_____</p> <p style="margin-left: 40px;">Date</p> <p style="margin-left: 300px;">_____</p> <p style="margin-left: 300px;">Signature of applicant</p>			

## Municipal Zoning/General Standards By-Law Compliance Form

### Use by Principal Authority

Principal Authority: **Township of Bonfield**

Roll Number: **4826**

### Project Information

Civic Address & Street Name		Type of Construction / Proposed Use
Municipality	Postal Code	
Lot	Concession	
Plan No		

### Owner Information

Last Name	First Name	Corporation or Partnership	
Mailing Address			
Municipality	Postal Code	Province	E-mail
Telephone Number ( )	Fax Number ( )	Cell Number ( )	

**Plot Plan: (include all existing and proposed structures with dimensions, including septic system and well locations)**

<b>Building Width:</b>	<b>Building Length:</b>	<b>Building Height:</b>
<b>Side Yard(s): Interior / Exterior</b> SY 1-                      SY 2-	<b>Front Yard:</b>	<b>Rear Yard:</b>
<b>Minimum Ground Floor Area:</b>	<b>Lot Coverage:</b>	

**Circle if applicable: Minor Variance Approved - Zoning Amendment Approved - Site Plan Agreement Approved**

### Office Use Only

<b>Zoning:</b>	<b>O.P.</b>	<b>Date:</b>	<b>Checked By:</b>
----------------	-------------	--------------	--------------------

**Notes:**

\_\_\_\_\_  
Applicants Name (please print clearly)

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date Signed

Pursuant to the *Building Code Act, 1992*, applicants for a building permit must demonstrate that their proposed building/construction complies with the applicable zoning by-law.

The zoning by-law is available on the municipal website at [www.bonfieldtownship.com](http://www.bonfieldtownship.com). If you cannot obtain or view a copy you should consult with municipal staff.

In order to assess whether the proposed building/construction complies with the applicable zoning, you must complete and submit this form which will be assessed by the Municipality.

Municipal staff will rely upon this form and the information attached to or included on the form to determine whether the proposal complies with zoning, does not comply, or, that additional information is required.

You must attach a plot plan (sketch or survey) of the subject property identifying all existing features as well as the proposed development. The plan must include:

- the full perimeter of the property (if property is greater than 0.5 hectares in size, identify the property lines in closest proximity to the proposed structure) and a statement of the property size,
- the centreline of any public roads abutting the subject property, and the location of any right of way crossing or affecting the property;
- existing buildings shown with solid lines,
- new or building additions shown with dashed lines,
- the ground floor area of each building,
- the location of septic systems and/or wells, watercourses and/or waterbodies,
- all distances between existing/proposed buildings and property lines as well as the centreline of any abutting public roads (if applicable)
- north arrow and scale
- all dimensions on the sketch/survey labeled in metric

***Please be advised that the information on the form or in any attached sketches affects the determination as to whether there is zoning compliance. Should the information be found (at a later date) to be incorrect or inaccurate it could result in a revocation of the building permit. You are advised to make a personal examination of the applicable Official Plans and By-Laws.***

***The Municipality and the Chief Building Official are relying upon your statement that the information is correct, however, the Municipality and Chief Building Official assume no liability for your inaccuracies or omissions.***

---

### **Applicant's Declaration**

By signing this section of the form, the applicant is confirming that all information provided is accurate to the best of their knowledge.

---

Applicants Signature

---

Date Signed