



## Requirements for Building Permit

When submitting a building permit application the following items are required at the time of submission.

**\*\*Please note submitting documents electronically for a paper-free review is preferred\*\***

### - **Application for a Permit to Construct or Demolish**

- **Zoning Compliance Form** and all relevant documents such as Site Plan Control or Zoning Amendment approval, Minimum Distance Separation calculations, Nutrient Management Strategy/Plan approval, Road Entrance permit, Conservation Authority permit, Municipal Drainage Department approval, Municipal Water/Wastewater permit, Local Health Unit approval.

- **Lot Grading Plan** bearing the signature and seal of a Professional Engineer, Landscape Architect, or an Ontario Land Surveyor or an approved **Lot Grading Exemption Form** from the Township of Malahide Physical Services Department.

- **Additional Sewage System Information Forms** including septic layout, section and soil test.

- **Schedule 1 and 2 Forms** for all designers and septic installers.

- **Energy Efficiency Design Summary Form.**

- **Commitment to General Review by Architect and Engineer Form** to be filled out for any buildings designed outside of Part 9 of the OBC.

- **2 sets of drawings**, to scale, legible and to include:

- **Site Plan.** Showing lot lines and dimensions, new and existing building locations and setbacks, septic location and setbacks, driveways and parking areas, street names, municipal address and north arrow. (Plans submitted for Lot Grading Exemption approval may also be re-submitted for building permit).
- **Foundation Plan.** Showing scale, dimensions, size, type and location of all walls and partitions, width, locations and lintel sizes for all openings, material specifications or notes.
- **Floor Plans.** Showing scale, dimensions, use of rooms and spaces, size, type and location of all walls and partitions, width, locations and lintel size for all openings, material specifications or notes, location and direction of stairs, references to details.
- **Exterior Elevations.** Showing scale, vertical dimensions, grade level, exterior finishes, overhang dimensions, roof shape, slope and finish, references to details.
- **Sections and Details.** Showing scale, details of footing and foundation, walls, floors, roof, distance from grade to floors, roof and underside of footing, material specifications or notes.
- **Floor Layout** for engineered floor systems.
- **Roof Truss Layout** for engineered truss designs. Engineer stamped truss designs recommended.
- **Heating, Ventilation and Air Conditioning** information including heat loss calculations, duct design and duct layouts.
- **Electrical** (I.C.I buildings only)
- **Plumbing** (I.C.I buildings only)

## **Building Permit Notes**

### **Drawings and Application**

- All drawings are to be done by a qualified designer with a valid BCIN (except for exemptions as outlined under sections 2.17.4.1.(3)(4) and 2.17.5.1.(2) of the OBC)
- All applications deemed to be incomplete will be rejected prior to review and will need to be resubmitted for issuance of building permit.

### **Permits**

- The Ontario Building Code Act and the Township of Malahide Building By-law prescriptively prohibit construction of a building without a permit being issued by the Chief Building Official. As such please be advised that if a person undertakes to commence construction of a building prior to the issuance of a building permit, permit fees may be doubled in accordance with the Ontario Building Code, Ontario Building Code Act and the Township of Malahide Building By-law.
- Permits shall be posted at all times during construction or demolition in a conspicuous place on the property where the work is being done.

### **Inspections**

- It is the responsibility of the owner of the property where the construction is taking place to give notice of all required inspections at least 24 hours prior to the event.
- Framing inspection will not be completed and approved if roof truss layout with engineer stamped roof truss designs and floor joist layout is not on site at time of inspection. Plumbing and HVAC rough-in work to also be completed prior to framing approval.
- No person shall occupy a building or part of it unless the Chief Building Official has issued a permit authorizing occupation of the building or part of it.

### **Lot Grading**

- Section 9.14.6.1(1) Surface Drainage of the Ontario Building Code states that "The building shall be located on the building site graded so that water will not accumulate at or near the building and will not adversely affect adjacent properties."
- Under Canadian Law, those that "collect and discharge" water are liable for its affect. Thus, the water that is collected from building (roofs and eavestroughs) must be discharged so as to not adversely affect adjacent properties.
- To ensure these obligations are met, the Township requires Lot Grading Plan. The lot grading plan must be prepared by a Professional Engineer, Landscape Architect or an Ontario Land Surveyor who is covered by insurance to undertake such work.
- Under certain conditions, the Township may exempt an applicant from having to provide a plan where it can be clearly demonstrated by the application that a plan is not warranted. Exempting an applicant from the requirement to submit an engineered plan, does not exempt the applicant from their obligation under the Ontario Building Code and/or their legal obligations.



## Zoning Compliance Form

<b>Township of Malahide Use Only</b>
Address of Project:
Roll Number:
Date Received:

<b>1. Zoning Compliance</b>					
<i>To obtain property zoning information visit <a href="http://elginmapping.ca">elginmapping.ca</a>, see the Township of Malahide Zoning By-law or contact the Township of Malahide Building Department</i>					
Property Zoning:		Proposed use of building:			
Building Size	Width	Length	Height	Area	
Lot Size	Frontage	Depth	Lot Area	Lot Coverage %	
Required Setbacks	Side Yard	Side Yard	Front Yard	Rear Yard	
Setbacks Provided	Side Yard	Side Yard	Front Yard	Rear Yard	
<b>2. Site Plan Control or Zoning Amendment</b>				Yes	No
Is this application conditional on site plan control or a zoning amendment?					
<i>If yes, provide confirmation of approval.</i>					
<b>3. Livestock or Non-Livestock Related Construction</b>				Yes	No
Is the proposed construction livestock related?					
<i>If no, move to section 4. If yes, skip to section 5.</i>					
<b>4. Non-Livestock Related Construction Only</b>				Yes	No
Are there any structures capable of housing livestock within 750m (2460ft) of this proposed structure?					
<i>If yes, provide a Minimum Distance Separation I calculation form and skip to section 6. If no, skip to section 6.</i>					
<b>5. Livestock Related Construction Only</b>				Yes	No
Are there any residential structures within 750m (2460ft) of this proposed livestock related structure?					
<i>If yes, provide a Minimum Distance Separation II calculation form.</i>					
Is the proposed construction creating a <b>new</b> operation <b>or</b> expanding an <b>existing</b> operation with greater than <b>5</b> Nutrient Units?					
<i>If yes, provide a copy of the OMAFRA approved Nutrient Management Strategy. If no, skip to section 6.</i>					
Is the proposed construction creating a <b>new</b> operation <b>or</b> expanding an <b>existing</b> operation with greater than or equal to <b>300</b> Nutrient Units?					
<i>If yes, provide a copy of the OMAFRA approved Nutrient Management Strategy and Plan.</i>					

<b>6. Lot Grading Approval</b>	Yes	No
Does the proposed construction include a roofed structure greater than 10 sq. m. (108 sq. ft.)?		
Does the proposed construction alter existing lot grading?		
Does the proposed construction alter existing surface drainage on the lot?		
<i>If yes to any of the above, provide either a lot grading plan bearing the signature and seal of a Professional Engineer, Landscape Architect, or Ontario Land Surveyor <b>or</b> an approved Lot Grading Exemption form from the Township of Malahide Physical Services Department.</i>		
<b>7. Additional Road Entrance</b>	Yes	No
Does the proposed construction require an additional road entrance?		
<i>If yes, provide a copy of the approved permit from the MTO (Highway #3), County of Elgin (County Roads) or the Township of Malahide Physical Services Department in all other cases.</i>		
<b>8. Conservation Authority</b>	Yes	No
Does the proposed construction fall within a Conservation Authority regulated area?		
<i>If yes, provide a copy of the Conservation Authority issued permit.</i>		
<b>9. MTO (Ministry of Transportation of Ontario)</b>	Yes	No
Does the proposed construction fall within the MTO regulated area (Highway #3)?		
<i>If yes, provide a copy of the MTO issued permit.</i>		
<b>10. Municipal Drains</b>	Yes	No
Is there a municipal drain or natural water course within 45m (148ft) of the subject property?		
<i>If yes, provide drain name: _____ and show location on lot grading plan/site plan.</i>		
<b>11. Municipal Water/Waste Water</b>	Yes	No
Are any of the buildings located on the subject property connected to municipal water or waste water?		
<i>If yes, please apply for connection permits through the Township of Malahide Physical Services Department.</i>		
<b>12. Declaration of applicant</b>		
<p>I, _____ certify that:</p> <p style="text-align: center;">(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedule, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>Owner/contractor is required to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction. The Township of Malahide cannot be held liable for any actions by the owner/contractor resulting in; non issuance of a permit, revoking of a permit, legal action and or possible fine.</li> <li>I have authority to bind the corporation or partnership (if applicable).</li> </ol>		
_____	_____	
(Date)	(Signature of Applicant)	
<i>Personal Information contained in this form and schedule 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 the Chief Building Official.</i>		

# Application for a Permit to Construct or Demolish

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

<b>For use by Principal Authority</b>				
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)				
<b>A. Project information</b>				
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>B. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
		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	
<b>D. Owner (if different from applicant)</b>				
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.

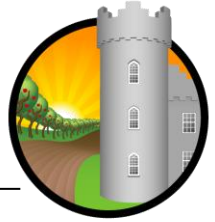
<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	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>			
<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			
<b>D. Declaration of Designer</b>			
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 authorization, 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.

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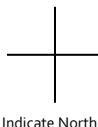
## Lot Grading Exemption

Name of Property Owner: \_\_\_\_\_ Bldg Permit #: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Municipal Drain on the Property? Y / N Drain Name: \_\_\_\_\_



Indicate North

Sketch or Attach Plan (indicate location of proposed work)

\_\_\_\_\_  
(initial) I have read, understand and agree to the conditions set forth on this exemption and assume all responsibility for any flooding or drainage dispute which may arise as a result of this construction; and

\_\_\_\_\_  
(initial) I indemnify and hold harmless the Township of Malahide from any actions, claims, suits or demands made by any person(s) arising out of the issuance of this exemption; and

\_\_\_\_\_  
(initial) I acknowledge that approval of this exemption does not preclude the applicant from any and all obligations under the Ontario Building Code, Ontario Drain Act, any other applicable regulations or by-law and/or their legal obligations.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**[OFFICE USE ONLY]**

Special Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Robert Johnson  
Director of Physical Services

\_\_\_\_\_  
Date