

APPLICATION FORM

The following is a short description of the sections of the application form with examples.

A. Project Information

This section is where the applicant describes the project/location. It is required that the address be properly identified in this section. Also, it is required to write the construction value estimate in whole thousands.

Application submitted to: County of Brant
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information			
Building number, street name 123 SESAME ST.		Unit number	Lot/con.
Municipality BRANT	Postal code NOE 1A0	Plan number/other description	
Project value est. \$ 8000.		Area of work (m ²)	

B. Purpose of application

This section describes the reason of the permit application with a "X" mark beside the purpose. Also indicate the current and proposed use of the building and a description of the work to be done.

B. Purpose of application	
<input checked="" 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 SINGLE FAMILY DWELLING	Current use of building
Description of proposed work Construct a 2-Storey House, with attached garage, and finished basement	

C. Applicant

This section identifies who is applying for the permit and provides contact information so that we may reach you (name, address and phone number). If an email and fax number are available, it is to be shown.

C. Applicant			
Applicant is: <input checked="" type="checkbox"/> Owner or		<input type="checkbox"/> Authorized agent of owner	
Last name DOE	First name JOHN	Corporation or partnership	
Street address 123 SESAME ST.		Unit number	Lot/con.
Municipality BRANT	Postal code NOE 1A0	Province ON	E-mail john.doe@hotmail.ca
Telephone number (613) 555-0123	Fax WORK # (613) 555-4567	Cell number (613) 555-8901	

D. Owner (if different from applicant)

If the applicant is not the owner of the building/property, it is required to give the contact information of the owner. This may also require the applicant to get authorization from the owner to apply for a permit. Please see the authorization form.

E. Builder (optional)

This section is optional for when you know who the builder will be at the time of application.

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

This section is to be filled out if the proposed construction is a new home that is defined in the *Ontario New Home Warranties Plan Act*. If the project is **not a new home**, check “No” and move onto section G .

G. Required Schedules

This section identifies the need to provide Schedule 1 and Schedule 2, this will be explained later in the guide.

H. Completeness and compliance with applicable law

If an application is complete, the County of Brant will review the permit within the timelines. **Timelines are not applicable to incomplete applications.** A “Yes” indicates that the information that is required has been submitted.

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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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 checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

- **H. Sub-section i)**

- *If a Yes is marked, it means that:*

- Completed application form is submitted,
Required Schedule 1 & Schedule 2 forms are submitted
Authorization form, if applicable, is submitted
Fees have been paid.

- **H. Sub-section ii)**

- *If a Yes is marked, it means that:*

- Required drawings are submitted, please see further in the guide for more information.

- **H. Sub-section iii)**

- *If a Yes is marked, it means that:*

- Enough information is provided so that the County of Brant can determine if there are any applicable laws connected to the building/property.

- **H. Sub-section iv)**

- *If a Yes is marked, it means that:*

- The proposed work will not contravene any other laws (also known as applicable laws).
This will be further discussed later in the guide.

SCHEDULE 1 & 2

The Ontario Building Code requires that all designs submitted as part of a permit application are done by a qualified person but there are exemption (refer to the drawing section in the guide for more information). To identify who did the design, the Ontario government created forms called the Schedule 1: Designer Information and the Schedule 2: Sewage System Installer Information.

Schedule 1: Designer Information

A completed Schedule 1 form is required as part of a permit application (a sewage system requires a Schedule 2 form). If a design can and has been done by a house owner, the owner **is** the designer and must fill out the Schedule 1 form. The house owner would declare that the work is exempt from registration since he/she is the property owner. For an application to be complete, the entire form must be filled in.

Schedule 2: Sewage System Installer Information

If work is proposed to a Sewage System, a Schedule 2 form must be completed.

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 123 STREET		Unit no.	Lot/con.
Municipality BRANT	Postal code NOE 1A0	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name JOHN DOE		Firm	
Street address 123 SESAME ST.		Unit no.	Lot/con.
Municipality BRANT	Postal code NOE 1A0	Province	E-mail
Telephone number (613) 555-0123	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 checked="" 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 REMOVE EXISTING SIDING [CLAPBOARD] INSTALL 1/2" INSULATION, TYVEK & INSTALL ALUMINUM SIDING			
D. Declaration of Designer			
I JOHN DOE 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 checked="" type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: PROPERTY OWNER			
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.			
17 DEC 2013 Date		John Doe Signature of Designer	

NOTE:

- 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.
- 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.