

A building permit may be required for the construction of interior renovations in non-residential (ICI) buildings. These types of projects may include, but are not limited to interior alterations, unit finishes, and plumbing installations or alterations.

### **Required approvals from other agencies:**

In many instances before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by the Building Division. Please ensure all required approvals are complete using the applicable law checklist prior to applying for a building permit. These approvals are required as part of a complete building permit application package.

The following items may be required for interior renovations for ICI projects. This checklist has been developed for conveniences purposes only. The property owner is responsible for ensuring compliance with all County of Brant By-laws, other applicable laws and the Ontario Building Code.



Permit applications to be completely filled out and signed

Commitment to general review form – to be completed by all consultants on the project

Authorization form (if applicable)

Completed County of Brant [Applicable Law Checklist](#)

### Site Plan

- Depending on the project and proposed renovations, a site plan may be required to demonstrate the new proposed uses and conformance with Zoning bylaw requirements, and any proposed changes to the exterior of the site.

### Complete set of construction drawings including;

- **Architectural Construction Drawings** – Provide the following floor plans;
  - Existing floor plans, demolition floor plans, proposed floor plansIn addition to floor plans, drawings set to show elevations, wall/building sections, details, schedules, and legends. Dependent on the proposed construction project an Architect or Professional Engineer are to complete these designs.
- **Building Code Matrix** – To be provided with architectural drawings showing building classification and building code review.
- **Structural Construction Drawings** – Provide design criteria, construction details and specifications for all structural modification. Designs to be completed by a Professional Engineer.
- **Mechanical Drawings** – Drawings to be proposed for the HVAC and plumbing systems. Designs are to be completed by a Professional Engineer and outline which system components are existing and what elements are newly proposed.

## Industrial, Commercial & Institutional (ICI) – Interior Renovations

- **Electrical Drawings** - Drawings to be completed by a Professional Engineer and outline which system components are existing and what elements are newly proposed.
- **Sprinkler & Standpipe Drawings** – Any changes to an existing sprinkler or standpipe systems, or if new uses require these systems to be installed, designs are to be submitted and completed by a qualified person.

- Soils Report including verification of potable water supply (if applicable)
- Complete sewage system permit application package or evaluation of existing sewage system where applicable ([new or replacement permit package](#))

### Next steps:

- Submit the complete permit application and supporting documents to the Building Division either electronically by emailing [building@brant.ca](mailto:building@brant.ca) or hard copies can be dropped off at the Pairs Customer Service Office
- The application is reviewed for completeness, compliance with the zoning by-law, applicable laws, lot grading approval and building code. Application review comments are provided during review to identify any outstanding requirements and to summarize permit fees.
- The permit is issued when all review is complete, and all fees are paid.
- Once the permit is issued, construction begins, and inspections are scheduled. Building of inspectors review major phases construction until occupancy and/or final is complete.

**Need help?** If you have any questions, please feel free to contact us at any time and we will assist you through the process! Telephone 519.44BRANT or email us at [building@brant.ca](mailto:building@brant.ca)

# 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.



# Permit Applicant Authorization

This form must be completed for all building permit applications where the applicant is the Owner's Agent

A. Project Information			
Property Address		Unit number	Lot/con.
Municipality County of Brant	Postal Code		
B. Property Owner(s)			
Last name	First name	Corporation or partnership	
Street address		Unit number	
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
C. Party to be Authorized			
Last name	First name	Corporation or partnership	
Street address		Unit number	
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
D. Declaration of Property Owner(s)			
<p>I _____, hereby  Name of Property Owner(s) (please print)</p> <p>authorize and appoint the party stated in Section C of this form as my agent for the purposes of the submitted permit application. I understand that all communications and correspondence regarding this application shall be directed to the applicant.</p> <p>_____ Date _____ Signature of Property Owner(s)</p>			

**Note:**

1. The Ontario Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession".

Personal information contained in this form 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*.

# COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS

## Part A - Owner's Undertaking

Permit Application No.

Project Description:

Address of Project:

Municipality:

**WHEREAS** the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

**NOW THEREFORE** the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

**The undersigned hereby certifies that he/she has read and agrees to the above**

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner:

Print Name:

Fax:

(or officer of corporation)

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

## Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	
Consultant Name:	Signature:	Print Name:	Date:			
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	
Consultant Name:	Signature:	Print Name:	Date:			
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	
Consultant Name:	Signature:	Print Name:	Date:			
Telephone:	Fax:	Address:				

<input type="checkbox"/> ARCHITECTURAL	<input type="checkbox"/> STRUCTURAL	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> SITE SERVICES	<input type="checkbox"/> OTHER (SPECIFY):	
Consultant Name:	Signature:	Print Name:	Date:			
Telephone:	Fax:	Address:				

# Applicable Law Checklist

This form confirms required approvals from other agencies for the purposes of building permit issuance

Application No.	Address	Date
-----------------	---------	------

**The Building Code Act** prohibits the issuance of a building permit if the proposed construction or demolition will contravene an applicable law as defined by the Building Code. The questions below will help you to determine if an applicable law applies to your project. No timeframe for building permit review can be established until all required applicable law approvals are completed and the approval documents are submitted to the Building Division.

If the answer is **YES** to any question, the relevant approval documents must be submitted with this permit application. Where any required approval has **NOT** been obtained, the agencies listed on the back of this form must be contacted to obtain approval, and the declaration on the bottom of this form must state accordingly.

Zoning By-Laws – Planning Division	Yes	No
Is/was relief required to permit a minor zoning variance in your proposal?		
Is/was rezoning required to permit the proposed building or land use?		

Planning Approval – Planning Division	Yes	No
Is this property regulated by Site Plan Control under Section 41 of the <i>Planning Act</i> ?		

Heritage – Planning Division	Yes	No
Are you demolishing a building that is listed on the County’s heritage inventory?		
Is the building designated or in the process of being designated?		
Is the property located in a heritage district or study area?		

Construction and Fill Permits – Grand River or Long Point Regional Conservation Authority	Yes	No
Is the property located within a regulated area (i.e. abutting a ravine, watercourse, wetland, or shoreline)?		

Building and Land Use Permits - Ontario Ministry of Transportation	Yes	No
Is the property within 45m of a highway or 180 m from any highway intersection?		
Is the property within 400m of the highway 403 or Highway 24?		
Is the property within 395m of a controlled highway intersection? (applies to Sign Permits)		
Is this a major traffic generating project located within 800m of a highway?		

Electrical Conductor Clearances - Electrical Safety Authority	Yes	No
Are any overhead power lines located above or within 5.5 metres of the proposed building?		

Agriculture and Farms - Ontario Ministry of Agriculture, Food and Rural Affairs	Yes	No
Is this a farm building that will house animals or manure?		
Is this a milk processing plant?		

<b>Environmental Approvals - Ontario Ministry of Environment</b>	<b>Yes</b>	<b>No</b>
Is an Record of Site Condition required to be filed because of a change to more sensitive land use? Is the property a former waste disposal site?		
Is this project a major industrial, commercial, or government project?		
Is this a renewable energy project?		
Does this property have a Certificate of Property Use under the <i>Environmental Protection Act</i> ?		

<b>Clean Water Act – Development Services</b>	<b>Yes</b>	<b>No</b>
Is the property located within a Source Water Protection regulated area?		
<b>If yes:</b> does a Water Source Protection Plan restrict the land use you are proposing?		

<b>Child Care Centres - Ministry of Education</b>	<b>Yes</b>	<b>No</b>
Is a daycare proposed in any part of the building?		

<b>Seniors Centres - Ministry of Children, Community and Social Services</b>	<b>Yes</b>	<b>No</b>
Is this a seniors project where Ontario Government funding is being sought?		

<b>Long Term Care Centres – Ministry of Health &amp; Long Term Care</b>	<b>Yes</b>	<b>No</b>
Construction, alteration or conversion of building used for a nursing home?		

<b>Education Act - Ministry of Education</b>	<b>Yes</b>	<b>No</b>
Is the project being carried out on the property of an educational facility?		
If so, is any or all building on the property being fully or partially demolished?		

<b>DECLARATION –</b> I have considered the list of applicable laws in the Ontario Building Code as described above, and do hereby declare that:	
<input type="checkbox"/>	None of these applicable law approvals apply to this project.
<input type="checkbox"/>	Applicable laws checked 'yes' apply to this project, and approval documents are submitted with this application.
<input type="checkbox"/>	Applicable laws checked 'yes' apply to this project; however, all approval documents have not yet been obtained.
The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation, or partnership with respect to this application (if applicable).	
Name: _____ Signature: _____ Date: _____	

### Applicable Laws & Building Permits

Approvals from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Division. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application. The Building Division is required by law to prioritize applications that are fully complete in terms of applicable law approvals and document submissions. Building permit documents must be consistent with applicable law approvals.