



Township of Armour

GUIDE APPLYING FOR A BUILDING PERMIT

These next few pages are designed to assist you in applying for a building permit. This guide however does not cover any applicable zoning issues or by-laws that may be in place. Your proposed project must comply with the current zoning by-law. The zoning by-law can be viewed or bought at the Township Office, and is also on our website at www.armourtownship.ca

The building permit application package contains five forms (checklist, Application, Authorization Letter, and Schedule 1) the first one is a checklist. The checklist must be completed and submitted with your application. As you go through this guide you will note that any paragraph with a check mark beside it is an item on your checklist.

✓ **APPLICATION FOR A PERMIT TO CONSTRUCT OR DEMOLISH**

The first form after the checklist must be filled out, completely. In the "for use by principal authority" box only the roll number needs to be filled out by you. The roll number identifies the property and can be found on your latest tax bill or a previous building permit.

- ✓ Part A. Project Information is exactly that. It provides information on the proposed project. If the property does not have a building number or civic number (911number) then one must be obtained by the appropriate application form and fees associated with such, from the Township office. This is the third item on your check list and does not apply to water access only properties. While we are on the topic, if the property does not have an entrance or driveway yet an entrance permit will be required.

- ✓ This is the fourth item on your checklist. If the property fronts on to a township road or road allowance you must again contact the Township for an entrance permit. An entrance permit must be obtained prior to applying for your building permit.

Part B. Purpose of Application is used to describe your project and the type of permit you are applying for. Note that a separate application is required for demolition. If you are planning a demolition and construction project, one application is required for each. It is also important to note that conditional permits are not typically considered. So check off the appropriate box and then

describe the proposed and current use and the proposed work in general terms, for example, "Two storey addition to existing one storey cottage." This is not the place for technical information like footing sizes or insulation levels, which will be provided on your drawings.

Part C. Applicant provides information on the person or corporation submitting the application. Check the box to indicate if the applicant is the owner or an agent. If the applicant is not the owner than a letter of authorization must be provided.

- ✓ This is the fifth item on your checklist. A sample letter is the next form in your package of forms, which you may use. Fill the letter of authorization out completely including the description of work to be done. Again fill out all boxes in Part C.
- ✓ Part D. Owner must be fully completed if the applicant is anyone other than the property owner. In any case a copy of the deed, or if a recent purchase, the deed transfer is required to confirm ownership. This is the next item on the checklist.
- ✓ Part E. Builder provides all the information on the builder or contractor for the project. If left blank the property owner assumes the responsibilities as the builder.

Part F. Tarion Home Warranty Corporation In general, a new home which is designed to be used on a year round basis and is going to be sold as a new home or is constructed in its entirety by a contractor for the owner must be registered with the Tarion Warranty Corporation (New Home Warranty Program). This part must be completed for all new homes and cottages and the appropriate sections checked.

Part G. Is a reminder to attach a Schedule 1, which will discuss as the next checklist item. A schedule 2 is not required for this application.

Part H. Is asking if you have applied using the correct form, if it is complete, if you are authorized to apply, if you have included the fees, if you have included the plans and if your project complies with all applicable law. Your answer to all these questions should be yes.

Part I. This is where the **APPLICANT** must both print and sign their name, and don't forget to date it.

✓ **Schedule 1: Designer Information**

So you are done with the application form and this is the seventh item on your checklist and the next form in your package. All four parts of this single page must be completed if more than one designer is involved in the project they must each supply a Schedule 1.

Part A. describes the property and though you did this on the application it must be completed again.

Part B. is where you tell us who the designer for all or part of the project is. If you are the property owner and you are doing your own design work you must still fill this part out completely.

Part C. in this part you indicate what part of the design work the designer is undertaking. Check off all of the appropriate boxes that this designer is designing for this project. More specific description may be added below the check boxes. Again if you are the owner and doing the design you must still complete this part.

Part D. the designer must print their name, sign and date the schedule 1 and provide their BCIN (building code identification number) if applicable, here. An owner/designer would check and complete the bottom of the three check boxes. Your basis for exemption from registration would be "owner/designer." Note that many commercial or multi residential projects cannot be designed by an unqualified property owner. Qualified designers would select and complete one of the two appropriate top two boxes.

✓ **Sewage System File Review and/or Permit**

If your project includes new construction, reconstruction, renovation, an addition or even a change of use of any building with human occupancy you must have a review of the sewage system to see if it is adequate for the proposed project. To do this you must contact the North Bay- Mattawa Conservation Authority in North Bay at 705-474-5420 or www.nbmca.on.ca. They will determine and provide approval if your sewage system is adequate for the proposed project. If the system is not adequate you would have to apply to them for a permit to install or upgrade a sewage system. A copy of your file review approval and any required sewage system permits must be included with this building permit application.

✓ **Ministry of Natural Resources Work Permit**

If your project involves a dock that has a total area of cribbing which exceeds 160 square feet, you must get a work permit from the Ministry of Natural Resources in Bracebridge at 705-646-5510 or www.ontario.ca/shorelineworkpermit. This includes new construction, additions and repairs to cribbing where work will be done on the lake bottom. Repairs to cribbing above the water line would not require a work permit. Keep in mind that the area of 160 square feet is a total of all crib areas. For example, if you are adding a 10 square foot crib to a dock that already has 200 square feet of cribbing a permit would be required.

✓ **Department of Fisheries and Oceans Request for Project Review**

If your project requires a work permit from the Ministry of Natural Resources they will contact the Department of Fisheries and Oceans for project review. Keep in mind that some work you do near the water may not require a Ministry of Natural Resources work permit and then it is your responsibility to contact a senior biologist at the Department of Fisheries and Oceans in Parry Sound at 705-746-2196 or www.dfo-mpo.gc.ca

✓ **Engineer's Dock Report**

If you are repairing or altering a dock that supports an existing boathouse, then engineer approved drawings of that dock are required. Part of passing the final inspection would be for you to obtain a final site review from the engineer who designed the dock, and if it is a steel dock, a letter from the certified welder who performed the work.

✓ The Welder's Steel Dock Report is the twelfth item on your checklist.

✓ **Minimum Distance Separation I or II (MDS I/MDS II)**

If your project involves the construction or addition to a dwelling on a lot that is adjacent to a livestock facility, you must include a Minimum Distance Separation I calculation form. This form is available from the Ministry of Agriculture, Food and Rural Affairs at 1-888-466-2372 and www.omafra.gov.on.ca. If your project is actually the construction or addition to a livestock facility, including manure storage, then you must include a Minimum Distance Separation II calculation form with your building permit application. This is available at the same location as MDS I.

✓ **Nutrient Management Strategy**

In addition to the MDS calculation just mentioned, a project involving the construction or addition to a livestock facility on a farm with more than 5 Nutrient Units must submit a Nutrient Management Strategy, approved by the Ontario Ministry of Agriculture, Food and Rural Affairs.

✓ **Two Sets of Drawings**

The next nine items on the checklist describes the drawings that must be submitted with your project. There should be two complete sets of these drawings. Each set should be organized and all pages attached together to form a complete set. All drawings need to be fully dimensioned, drawn to scale and not be larger than 36" X 24". In general the drawings should provide all the information required to build the project. There should be no need to ask any questions because all the answers are in the drawings.

✓ **Survey**

A copy of the original survey of your property is required to confirm your proposed project complies with all applicable law.

✓ **Site Plan**

You will need to provide a site plan of the property. This could be a survey or a drawing as long as it is accurate and to scale. The site plan is very important so see attached sample site plan with the required information numbered and described below:

1. Show the entire property including dimensioned property lines
2. Show the location and size of all existing structures on the property.
3. Show the location and size of all proposed structures.
4. Show the distances from all existing and proposed structures to all property lines.
5. Show and identify all roads, right of ways and neighboring properties. Also see note regarding laneways at the end of this guide.
6. Show the location of any sewage systems and its distance to property lines and structures.
7. Likewise show the location of the well and its distance to property lines and structures.
8. Indicate north on the site plan to help us figure out where you are.
9. Include distances to all utilities.

✓ **Foundation Plan**

A "plan" view is a drawing showing one floor level as if you were looking down on the floor from straight above. The first of these views is the foundation plan. It should show the size and type of all strip and pad footings, the size and type of foundation walls and piers and also damp-proofing and drainage information. Keep in mind that if your foundation walls require reinforcing, such as insulated concrete forms (ICF), a reinforcing schedule must be provided indicating reinforcing size centers, including around openings in the wall. Attaching a table out of an ICF manufacturer's installation manual is not adequate. It must be included on the foundation plan by the qualified designer of the project. Framing information for the first floor is also included on the foundation plan.

✓ **Floor Plans**

The next plan views are the floor plans, one for each storey above the foundation. Like the foundation plan they show the lay-out of all the rooms for each storey. These include the wall framing information for that storey and floor framing information for the floor above, or in the case of the top storey, for the roof framing above. Plan views would also include electrical information like smoke detectors, CO detectors and stair lighting.

✓ **Cross Sections**

A section view is like looking at the building from the side as if you had cut through the building vertically. This view will indicate all the materials that make up the walls, floors and roof assemblies. A whole building section must be included with the drawings. Partial or detailed sections may also be included to clarify certain areas.

✓ **Elevations**

An elevation view is like looking at the building from the outside. One elevation for each side of the building is required. These drawings will, among other things, show grade levels, floor and ceiling heights, exterior finishes, window operations, chimney locations and roof slopes.

✓ **Plumbing**

Plumbing drawings can appear as a plan view for each floor level or as a section view for all levels or sometimes as an isometric or 3-D view for all levels. These drawings will show all fixture locations including ejector tanks and floor drains. All drains, vents and supply piping should be shown including type and size of piping. The efficiency of the hot water heater must be specified. Remember to include all plumbing even if you are only roughing in some that you do not plan to finish now.

✓ **Heating, Ventilation, Air Conditioning**

If your project includes a new heating system, or an alteration to existing heating systems, then heating, ventilation, air conditioning (HVAC) calculations are required to be designed and drawings must be included. Keep in mind that electric baseboards, woodstoves and fireplaces are considered heating systems. Calculations should include heat loss and gain and ventilation requirements for the building. Design should include sizing for heating, air conditioning and ventilation equipment as well as duct or pipe sizing and layout. The efficiency of both the space heating equipment and the heat recovery ventilator must be provided.

✓ **Zoning Amendment or Minor Variance**

If you have had any Zoning By-Law Amendments or Minor Variances granted on this property include a copy of them with the application to make sure we include that information for your project review.

That is it for the checklist. It is important to note that partially completed applications cannot be accepted. We will review your application to ensure that it is complete and complies with the Ontario Building Code and all applicable law. If the application is incomplete or for some reason does not comply, we will contact you about the problems and why the application will have to be refused.

Hopefully there will not be any problems and we will be able to issue you a building permit. We will contact you to inform you that the permit has been issued and arrange for you to pick up and pay for your permit. You will receive two copies of your building permit (one for your files and one to be posted), a receipt for the fees, one set of your drawings bearing an approved stamp and any review notes, and a list of required inspections

Once you get your building permit please don't forget about us. The building permit must be posted at the project site so that it is visible. The approved drawings and any attached review notes must be kept on the project site, in good condition, for the building inspector at all times. Most important, remember to call and notify us when your project is ready for all of the inspections on the list you have. When you call for an inspection, provide the address, building permit number and which inspection you are looking for, as well as **48 hours' notice is required for all inspections.**

If you have any questions or comments please give us a call at the Armour Township Office: 705-382-3332

Note Regarding Laneways

Laneways should be indicated on the site plan submitted with your application. If your project involves the development of a previously vacant property the site plan should indicate the length, width, overhead clearance, radius or change of direction and slope of the laneway.

To provide for access for Emergency Services laneways must meet the following criteria;

1. 6 meters (20 feet) wide.
2. 4 meters (13 feet) overhead clearance.
3. Maximum 12 degree slope
4. A minimum 9 meter (30 feet) outside radius to a change in direction
5. Laneways over 15 meters (50 feet) long from road to building, to have a minimum 18 meter (60 feet) diameter turn-around area.



Township of Armour

LETTER OF AUTHORIZATION

**AUTHORIZATION FOR AN APPLICATION FOR A BUILDING PERMIT BY A PERSON
OTHER THAN THE LEGAL OWNER**

I, _____, being the legal owner of property described as

Lot _____, Concession _____, Parcel # _____,

Plan # _____

Located within the Township of Armour.

In the District of Parry Sound, located at:

Civic Address: _____

Roll Number: _____

Authorize _____, to submit an application for
a building permit at the above noted property.

Signature of Legal Owner

Date