

# Guide and Policy to Development in Petrolia

Version 1.0 (2020)



Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

[www.town.petrolia.on.ca](http://www.town.petrolia.on.ca)





THE CORPORATION OF THE  
TOWN OF PETROLIA

Approved by Council Motion: C – 8 - 02/10/2020

## **DEVELOPMENT PROCESS POLICY**

**Version 1.0 (January 2020)**

### **Purpose**

The purpose of this policy is establish process outlines for all development in the Town of Petrolia to enable members of the public assistance in coordinating the application and development process.

### **SCOPE**

The policy applies to all Town of Petrolia Staff involved in Planning & Development and members of the Public who are completing a development of any kind in the Town of Petrolia.

### **Policy & Responsibility**

1. Schedules:

Schedule "A"	Overview Education on the Development Process
Schedule "B"	Developer Guide & Checklist
Schedule "C"	Building Permit Guide
Schedule "D"	Subdivision Development Optimal Timeline
Schedule "E"	Preliminary discussion application form
Schedule "F"	Fees Responsibility
Schedule "G"	TAC meeting notes & progress tracking

## Schedule “H”

### Application Sources

- Tent
- Demolition
- Accessory, Agriculture Building
- Commercial, Industrial, Institutional
- Residential
- All Construction
- Plumbing
- Change of Use
- Renovation
- Site Plan & Site Plan Amendment
- Minor Variance
- Consent to Sever

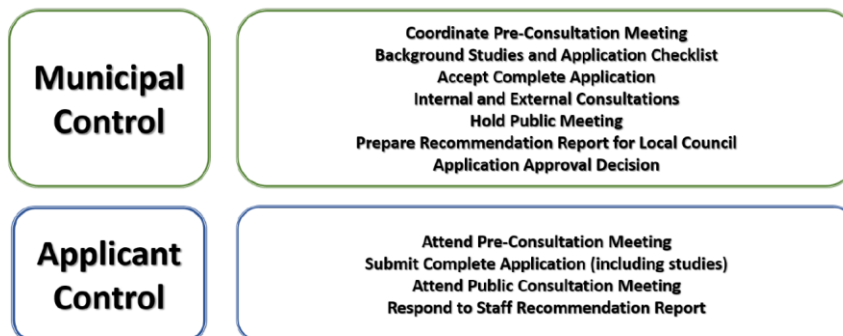
## 2. St. Clair Region Conservation Authority:

Planning & Regulations can be located at their website  
<https://www.scrca.on.ca/planning-and-regulations/introduction/>

205 Mill Pond Cres., Strathroy, Ontario N7G 3P9  
Tel.: 519-245-3710 Fax.: 519-245-3348  
Email: [stclair@scrca.on.ca](mailto:stclair@scrca.on.ca)

## 3. General Planning Responsibilities

The term “developer” covers the complete spectrum from local property owners looking to make improvements or additions to their property, to large scale real-estate builders looking to build condominiums or commercial complexes



<https://www.amo.on.ca/AMO-PDFs/Reports/2020/Streamlining-The-Municipal-Development-Review-Proc.aspx>

#### 4. Fees

##### **Cost Recovery:**

The Town of Petrolia does not operate with Development Charges. However, the Town does recover direct development costs associated with development reviews. The Town's annual Municipal Fee Schedule details these costs.

##### **Development Advance:**

At time of application, each Developer shall provide the Town of Petrolia with a development advance in the amount of \$5,000 which is used as payment for the associated cost recovered development review services. This advance is held by the Town of Petrolia, and for the sole use of the individual development project expenses. It is not a general developer account.

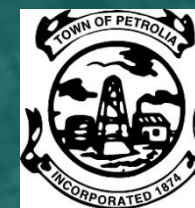
All development review services will be applied to the development advance, a quarterly statement will be forwarded to the developer.

- Once the development review process is complete, any funds remaining will be refunded to the developer.
- If the developer chooses not to proceed with the development, upon written request, the remaining funds will be returned to the developer.

Building & Plumbing deposits and fees are not applicable to the development advance, and remain a separate expense, payable at time of application.

\*fees subject to change, please see most current Town of Petrolia Municipal Fee Schedule.





# Development in Petrolia Education Overview

Developed in Co-Ordination with the County of Lambton &  
Town of Petrolia Operations Department

**Town of Petrolia Development Policy**  
**SCHEDULE "A"**

# **COUNCIL / STAFF / PUBLIC RELATIONSHIP**

.....**Is Important For:**

- Accomplishing the municipality's responsibility to enforce the BCA and the provisions of the OBC all while promoting development.
- Effective communications by way of:
  - weekly TAC meetings and follow up
  - monthly and annual activity reports
  - on-going policy and procedure development



**Should Never Be Underestimated**

An informed Council and Public knows that building officials are bound, **by law**, not to deviate from their assigned powers and duties.

**The overall management of a Municipal Building Department is a dynamic exercise which requires ongoing monitoring and adjustment.**



# **Pre Consultation - TAC**

## **Building Services Input**

- **Involved at Inception of All Projects**
  - **Servicing**
    - Private Property
    - Water, Sewer, Storm, Hydrant
  - **Setbacks**
    - Spatial Separation
    - Limiting Distance
    - Exterior Side Yards
    - Driveway Locations
  - **Applicable Law**
    - SCRCA, Other Acts, Licensing



# Ontario Building Code



- The OBC is:
  - a provincial regulation under the BCA,
  - prescribes the technical requirements for the construction, renovation, change of use and demolition of buildings.
  - provides tools for the administration and enforcement of the BCA and to establish property standards by-laws.
  - is essentially a set of minimum provisions respecting the safety of buildings with reference to public health, fire protection, accessibility, structural sufficiency, resource conservation and environmental integrity.
  - is for public safety through uniform building standards.

# Ontario Building Code



The Municipal Act (MA) requires that

- Each municipality appoint a Chief Building Official
- BCA reaffirms such appointment and additionally states "as many inspectors as necessary to carry out the administration and enforcement" of the Act.

There also is latitude to deliver joint enforcement departments.

The County of Lambton service model is unprecedented and envied by many.

There are thirteen (13) technical qualifications to be obtained to be a fully qualified Building Official.



# BUILDING PERMIT PROCESS

- **APPLICATION FORM**

- GOVERNMENT FORM
- DECLARATION
- PLUMBING/SEPTIC



- **SITE PLAN / LOT DIAGRAM**

- SETBACKS,
- BUILDING PLACEMENT,
- DRIVEWAY LOCATION



- **APPLICABLE LAW**

- CONSERVATION AUTHORITY ACT
- ONTARIO HERITAGE ACT
- PUBLIC TRANSPORTATION HIGHWAY/IMPROVEMENT ACT
- CLEAN WATER ACT
- PLANNING ACT



# BUILDING PERMIT PROCESS

- PLANS, DRAWINGS AND SPECIFICATIONS

- LEGIBLE CONSTRUCTION DRAWINGS
- SUFFICIENT ADDITIONAL DETAILS
  - Energy Efficiency Design
  - Truss/Floor/Beam Specifications
- CERTIFIED PROPOSED LOT GRADING PLAN



- PLANS EXAMINATION

- COMPLETE PACKAGE

- ISSUANCE OR REFUSAL OF THE PERMIT

- DOCUMENTATION
- PRESCRIBED TIME PERIODS FOR RESPONSE

- FEE COLLECTION

- MUNICIPAL – Building Fees + Deposits
- COUNTY – Plumbing and Septic (where applicable)

# BUILDING PERMIT PROCESS

A building permit **cannot be issued** if:

- **Zoning By-Law—**
  - proposed construction contravenes the zoning by-law (even if the difference is miniscule)
- **Final Approval-**
  - not been obtained for the subdivision/development
- **Site Plan Approval** - not executed/approved
- **Applicable Law** – not met
- **Application** – not complete





# BUILDING PERMIT PROCESS

## **SITE INSPECTIONS**

- Excavation
- Municipal Services – Private Property
- Footings
- Foundation
- Underground Plumbing
- Framing
- Drain, Waste, Vent Plumbing
- HVAC
- Insulation/Vapour Barrier/Air Barrier
- Occupancy
- Final



# Questions...Answers...Clarity



## ***What Is A Building Permit?***

A Building Permit is a document that grants permission to start construction of a building project.

## ***Why Are Homeowners Required To Obtain Building Permits?***

Permits ensure the construction within the Municipality complies with the minimum provisions for the accessibility, life, health and safety of persons under of the Ontario Building Code, zoning regulations and other applicable laws and standards.

# **What Construction Projects Require a Building Permit?**



- New buildings such as homes, detached garages, sheds, barns, manure pits, grain bins and workshops;
- Additions to an existing house such as a room, garage or carport, porch, addition of a second floor level, finishing of a basement or an attic
- Decks greater than 2 feet above finished grade and decks with a roof;
- Renovations such as a new bathroom, enclosure of an existing porch, and removal/alteration of interior walls;
- Repairs to foundations, basements and crawlspaces;
- Replacement of windows if opening is made larger;
- Installation of a wood burning stove or outdoor wood furnace or fireplace;
- Pre-fabricated structures, mobile homes and temporary buildings;



# **What Construction Projects** **Require a Building Permit?**



- Installation of swimming pools; (fence requirement)
- Installation of backflow preventers for lawn irrigation systems;
- Demolition of an existing structure (farm buildings do not require a permit, but a house on a farm does)
- Septic Systems
- Plumbing systems including water, sanitary and storm sewers
- Tents for Weddings or special events (Temporary/Permanent)
- Wind Turbines
- Retaining wall exceeding 1,000mm in exposed height adjacent to public property, access to a building or private property to which the public is admitted.

# What Construction Projects Require a Building Permit?



- A pedestrian bridge appurtenant to a building
- A crane runway
- An exterior storage tank and its supporting structure that is not regulated by the *Technical Standards and Safety Act*.
- signs regulated by Section 3.15 of Division B of the 2006 Building Code that are not structurally supported by a building
- A solar collector that is mounted on a building and has a face area equal to or greater than 5m sq.
- A dish antenna that is mounted on a building and has a face are equal to or greater than 5m sq.
- An outdoor pool that has a water depth greater than 3.4m at any point
- A public pool and/or a public spa permanent solid nutrient storage facility with supporting walls exceeding 1,000 mm in exposed height

# **What Construction Projects** **Require a Building Permit?**



Any tent over the size of 2500 sq. ft. requires a Professional Engineer's Report prior to Occupancy being granted.

Any building/structure which is 6420 sq. ft. Or larger requires a Professional Engineer Design.

All Assembly Occupancies, Commercial, Industrial and/or Institutional projects (new or renovations) require the services of a Professional Engineer and/or Professional Architect.

***It is the responsibility of the Property Owner to obtain a permit***

## **Please Note:**

- This document is for reference only.
- The Ontario Building Code regulations (and other applicable laws) apply at all times.
- Please contact 519-845-5420 for further details or email [inspect@county-lambton.on.ca](mailto:inspect@county-lambton.on.ca) for specific details regarding your inquiry.



# What Construction Projects Require a Building Permit?



## ***What Projects DO NOT Require a Building Permit?***

- Driveways and sidewalks;
- Fences, other than for swimming pools;
- Decks less than 2 feet above finished grade with no roof
- Replace roof shingles, siding, soffit and fascia, and eaves troughs;
- Replace existing windows without increasing the opening size;
- Installation of new kitchen cupboards;
- Basic (non-structural) interior renovations, including furnace replacement
- Construction of buildings smaller than 108 square feet

# **What Construction Projects Require a Building Permit?**

**Please Note:** Although a building permit may not be required, you must comply with zoning by-laws and other applicable laws and regulations as per Division A, Part 1 - 1.1.3.3 of the Ontario Building Code.

## **Permits & Approvals That May Be Required**

County of Lambton  
Building Services Department  
519 845-5420

\*Plumbing  
\*Building (Construct or Demolish)  
\*Septic Permits / Assessments

\*Signs



County of Lambton  
Planning & Development  
Services Department  
519 845-0809 ext. 5341

\*Minor Variance  
\*Development Control (Site Plan)  
\*Severance  
\*Re-zoning  
\*Woodlot



## **Permits & Approvals That May Be Required**

County of Lambton  
Public Works Department  
519 845-0809 ext. 5345

\*Entrance Permit

Electrical Safety Authority  
1-877-372-7233

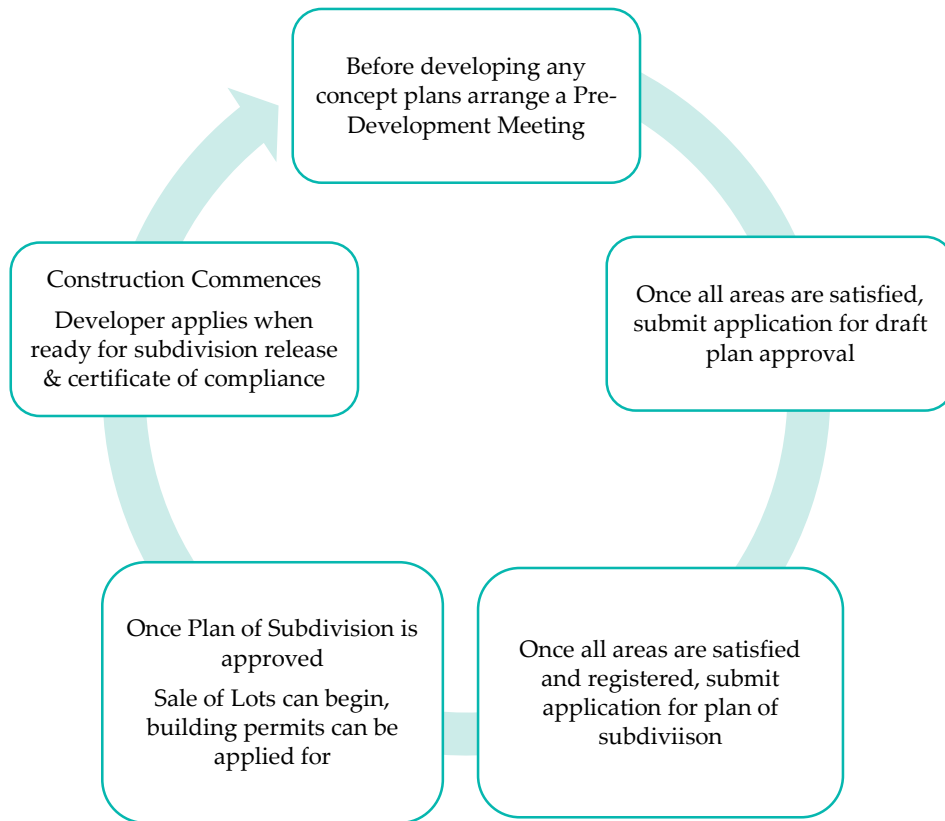
\*Electrical

St. Clair Conservation Authority  
519 245-3710

\*Fill/Flood Line Regulated Area



# Process Overview



- Contact Town to arrange a Pre-Development meeting
- Draft Plan
- Plan of Subdivision
- Sale of Lots & Building Permits
- Release of Financial Assurances

# Questions?



Rob Nesbitt	Sr. Planner	519-845-0801 <a href="mailto:Rob.nesbitt@county-lambton.on.ca">Rob.nesbitt@county-lambton.on.ca</a>
Corrine Nauta	Chief Building Official	519-845-0801 <a href="mailto:Corrine.Nauta@county-lambton.on.ca">Corrine.Nauta@county-lambton.on.ca</a>
Mike Thompson	Director of Operations	519-882-2350 <a href="mailto:mthompson@Petrolia.ca">mthompson@Petrolia.ca</a>
Mandi Pearson	Clerk/Operations Clerk	519-882-2350 <a href="mailto:mpearson@Petrolia.ca">mpearson@Petrolia.ca</a>
Rick Charlebois	CAO/Treasurer	519-882-2350 <a href="mailto:rcharlebois@Petrolia.ca">rcharlebois@Petrolia.ca</a>

# Town of Petrolia Development Policy

## SCHEDULE "B"



### THE CORPORATION OF THE TOWN OF PETROLIA







411 Greenfield Street  
PETROLIA, Ontario  
Canada N0N 1R0

Telephone: 519-882-2350

Fax: 519-882-3373

[www.town.petrolia.on.ca](http://www.town.petrolia.on.ca)

## DEVELOPMENT GUIDE AND CHECKLIST

 Site Plan Approval	Page 2
 Official Plan Amendment	Page 4
 Zoning By-Law Amendment	Page 6
 Plans of Subdivision	Page 8
 Plans of Vacant Land Condominium	Page 11
 Committee of Adjustment	Page 15

Mike Thompson  
Director of Operations  
519-882-2350 ext 235  
[mthompson@petrolia.ca](mailto:mthompson@petrolia.ca)

Rob Nesbitt  
Planner, County of Lambton  
519-845-0801  
[rob.nesbitt@county-lambton.on.ca](mailto:rob.nesbitt@county-lambton.on.ca)

Mandi Pearson  
Clerk/Operations Clerk  
519-882-2350 ext 221  
[mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)

Rick Charlebois  
CAO  
519-882-2350 ext 233  
[rcharlebois@petrolia.ca](mailto:rcharlebois@petrolia.ca)

Note: fees are subject to change per the Municipal Fee schedule

Page 1 of 20

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

## **SITE PLAN DEVELOPMENT AND AMENDMENT**

**Fee:** Site Plan \$1540.00, amendment \$515.00 (payable to the Town of Petrolia at time of application)

### **Pre-Consultation:**

- ☐ Schedule a meeting to attend at Planning meeting at Town Hall or the County of Lambton. Town Hall planner hours at 10am – 12 noon at the Petrolia Town Hall.
- ☐ After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

The number of pre-lim meetings required before application submission, will depend on the quality and detail of what is provided to staff.

**Typical Timeline:** 4-6 weeks after complete application received

### **Step 1:**

- ☐ Obtain application from Petrolia Town Hall
- ☐ Complete application in full, including any required background information
  - Application and fee to be submitted to Petrolia Town Hall, Operations Department
- ☐ Ensure application includes detailed map or sketch outlining proposal

You will be contacted by staff within 5-7 business days of the application and fee being paid.

*Note: If application received is not complete with sufficient detail, the application will not be accepted by the Town.*

### **Step 2:**

- ☐ Meet with Town Operations & Planning Staff at Town Hall:
  - Provide electronic copy of complete application including detailed drawings with for review during meeting to [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)
- ☐ Application is reviewed and discussed
  - Complete applications will move on to Step 3
  - Applications requiring additional items will need to be reviewed again once those items are addressed

### **Step 3:**

Note: fees are subject to change per the Municipal Fee schedule

Page 2 of 20

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

- ☐ Planning Report and Draft Site Plan Agreement is prepared for Council consideration
- ☐ Site Plan By-Law is prepared for adoption of Site Plan and Agreement by Council
- ☐ Applicant should be prepared to attend Council Meeting while application is being heard

Step 4:

- ☐ Correspondence will be forwarded to applicant regarding decision of Council
  - If approved, applicant will be requested to sign Site Plan Agreement.
  - should the application be denied, applicant will need to amend proposed Site Plan application to address Council's concerns

Step 5:

- ☐ Site Plan and Agreement will be forwarded to the Town of Petrolia's Solicitor for registration at the Land Registry Office
  - Fee for registration will be invoiced to applicant

Step 6:

- ☐ Applicant must apply for and obtain Building Permit through the County of Lambton Building Services Department.
- ☐ Building permit fees will apply

Final Step:

- ☐ Once development has been completed (all requirements of Site Plan and Agreement implemented) applicant is to contact Town Operations Department to schedule inspection for compliance with approved Site Plan and Agreement
- ☐ It is the applicant's responsibility to contact staff prior to the lapse of the time line established through the Agreement
- ☐ Town Staff inspect property:
  - if compliance is determined the process is complete
    - letter of compliance is issued to property owner by Town Staff
  - if non-compliance is determined property owner is directed to correct any deficiencies
    - any corrected deficiencies will be further inspected by Town Staff
      - Further inspection will occur, only once compliance is determined will a letter of compliance be issued.

Note: fees are subject to change per the Municipal Fee schedule

Page 3 of 20

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx



## **OFFICIAL PLAN AMENDMENT (OPA):**

**Fee:** \$1540.00 (payable to the Town of Petrolia at time of application)  
\$600.00 (payable to the County of Lambton at time of application)

### Pre-Consultation:

- ☐ Schedule a meeting to attend at Planning meeting at Town Hall or the County of Lambton. Town Hall planner hours at 10am – 12 noon at the Petrolia Town Hall.
- ☐ After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

The number of pre-lim meetings required before application submission, will depend on the quality and detail of what is provided to staff.

**Typical Timeline:** 12-14 weeks after complete application received

### Step 1:

- ☐ Obtain application from Petrolia Town Hall
- ☐ Complete application in full, including any required background information
  - Application and fee to be submitted to Petrolia Town Hall, Operations Department
- ☐ Ensure application includes all information required by *the Planning Act* (see Ontario Regulation 544/06 in Planning Act)

You will contacted by staff within 5-7 business days of the application and paid fee being received.

*Note: If application received is not complete in full with sufficient detail, the application will not be received by the Town.*

### Step 2:

- ☐ Meet with Town Operations & Planning Staff at Town Hall:
  - Provide 5 copies of complete application with all details for review during meeting
- ☐ Application is reviewed and discussed
  - Complete applications will move forward
  - Applications requiring additional information or materials will need to be reviewed again once those items are submitted
- ☐ Date of Public meeting is set

Note: fees are subject to change per the Municipal Fee schedule

Page 4 of 20

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

### Step 3:

- ☐ Planning Report and Draft Official Plan Amendment are prepared for Council consideration
- ☐ Public Meeting is held at Town Hall to review proposed Official Plan Amendment
  - Notice of proposed Amendment is advertised through local media and sent by standard mail to nearby property owners
  - Applicant is required to attend Public Meeting
- ☐ By-Law is prepared for adoption of Official Plan Amendment by Council

### Step 4:

- ☐ Correspondence will be forwarded to applicant regarding decision of Council
  - If adopted proposed Official Plan Amendment is sent to County of Lambton for approval
  - should the application be denied, applicant may appeal Council's decision to the OMB
    - separate process regulated by Ontario Municipal Board (OMB)

### Step 5:

- ☐ Adopted Official Plan Amendment is reviewed by Manager of Planning and Development Services at the County of Lambton
- ☐ Manager approves OPA, then applicant and anyone requesting notice of decision is advised of decision
  - Decision to approve may be appealed to OMB
- ☐ If Manager unable to approve OPA, then decision by County Council is required
  - This process administered through County of Lambton
  - Decision of County Council provided to the applicant and anyone requesting notice of decision.

### Final Step:

- ☐ County of Lambton provides the Town of Petrolia with updated Official Plan that includes approved OPA.



## **ZONING BY-LAW AMENDMENT:**

**Fee:**    \$1230.00 (payable to the Town of Petrolia at time of application)  
              \$400.00 (payable to the County of Lambton at time of application)

### Pre-Consultation:

- ☐ Schedule a meeting to attend at Planning meeting at Town Hall or the County of Lambton. Town Hall planner hours at 10am – 12 noon at the Petrolia Town Hall.
- ☐ After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

The number of pre-lim meetings required before application submission, will depend on the quality and detail of what is provided to staff.

**Typical Timeline:** 6-8 weeks after complete application received

### Step 1:

- ☐ Obtain application from Petrolia Town Hall
- ☐ Complete application in full, including any required background information
  - Application and fee to be submitted to Petrolia Town Hall, Operations Department
- ☐ Ensure application includes all information required by *the Planning Act* (see Ontario Regulation 545/06 in Planning Act)

You will contacted by staff within 5-7 business days of the application and fee being paid.

*Note: If application is not complete in full with sufficient detail, the application will not be accepted by the Town.*

### Step 2:

- ☐ Meet with Town Operations & Planning Staff at Town Hall to:
  - Submit complete application with all details completed to Town Hall, attn.: Mandi Pearson
  - Submit application fees payable to the Town of Petrolia and County of Lambton
- ☐ Application is reviewed and discussed

Note: fees are subject to change per the Municipal Fee schedule

Page 6 of 20

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

- ☐ Date of Public meeting is set

Step 3:

- ☐ Planning Report and Draft Zoning By-Law Amendment are prepared for Council consideration
- ☐ Public Meeting is held at Town Hall to review proposed Zoning By-Law Amendment
  - Notice of proposed Amendment is advertised through local media and sent by standard mail to nearby property owners
  - Applicant is required to attend Public Meeting
- ☐ By-Law is prepared for adoption of Zoning By-Law Amendment by Council

Step 4:

- ☐ Correspondence will be forwarded to applicant regarding decision of Council
  - Zoning Amendment decision is provided to applicant and anyone requesting notice of decision
  - If approved, the decision may be appealed to the OMB
  - If denied, the applicant may appeal the decision to the OMB

Final Step:

- ☐ The Town of Petrolia will update the Zoning By-Law to reflect the approved amendment

Special Note: *If necessary additional By-Law may be required by Council ie: 2<sup>nd</sup> Dwelling Agreement (this step is situation specific)*

### **PLANS OF SUBDIVISION:**

**Fee:** \$2050.00 (payable to the Town of Petrolia at time of application)  
\$3000.00 0-20 lots (payable to the County of Lambton at time of application)  
\$4000.00 21-50 lots (payable to the County of Lambton at time of application)  
\$6000.00 50+ lots (payable to the County of Lambton at time of application)

Note: Consultation Meetings, related Engineering & Legal expenses are at cost to Developer, invoiced direct to the developer.

#### **Pre-Consultation:**

- ☐ Informal meeting(s) with Planner at Town Hall or the County of Lambton.
  - Get preliminary information and advice from Planner including any background information/studies the developer may need to provide
  - Get comments on any preliminary development concepts
- ☐ Formal meeting(s) with the TAC team which includes planning, building, engineering, fire and operations
  - There should be a preliminary development concept by this time
  - This is a continuation of the initial review/discussion with the Planner but more formal and with the full range of staff present
  - Documentation necessary for this meeting will be as determined necessary during the initial discussions with the Planner, all documents requested should be provided electronically at least 10 days prior to scheduled TAC meeting to [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)
- ☐ The goal of pre-consultation is to produce a complete application of a plan of subdivision that is feasible, is able to be serviced, addresses municipal concerns, and is has staff support
- ☐ After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

*Note: The number of pre-consultation meetings required before plan submission, will depend on the complexity of issues, the developer's ability to resolve issues effectively, and the quality and detail of what is provided to staff.*

**Typical Timeline:** 12-16 weeks after **complete** application received

Note: fees are subject to change per the Municipal Fee schedule

Page 8 of 20

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

### Step 1: Application Submitted

- ☐ Obtain application from Petrolia Town Hall or the County of Lambton Planning & Development Department
- ☐ Complete application in full, including any required background information
  - Application and fees to be submitted to County of Lambton Planning & Development Department
- ☐ Ensure application includes all information required by *the Planning Act* (see Ontario Regulation 544/06 in Planning Act)

### Step 2: Application Received

- ☐ County of Lambton notifies the Town of Petrolia that the application is received and complete
- ☐ You will be contacted by staff within 5-7 business days of the application and the paid fee being received.
- ☐ Unless sufficient pre-consultation has taken place, you will be asked to meet with Town Operations & Planning Staff at Town Hall:
  - Provide 5 copies of complete Subdivision Plan and Application to be reviewed during the meeting
- ☐ Application is reviewed and discussed, by Operations, Planning & Engineering Staff

*Note: An application may be deemed incomplete (lacking necessary information) or may not be able to be supported by staff due to a lack of (sufficient) pre-consultation*

### Step 3: Public Meeting

- ☐ County of Lambton sets a Public meeting date and circulates notice as per *Planning Act* regulations
- ☐ Public Meeting is conducted by the County of Lambton at a Petrolia Council meeting
- ☐ Planning Report is prepared for Town Council and County Approval Authority's consideration
- ☐ Members of the public and public agencies are given opportunity to provide verbal and written comments
- ☐ Town of Petrolia Council provides recommendations to the County of Lambton

### Step 4: Draft Approval

- ☐ The County of Lambton makes a decision (not at the meeting usually) either to approve or refuse the **Draft** Plan of Subdivision

Note: fees are subject to change per the Municipal Fee schedule

Page 9 of 20

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

- The County's decision may be appealed to the Local Planning Appeals Tribunal by applicant, Town, or others
- If the County makes no decision within 180 days, the applicant may appeal the lack of a decision to the LPAT

#### Step 5: Conditions of Approval

- ☐ Applicant is required to satisfy all conditions imposed by the County of Lambton in its decision to grant Draft Plan Approval
- ☐ The draft approval will specify a date (typically 3 years) by which all conditions of draft approval must be met. Draft approval will lapse if the plans are not submitted for final approval by that date and an extension of approval has not been requested and/or granted

#### Step 6: Subdivision Agreement

- ☐ Petrolia Town Council enters into Subdivision Agreement by By-law with Developer
- ☐ Town of Petrolia registers the Subdivision Agreement
- ☐ The developer provides securities to the Town for completion of the work

*Note: If the developer and Town agree for the subdivision to proceed in phases, this step and/or all steps hereafter are required for each phase of a Draft Approved Plan of Subdivision.*

#### Step 7: Final Approval/Registration of Plan

- ☐ Developer submits legal plan of subdivision to County and requests Final Approval
- ☐ Upon satisfaction by the County of Lambton that all Conditions of Draft Approval have been met, the County of Lambton grants Final Subdivision Approval
- ☐ County of Lambton delivers signed Final Plan of Subdivision to County Land Registry Office
- ☐ Developer's solicitor completes registration of the plan of subdivision at the registry office

#### Step 8: Physical Construction of Works

- ☐ Once the Subdivision Agreement, securities, and MOECC approvals are in place, the Developer begins physical construction of subdivision services and streets in

Note: fees are subject to change per the Municipal Fee schedule

Page **10** of **20**

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

accordance with the requirements of County's conditions of approval and Subdivision Agreement

- ☐ Once the subdivision infrastructure is substantially complete, the developer requests a certificate of substantial completion of the works from the Town Director of Operations
- ☐ Substantial completion of the works requires that:
  - all underground services without limiting the generality thereof:
    - water mains and appurtenances,
    - sanitary sewers, storm sewers, catch basins (to be cameraed, and report provided Director of Operations)
    - granular base courses, base (first) course asphalt on streets
    - curb and gutters
    - Sidewalks
    - Underground power and communications lines, and natural gas provided for in the Subdivision Agreement have been constructed and completed to the satisfaction of the Town's Director of Operations.
  - This is not Performance Acceptance
- ☐ Building permits can be issued to construct buildings on the lots within the plan of subdivision once the certificate of substantial completion is issued
- ☐ Building Permits are issued by the County of Lambton on behalf of the Town Petrolia (separate fee)

#### Step 9: Maintenance Periods

- ☐ Performance Acceptance is then applied for (2 part process 1. Underground Servicing 2. Final Lift of Asphalt)
  - *Underground Servicing*: The Developer is to provide the Director of Operations with an Engineer's Certificate certifying that all Municipal Services have been constructed and installed in accordance with the drawings and specifications previously approved
  - Director of Operations will report to Council
  - Upon acceptance of the required reports (outlined in Subdivision Agreement) by Council, a resolution for performance acceptance for a two (2) year maintenance period may be passed for Underground Servicing & First Coat of Asphalt
  - Original securities are returned in exchange to a smaller security for the maintenance period
  - *Final Lift of Asphalt*: Is installed upon completion of the maintenance period. The Developer is to provide the Director of Operations with a Certificate certifying that the Final Lift (i.e. coat) of Asphalt has been constructed and installed in accordance with industry standards.
  - Director of Operations will report to Council

Note: fees are subject to change per the Municipal Fee schedule

Page 11 of 20

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

- Upon acceptance of the final lift of asphalt, a resolution for performance acceptance for a two (2) year maintenance period may be passed for the Final Coat of Asphalt

*Note: performance acceptance is conducted in 2 parts, 1. Underground Servicing & Base Coat of Asphalt and 2. Final Coat of Asphalt. Both parts are subject to separate two year maintenance periods.*

Step 10: Assumption of Works (2 part process 1. Underground Servicing 2. Final Lift of Asphalt)

- Underground Service assumed (does not include final coat of asphalt)
  - Immediately prior to the expiration of the adopted maintenance period the Developer must apply to the Director of Operations to request Assumption of Underground Services
  - After receipt of Certificate from the Professional Engineer as to the satisfactory performance of municipal services, the Town's Director of Operations will perform a verification inspection and inspect all municipal services to ensure they conform to the Town's requirements:
    - If satisfactory, Director of Operations will recommend assumption
    - If any deficiencies are identified the Developer must address and correct, then re-apply to the Director of Operations the request for Assumption of Underground Services
  - Assumption By-Law for Underground Servicing is passed by Council
  - Securities are reduced and the amount held back is equal to the cost of the Final Coat of asphalt
- Road Assumed
  - Immediately prior to the expiration of the adopted maintenance period for the Top Coat of asphalt the Developer must apply to the Director of Operations to request Assumption of the Road
  - The Town's Director of Operations will perform a verification inspection:
    - If satisfactory, Director of Operations will recommend assumption
    - If any deficiencies are identified the Developer must address and correct, then re-apply to the Director of Operations the request for Assumption of Underground Services
  - Assumption By-Law for Road is passed by Council

*Note: This process is applicable to all Phases of a Draft Approved Plan of Subdivision*

## **PLANS OF VACANT LAND CONDOMINIUM:**

- Fee:** \$2050.00 (payable to the Town of Petrolia at time of application)  
\$3000.00 0-20 units (payable to the County of Lambton at time of application)  
\$4000.00 21-50 units (payable to the County of Lambton at time of application)  
\$6000.00 50+ units (payable to the County of Lambton at time of application)

Note: Consultation Meetings, related Engineering & Legal expenses are at cost to Developer, invoiced direct to the developer.

### Pre-Consultation:

- ☐ Schedule a meeting to attend at Planning meeting at Town Hall or the County of Lambton.
  - Forward an electronic version of the conceptual plan for review at least 10 day prior to scheduled meeting
- ☐ After initial meeting, the next meeting would include the TAC team which includes planning, building, engineering, fire and operations
  - Documentation necessary for this meeting will be noted during the initial discussions with the Planner, all documents requested should be provided electronically at least 10 days prior to scheduled TAC meeting to [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)
- ☐ After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

The number of pre-lim meetings required before plan submission, will depend on the quality and detail of what is provided to staff.

**Typical Timeline:** 20-24 weeks after **complete** application received

### Step 1:

- ☐ Obtain application from Petrolia Town Hall or the County of Lambton Planning & Development Department
- ☐ Complete application in full, including any required background information, is submitted to the County of Lambton Planning & Development Department
- ☐ Ensure application includes all information required by *the Planning Act* (see Ontario Regulation 544/06 in Planning Act)

You will contacted by staff within 5-7 business days of the application and paid fee being received to set a pre-consultation meeting date

Note: fees are subject to change per the Municipal Fee schedule

Page **13** of **20**

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx



Note: *If application received is not complete in full with detail, the application will not be received by the County.*

Step 2:

- ☐ County of Lambton notifies the Town of Petrolia that the application is complete
- ☐ Applicant meets with Town Operations & Planning Staff at Town Hall:
  - Provide 5 copies of proposed Subdivision Plan and Application to be reviewed during the meeting
- ☐ Application is reviewed and discussed, by Operations, Planning & Engineering Staff

Step 3:

- ☐ Planning Report is prepared for Town Council consideration
- ☐ Town of Petrolia Council provides comments to the County of Lambton
- ☐ The County of Lambton to set a date of Public meeting
  - Notice is circulated as per regulations

Step 4:

- ☐ Public Meeting is held at Petrolia Town Hall, orchestrated by the County of Lambton
- ☐ The County of Lambton makes decision to approve or refuse the **Draft** Plan of Subdivision
  - If approved, decision may be appealed to OMB
  - If no decision made within 180 days, applicant may be appeal lack of decision to OMB

Step 5:

- ☐ Applicant is required to satisfy all conditions as outlined in the County of Lambton decision to grant Draft Plan of Approval

Step 6:

- ☐ Petrolia Town Council enters into Development Agreement with Developer

Note: *this step and all steps hereafter are required for each phase of a Draft Approved Plan of Condominium.*

Step 7:

Note: fees are subject to change per the Municipal Fee schedule

Page **14** of **20**

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

- ☐ Upon satisfaction by the County of Lambton that all Condition of Draft Approval have been met County of Lambton will grant Final Approval
- ☐ County of Lambton submits Final Plan of Subdivision to County Land Registry Office for registration
- ☐ Town of Petrolia registers the Development Agreement

#### Step 8 “Development of Lands”:

- ☐ The Developer develops lands in accordance with the requirements of the Plan of Subdivision and Development Agreement
- ☐ No building permit for any building on the lands within the Plan shall be issued and no construction of any building shall commence on the lands within the Plan until the Development Agreement has been adopted by by-law by the Council and after:
  - all underground services without limiting the generality thereof:
    - water mains and appurtenances,
    - sanitary sewers, storm sewers, catch basins (to be camered, and report provided Director of Operations)
    - granular base courses, base course asphalt on streets
    - curb and gutters
    - Sidewalks
    - Underground power and communications lines, and natural gas

provided for in the Subdivision Agreement have been constructed and completed to the satisfaction of the Town’s Director of Operations.

  - This is not Performance Acceptance
- ☐ Building Permits are issued by the County of Lambton on behalf of the Town Petrolia (additional expense)

#### Final Step:

- ☐ Once substantial completion is achieved the Director of Operations is contacted by the Developer to advise as such
- ☐ Performance Acceptance is then applied for (2 part process 1. Underground Servicing 2. Final Lift of Asphalt)
  - *Underground Servicing*: The Developer is to provide the Director of Operations with an Engineer’s Certificate certifying that all Municipal Services have been constructed and installed in accordance with the drawings and specifications previously approved
  - Director of Operations will report to Council
  - Upon acceptance of the required reports (outlined in Subdivision Agreement) by Council, a resolution for performance acceptance for a two (2) year maintenance period may be passed for Underground Servicing & First Coat of Asphalt

Note: fees are subject to change per the Municipal Fee schedule

Page **15** of **20**

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

- *Final Lift of Asphalt*: The Developer is to provide the Director of Operations with a Certificate certifying that the Final Lift of Asphalt has been constructed and installed in accordance with industry standards.
- Director of Operations will report to Council
- Upon acceptance of the final lift of asphalt, a resolution for performance acceptance for a two (2) year maintenance period may be passed for the Final Coat of Asphalt

*Note: performance acceptance is conducted in 2 parts, 1. Underground Servicing & Base Coat of Asphalt and 2. Final Coat of Asphalt. Both parts are subject to separate two year maintenance periods.*

- Assumption of Services (2 part process 1. Underground Servicing 2. Final Lift of Asphalt)
- Underground Service assumed (does not include final course of asphalt)
  - Immediately prior to the expiration of the adopted maintenance period the Developer must apply to the Director of Operations to request Assumption of Underground Services
  - After receipt of Certificate from the Professional Engineer as to the satisfactory performance of municipal services the Town's Director of Operations will perform a verification inspection, and inspect all municipal services to ensure they conform to the Town requirement's:
    - If satisfactory, Director of Operations will recommend assumption
    - If any deficiencies are identified the Developer must address and correct, then re-apply to the Director of Operations the request for Assumption of Underground Services
  - Assumption By-Law for Underground Servicing is passed by Council
- Letter of Credit is reduced and the amount held back is equal to the cost of the Final Coat of asphalt
- Road Assumed
  - Immediately prior to the expiration of the adopted maintenance period for the Top Coat of asphalt the Developer must apply to the Director of Operations to request Assumption of the Road
  - The Town's Director of Operations will perform a verification inspection, and inspect the road is proposed assumed condition:
    - If satisfactory, Director of Operations will recommend assumption
    - If any deficiencies are identified the Developer must address and correct, then re-apply to the Director of Operations the request for Assumption of Underground Services
  - Assumption By-Law for Road is passed by Council

Note: fees are subject to change per the Municipal Fee schedule

Page **16** of **20**

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

## **COMMITTEE OF ADJUSTMENT – Minor Variances & Consents (i.e. Severance)**

### **1. Minor Variances**

**Fee:** \$540.00 (payable to the Town of Petrolia at time of application)

Pre-Consultation:

- ☐ Schedule a meeting to attend at Planning meeting at Town Hall or the County of Lambton. Town Hall planner hours at 10am – 12 noon at the Petrolia Town Hall.
- ☐ After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

The number of pre-lim meetings required before application submission, will depend on the quality and detail of what is provided to staff.

**Typical Timeline:** 4-6 weeks after **complete** application received

Step 1:

- ☐ Obtain application from Petrolia Town Hall
- ☐ Complete application in full, including background information as required by *the Planning Act* (Ontario Regulation Sec 200/96)
  - Application and fee to be submitted to Petrolia Town Hall, Operations Department
- ☐ Ensure application includes detailed map or sketch clearly outlining proposal

You will be contacted by staff within 5-7 business days of the application and fee being paid.

*Note: If application received is not complete in full with sufficient details, the application will not be accepted by the Town.*

Step 2:

- ☐ Meet with Town Operations & Planning Staff at Town Hall to:
  - Provide 5 copies of complete application with all details for review during meeting

Note: fees are subject to change per the Municipal Fee schedule

Page **17** of **20**

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

- ☐ Application is reviewed and discussed
- ☐ Public Meeting Date is Set

Step 3:

- ☐ Notice of Application is circulated to nearby properties a minimum of 10 days in advance of the scheduled public meeting
- ☐ A Public Notice is erected at the property location
- ☐ Public Meeting conducted and applicant is requested to attend

Step 4:

- ☐ Correspondence will be forwarded to applicant regarding decision of the Committee of Adjustment
  - If approved, the decision may be appealed to OMB
  - Should the application be denied, applicant may appeal to OMB
    - appeal period is 21 days from date of decision

Final Step:

- ☐ Applicant will receive by mail notice of decision and notice of no appeal

**2. Consent to Sever**

**Fee:** \$1540.00 (payable to the Town of Petrolia at time of application)  
 \$ 615.00 deed stamping (post-dated cheque payable to the Town of Petrolia at time of application)

Pre-Consultation:

- ☐ Schedule a meeting to attend at Planning meeting at Town Hall or the County of Lambton. Town Hall planner hours at 10am – 12 noon at the Petrolia Town Hall.
- ☐ After all preliminary requirements are satisfied, the next stage is formal application, as outlined below.

The number of pre-lim meetings required before application submission, will depend on the quality and detail of what is provided to staff.

**Typical Timeline:** 4-6 weeks after complete application received

Step 1:

- ☐ Obtain application from Petrolia Town Hall

Note: fees are subject to change per the Municipal Fee schedule

Page 18 of 20

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

- ☐ Complete application in full, including any required background information as required by *the Planning Act* (Ontario Regulation Sec 197/96)
  - Application and fee is to be submitted to Petrolia Town Hall, Operations Department
- ☐ Ensure application includes detailed map or sketch clearly outlining proposal

You will be contacted by staff within 5-7 business days of the application and paid fee being received.

*Note: If application received is not complete in full with sufficient detail, the application will not be accepted by the Town.*

#### Step 2:

- ☐ Meet with Town Operations & Planning Staff at Town Hall to:
  - Provide 5 copies of complete application with all details for review during meeting
- ☐ Application is reviewed and discussed
- ☐ Public Meeting Date is Set

#### Step 3:

- ☐ Notice of Application is circulated to nearby properties and regulated agencies a minimum of 10 days in advance of the scheduled meeting
- ☐ A Public Notice is erected at the property location
- ☐ Public Meeting conducted and applicant is requested to attend

#### Step 4:

- ☐ Correspondence will be forwarded to applicant regarding decision of the Committee of Adjustment
  - If approved, the decision may be appealed to OMB
  - should the application be denied, applicant may appeal to OMB
    - appeal period is 21 days from date of decision

#### Step 5:

- ☐ Applicant will receive by mail notice of decision and notice of no appeal

#### Final Step:

- ☐ Deed is to be presented to the Town of Petrolia for stamping
  - Applicant is responsible for ensuring legal follow-through occurs
  - All legal fees are at the cost of the applicant

Note: fees are subject to change per the Municipal Fee schedule

Page 19 of 20

P:\C00-Council\Policy - as passed by Council\Development Policy 2020\Development Policy - 2020 - Schedule B - Developer Guide and Checklist.docx

- Deed stamping must be completed within one (1) year after date of decision
- Deed is to be registered at the Land Registry Office
  - Applicant is responsible for registration
  - Proof of Registration is to be provided to the Town of Petrolia Clerk's Department

## Town of Petrolia Development Policy

### SCHEDULE "C"

#### **What Is A Building Permit?**

A Building Permit is a document that grants permission to start construction of a building project.

#### **Why Are Homeowners Required To Obtain Building Permits?**

Permits ensure the construction within the Municipality complies with the minimum provisions for the accessibility, life, health and safety of persons under of the Ontario Building Code, zoning regulations and other applicable laws and standards.

#### **What Construction Projects Require a Building Permit?**

- New buildings such as homes, detached garages, sheds, barns, manure pits, grain bins and workshops;
- Additions to an existing house such as a room, garage or carport, porch, addition of a second floor level, finishing of a basement or an attic
- Decks greater than 2 feet above finished grade and decks with a roof;
- Renovations such as a new bathroom, enclosure of an existing porch, and removal/alteration of interior walls;
- Repairs to foundations, basements and crawlspaces;
- Replacement of windows if opening is made larger;
- Installation of a wood burning stove or outdoor wood furnace or fireplace;
- Pre-fabricated structures, mobile homes and temporary buildings;
- Installation of swimming pools; (fence requirement)
- Installation of backflow preventers for lawn irrigation systems;
- Demolition of an existing structure (farm buildings do not require a permit, but a house on a farm does)
- Septic Systems
- Plumbing systems including water, sanitary and storm sewers
- Tents for Weddings or special events (Temporary/Permanent)
- Wind Turbines
- Retaining wall exceeding 1,000mm in exposed height adjacent to public property, access to a building or private property to which the public is admitted.
- A pedestrian bridge appurtenant to a building
- A crane runway
- An exterior storage tank and its supporting structure that is not regulated by the *Technical Standards and Safety Act*.
- signs regulated by Section 3.15 of Division B of the 2006 Building Code that are not structurally supported by a building
- A solar collector that is mounted on a building and has a face area equal to or greater than 5m sq.
- A dish antenna that is mounted on a building and has a face are equal to or greater than 5m sq.
- An outdoor pool that has a water depth greater than 3.4m at any point
- A public pool and/or a public spa permanent solid nutrient storage facility with supporting walls exceeding 1,000 mm in exposed height

Any tent over the size of 2500 sq. ft. requires a Professional Engineer's Report prior to Occupancy being granted.

Any building/structure which is 6420 sq. ft. Or larger requires a Professional Engineer Design.



All Assembly Occupancies, Commercial, Industrial and/or Institutional projects (new or renovations) require the services of a Professional Engineer and/or Professional Architect.

**It is the responsibility of the Property Owner to obtain a permit.**

**Please Note:**

- This document is for reference only.
- The Ontario Building Code regulations (and other applicable laws) apply at all times.
- Please contact 519-845-5420 for further details or email [inspect@county-lambton.on.ca](mailto:inspect@county-lambton.on.ca) for specific details regarding your inquiry.

***What Projects DO NOT Require a Building Permit?***

- Driveways and sidewalks;
- Fences, other than for swimming pools;
- Decks less than 2 feet above finished grade with no roof
- Replace roof shingles, siding, soffit and fascia, and eaves troughs;
- Replace existing windows without increasing the opening size;
- Installation of new kitchen cupboards;
- Basic (non-structural) interior renovations, including furnace replacement
- Construction of buildings smaller than 108 square feet

**Please Note:** Although a building permit may not be required, you must comply with zoning by-laws and other applicable laws and regulations as per Division A, Part 1 - 1.1.3.3 of the Ontario Building Code.

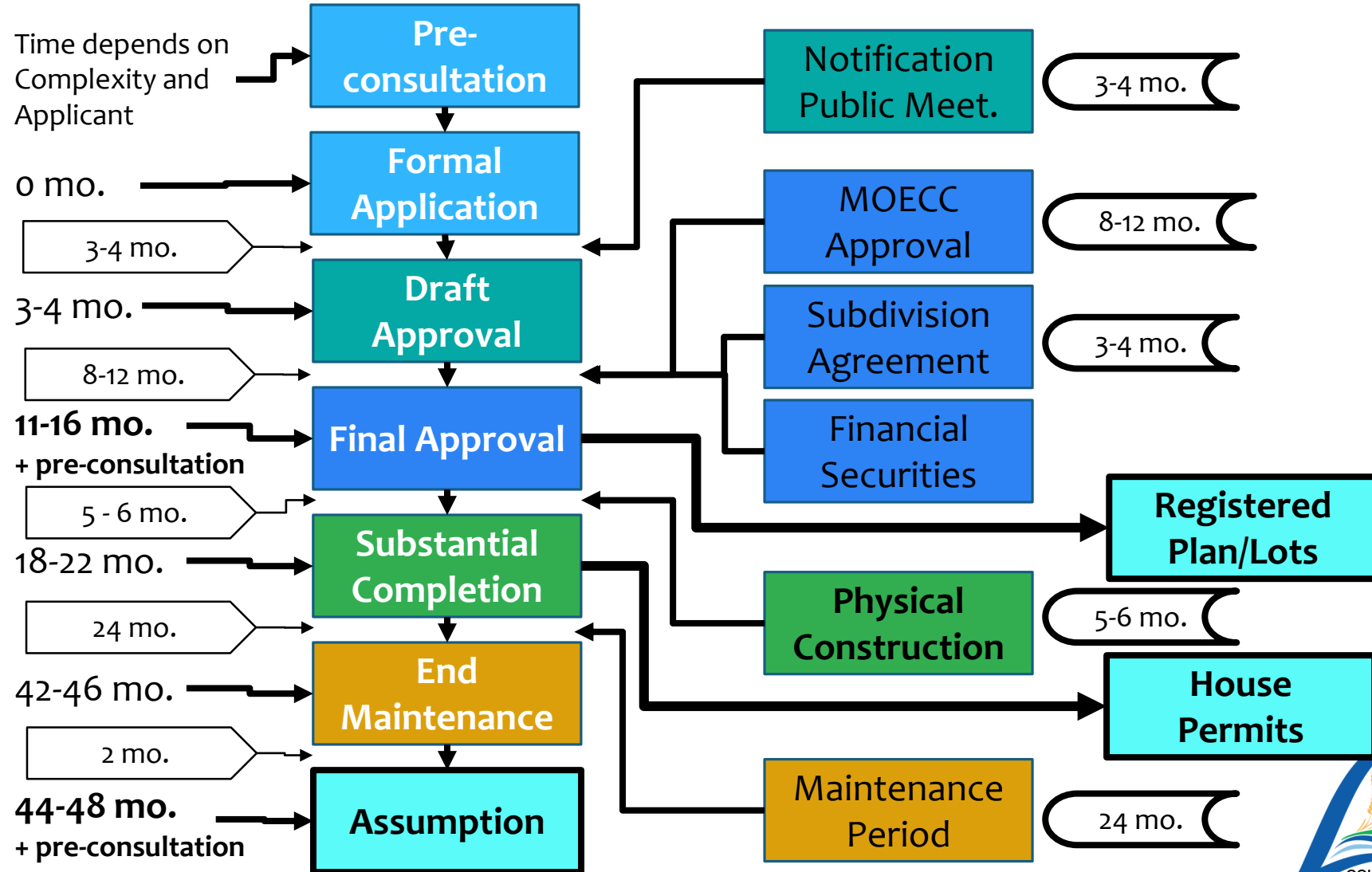
**Permits & Approvals That May Be Required**

County of Lambton Building Services Department 519 845-5420	*Plumbing *Building (Construct or Demolish) *Septic Permits / Assessments	*Signs
County of Lambton Planning & Development Services Department 519 845-0809 ext. 5341	*Minor Variance *Development Control (Site Plan) *Severance	*Re-zoning *Woodlot
County of Lambton Public Works Department 519 845-0809 ext. 5345	*Entrance Permit	
Electrical Safety Authority 1-877-372-7233	*Electrical	
St. Clair Conservation Authority 519 245-3710	*Fill/Flood Line Regulated Area	

# Town of Petrolia Development Policy

## SCHEDULE "D"

### Subdivision Optimal Timeline



**Town of Petrolia Development Policy**  
**SCHEDULE "E"**



## Pre-Development (TAC) Meeting Request

- ☐ Plan of Subdivision      ☐ Site Plan      ☐ Committee of Adjustment      ☐ Condominium  
☒ Zoning Amendment      ☐ OP Amendment
  - Minor Variance
  - Consent to Sever

### REQUIRED ITEMS FOR PRE-DEVELOPMENT MEETING:

- \_\_\_\_\_ 1. List of questions and topics that you wish to discuss.
- \_\_\_\_\_ 2. Site location map, written legal description indicating the location of the proposed project.
- \_\_\_\_\_ 3. Written description of the proposed project.
- \_\_\_\_\_ 4. Proposed conceptual site plan, sketch or other graphic information to depict the proposed project.  
(If available)

### Contact Information

**Property Owner/Applicant**

☐ **Consultant**

☐ **Agent**

Name:	Name:
Address:	Address:
City/Prov/PC:	City/Prov/PC:
Phone:	Phone:
Email:	Email:
2 <sup>nd</sup> Email:	2 <sup>nd</sup> Email:

List of people who will attend the meeting and their responsibilities in the development/project.

Name:	Responsibility

### PROJECT INFORMATION

**Site Location or Address:** \_\_\_\_\_

**1<sup>st</sup> Meeting Includes optional site meeting before office discussion (check box if desired)** ☐

**Current Use of Lands:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_

**Town of Petrolia Development Policy**  
**SCHEDULE "E"**

**Description of Proposed Project and Land Use:**

---

---

**Required Information for Complete Application:**

	<b>Reports, Studies, Plans (to be submitted electronically in accessible .PDF format)</b>
	Planning Justification Report
	Conceptual Site Plan Layout and site survey
	Storm Water Management Report
	Functional Servicing Report (Water and Wastewater)
	Tree Inventory and Restoration Plan
	Traffic/Transportation Impact Study
	Floodline Mapping
	Environmental Evaluation Report
	Noise Feasibility
	Environmental Site Screening Checklist
	Phase One or Two Environmental Site Assessment
	Heritage Impact Statement
	Archaeological Report
	DFO Fish Habitat Screening
	Hydrogeology Study
	Hydraulic Modeling (If Available)
	Grading Plan
	Drainage Plan
	Servicing Plan
	Geotechnical Report

**Town of Petrolia Development Policy**  
**SCHEDULE "E"**

**List any specific questions that you want answered at the pre-development meeting:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Have you previously attended a Pre-Development TAC meeting regarding this project?

☐ YES      ☐ NO

If yes:

Date of previous meeting(s): \_\_\_\_\_

Do you have new or updated information for review?      ☐ Yes      ☐ No

---

---

---

*I, the undersigned, request a pre-development meeting for the purpose of discussing a proposed project in general terms. I have provided the information requested in this form and understand that this meeting does not constitute Town/County review for the purposes of approval or permit issuance. A licensed professional engineer should be consulted independently by the applicant regarding potential utility, drainage, and floodplain impact issues prior to making any decisions regarding real estate or other business transactions.*

*Upon submittal of the appropriate application(s), additional comments from Town/County staff should be expected in addition to those that were discussed in this meeting.*

*Furthermore, I understand that this meeting is not a development permit application and does not constitute the first in a series of approvals and or permits for this proposed project. Plans shall be prepared in accordance with the OBC, OFPPA & any other regulatory body requirements.*

\_\_\_\_\_  
Name (print)

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

\_\_\_\_\_  
Date

***\*Pre- Development consultations are not considered application for the project, Applications for the project must be received Completed in full to begin the next process step.***

Please ensure that the pre-development application and all required supporting documentation (in an electronic format) are submitted together as one package, a minimum 1 week in advance of the requested meeting date.

If desired, supporting documents can be submitted on a USB drive that will be returned at the meeting.

# Town of Petrolia Development Policy

## SCHEDULE "E"

### What is the purpose of pre-development meetings?

To advise and inform applicants of the procedural requirements for a new development and or project, identify project related issues, and exchange information. Comments from Staff are conceptual in nature and should not be construed as a formal Staff recommendation.

Pre-development TAC meetings are held every 2<sup>nd</sup> Thursday starting at 10 am.

This request form and any required submittal items shall be submitted by 12 noon on the Thursday the week before your desired meeting.

In the event a meeting date becomes full, Staff may schedule you for the next meeting. Meetings are scheduled on a first come first serve basis. The Clerks Office will notify you of your exact meeting time within 2 business days of receiving your request.

Submit all relevant plans or items. The amount of feedback you receive will depend on the amount of submittal materials. All items submitted are public information.

### Who attends pre-development TAC meetings?

Staff from the Planning, Public Works, Engineering, Building, Clerks, Fire Departments, and if relevant the Conservation Authority are in attendance. It is recommended that the developer's engineer, architect and building contractor also attend the pre-development TAC meeting.

### What happens after the meeting?

Once the staff gains an understanding of the project proposal, we will clarify the submission and the formal review process. To the extent possible, Staff will provide feedback on the proposal and identify compliance issues. All pre-development meeting feedback is conceptual and preliminary. Meeting notes will be circulated to all parties in attendance within ten (10) business days of the meeting.

Please Submit Request Form & Required Submittal Items  
in an electronic .PDF format to:

Mandi Pearson, Clerk/Operations Clerk  
Town of Petrolia  
[mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)

411 Greenfield Street  
Petrolia, ON N0N 1R0  
Ph: 519-882-2350

The Pre-Development TAC meeting will be scheduled once these required items are received. **Fee of \$250.00**, applicable to all Pre-Development meetings excluding Committee of Adjustment is payable to the Town of Petrolia. Fee includes all follow up meetings. If 12 months has passed since original meeting, files are no longer on record and the fee is applicable as a new request

\*fees subject to change, please reference current Fee Schedule

#### Office use only:

Received on:		Forwarded to:	Forwarded by email on:	Forwarded by:
Received by:		Town Clerk		
		Town Director of Operations		
		Town Engineer		
		Fire Chief/Director of Protective Services		
		Planner		
		Chief Building Official		
		SCRCA (when applicable)		

Information obtained through this request form is subject to the Municipal Freedom of Information Act. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the development process. Please advise the Clerks Department to ensure your accessibility needs are accommodated throughout this process. This form is available in an alternate format through request to the Clerk's Office.

**Town of Petrolia Development Policy**  
**SCHEDULE "F"**



**Planning & Development project fees**

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

	Contact Name:	Day Time Phone:	e-mail address:	Mailing Address:
Property Owner				
Developer				
Engineer				
Builder				

**Confirmation of Fees and Expenses payable**

Per the Town of Petrolia Fee schedule, as approved by Council, there are Planning and Development related fees that are a chargeable expense ie: Pre-Application Consultation meeting, Development related engineering and Legal Fees, Development Charges, Plan of Subdivision, etc...

SCRCA may charge the Town of Petrolia a fee to attend meetings and fee for comment, this expense will be forwarded to the below noted for re-imbursement.

I, \_\_\_\_\_ confirm that fees and expenses in relation to the above noted project are to responsibility of the (please check one) to pay.

☐ Property Owner

☐ Developer

☐ Engineer

☐ Builder

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use only	TOMRMS file number	Copy to A/R

**\*\* Form to be complete and signed during first pre-consultation meeting.**

**Town of Petrolia Development Policy**  
**SCHEDULE "F"**

**Development Advance:**

At time of application, each Developer shall provide the Town of Petrolia with a development advance in the amount of \$5,000 which is used as payment for the associated cost recovered development review services. This advance is held by the Town of Petrolia, and for the sole use of the individual development project expenses. It is not a general developer account.

All development review services will be applied to the development advance, a quarterly statement will be forwarded to the developer.

- Once the development review process is complete, any funds remaining will be refunded to the developer.
- If the developer chooses not to proceed with the development, upon written request, the remaining funds will be returned to the developer.

Building & Plumbing deposits and fees are not applicable to the development advance, and remain a separate expense, payable at time of application.

\*fees subject to change, please see most current Town of Petrolia Municipal Fee Schedule.

---

Signature

---

Date



**Town of Petrolia Development Policy  
SCHEDULE "G"**



**CORPORATION OF THE TOWN OF PETROLIA**

## Pre-Construction/Development/TAC meeting notes

Project:

Date

Time

Lower Meeting area, Victoria Hall

**In Attendance:**

Name	Title	Company	email	
	Director of Operations			
	Clerk/Operations Clerk			
	Town Planner			
	Town Engineer			
	Fire Chief			
	Chief Building Official			
	Developer			
	Developer			

**Regrets:**

Name	Title	Company	email	

**Copy to:**

Developer Engineer  
TAC Council Liaison

---

Discussion points:

Office use:		
File to be created:	To be filed:	TOMRMS:

**Natural Heritage** (Town Policy, SCRCA comment's on)

**Natural Hazard** (SCRCA & legislation requirment)

**Meeting concluded at** \_\_\_\_\_

Office use:		
File to be created:	To be filed:	TOMRMS:

Development Progress

Project Name:

Item	Responsible Party	STATUS	Submitted DATE	Anticipated Review Time	% COMPLETE	NOTES
	Developer	Not Started	1/22/2020	0-2weeks	0%	
					<div></div> 50%	
					<div></div> 100%	✓
					<div></div> 75%	
					<div></div> 25%	

Note: Site Plan Agreement &  
Building Permit applications to be  
submitted in whole & as a complete  
package before review will begin



**Building Services Department**  
789 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

Telephone: 519-845-5420  
Toll-free: 1-866-324-6912  
Fax: 519-845-3817

# **Tent Permit Application**

## **A. Time Frame for Building Permit Issuance**

This table is for information only to explain the time allowed for review of a building permit application for a permit to be issued or refused.

## **B. Declaration of Applicant**

The Declaration of Applicant must be completed to obtain a permit.

## **C. Application for a Permit to Construct or Demolish**

The Application for a Permit to Construct or Demolish must be completed. Also required is a site plan, lot grading plan & two copies of blueprints and/or plans.

January, 2017

## TIME FRAME FOR THE ISSUANCE OF BUILDING PERMITS

A building permit shall be issued in accordance with Table 2.4.1.1B of the Building Code unless:

- (a). the proposed building, construction or demolition will contravene the Building Code Act, the Building Code, or any other applicable law;
- (b). the applicant is a builder or vendor as defined in the Ontario New Home Warranties Plan Act and is not registered under that Act;
- (c). a person who prepared drawings, plans, specifications or other documents or gave an opinion concerning the compliance of the proposed building or construction with the building code does not have the applicable qualifications, if any, set out in the building code or does not have the insurance, if any, required by the building code;
- (d). the plans review certificate, if any, required for the application does not contain the prescribed information;
- (e). the application for the permit is not complete; or
- (f). any fees due have not been paid.

**Table 2.4.1.1B**

The period within which a building permit shall be issued or refused.

Row Number	Class of Building	Time Period
1	(a). A detached house, semi-detached house, townhouse or row house where no dwelling unit is located above another dwelling unit.  (b). A detached structure that serves a building described in Clause (a) and does not exceed 50 m <sup>2</sup> in building area.  (c). A tent to which Section 3.13 of the building code applies.  (d). A sign to which Section 3.14 of the building code applies.	10 days
2	(a). Buildings described in Clauses 2.1.1.3.(1)(a),(b) and (c) (Part 9 buildings) other than buildings described in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings that do not exceed 600 m <sup>2</sup> in building area.	15 days
3	(a). Buildings described in Clause 2.1.1.2.(1)(a) or (b) (Part 3 buildings), other than buildings in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings exceeding 600 m <sup>2</sup> in building area.	20 days
4	(a) Post-disaster buildings.  (b). Buildings to which Subsection 3.2.6. (high buildings and Group B buildings) or any provision in articles 3.2.8.2 to 3.2.8.11 applies.	30 days
Column 1	Column 2	Column 3

The time period above begins on the day on which a permit for the construction of a sewage system serving the building (if required) is issued as per 2.4.1.1B. (9)(c). The period within which a permit for a septic system shall be issued or refused is based on the class of building in the above table as per 2.4.1.1B. (8)(b).

## Declaration of Applicant

### Project Address:

---

#### Section A

Is this project a commercial, agricultural, or industrial application?	<b>Yes</b>	<b>No</b>
Does the proposal involve fuel handling/storage $\geq 15,000$ litres?	<b>Yes</b>	<b>No</b>

---

#### Section B

Are there any hydro poles/hydro easements on this property?	<b>Yes</b>	<b>No</b>
Is there any gas or oil or any other utility easement on this property?	<b>Yes</b>	<b>No</b>
Are there any Right-of-Way accesses on this property?	<b>Yes</b>	<b>No</b>
Are there any easements (of any nature) on this property?	<b>Yes</b>	<b>No</b>
Are there any closed private/municipal drains on this property?	<b>Yes</b>	<b>No</b>
Are there any agreements/leases attached to title (i.e. wind, gas/oil etc.)-	<b>Yes</b>	<b>No</b>

If you answered **YES** to any of the questions in **Section B** - you are required to clearly indicate on your site/plot/lot diagram the location of such items and provide sufficient documentation where applicable/requested.

---

#### Section C

I understand that property locates are my sole responsibility.	<b>Yes</b>	<b>No</b>
I understand it is my sole responsibility to ensure all substantial completion inspections (as outlined in the issued permit) are requested with 48 hours' notice, carried out and approved prior to proceeding to the next stage of construction.	<b>Yes</b>	<b>No</b>

I understand that I will be responsible to remit all applicable fees prior to my permit being officially issued and further I may be subject to the said fees if my application is denied, revoked or cancelled (by myself), as per the applicable building permit by-law.	<b>Yes</b>	<b>No</b>
--	------------	-----------

---

I, \_\_\_\_\_ certify that:  
(Print name)

1. The information contained in this declaration, application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/Agent/Contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction.
3. I will not hold The County of Lambton or its employees liable for any actions by myself resulting in; non-issuance of a permit, revoking of a permit, civil action and or possible fine.
4. I have authority to bind the corporation or partnership (if applicable).

---

(Date)

---

(Signature of Applicant)

*Personal information contained in this form and schedules is collected under the authority of Section 7 Subsections 8(2) of the Building Code Act, 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 to which this application is being made.*

**Please Note: This declaration must be completed in its entirety prior to the issuance of a building/plumbing/septic permit, no exceptions.**



# 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				
<input 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		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> 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.			<input 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 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 type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p>				

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



**Building Services Department**  
789 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

Telephone: 519-845-5420  
Toll-free: 1-866-324-6912  
Fax: 519-845-3817

# **Demolition Permit Application**

## **A. Time Frame for Building Permit Issuance**

This table is for information only to explain the time allowed for review of a building permit application for a permit to be issued or refused.

## **B. Declaration of Applicant**

The Declaration of Applicant must be completed to obtain a permit.

## **C. Application for a Permit to Construct or Demolish**

The Application for a Permit to Construct or Demolish must be completed. Also required is a site plan, lot grading plan & two copies of blueprints and/or plans.

January, 2017

## TIME FRAME FOR THE ISSUANCE OF BUILDING PERMITS

A building permit shall be issued in accordance with Table 2.4.1.1B of the Building Code unless:

- (a). the proposed building, construction or demolition will contravene the Building Code Act, the Building Code, or any other applicable law;
- (b). the applicant is a builder or vendor as defined in the Ontario New Home Warranties Plan Act and is not registered under that Act;
- (c). a person who prepared drawings, plans, specifications or other documents or gave an opinion concerning the compliance of the proposed building or construction with the building code does not have the applicable qualifications, if any, set out in the building code or does not have the insurance, if any, required by the building code;
- (d). the plans review certificate, if any, required for the application does not contain the prescribed information;
- (e). the application for the permit is not complete; or
- (f). any fees due have not been paid.

**Table 2.4.1.1B**

The period within which a building permit shall be issued or refused.

Row Number	Class of Building	Time Period
1	(a). A detached house, semi-detached house, townhouse or row house where no dwelling unit is located above another dwelling unit.  (b). A detached structure that serves a building described in Clause (a) and does not exceed 50 m <sup>2</sup> in building area.  (c). A tent to which Section 3.13 of the building code applies.  (d). A sign to which Section 3.14 of the building code applies.	10 days
2	(a). Buildings described in Clauses 2.1.1.3.(1)(a),(b) and (c) (Part 9 buildings) other than buildings described in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings that do not exceed 600 m <sup>2</sup> in building area.	15 days
3	(a). Buildings described in Clause 2.1.1.2.(1)(a) or (b) (Part 3 buildings), other than buildings in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings exceeding 600 m <sup>2</sup> in building area.	20 days
4	(a) Post-disaster buildings.  (b). Buildings to which Subsection 3.2.6. (high buildings and Group B buildings) or any provision in articles 3.2.8.2 to 3.2.8.11 applies.	30 days
Column 1	Column 2	Column 3

The time period above begins on the day on which a permit for the construction of a sewage system serving the building (if required) is issued as per 2.4.1.1B. (9)(c). The period within which a permit for a septic system shall be issued or refused is based on the class of building in the above table as per 2.4.1.1B. (8)(b).

## Declaration of Applicant

### **Project Address:**

---

#### **Section A**

Is this project a commercial, agricultural, or industrial application?	<b>Yes</b>	<b>No</b>
Does the proposal involve fuel handling/storage ≥15,000 litres?	<b>Yes</b>	<b>No</b>

---

#### **Section B**

Are there any hydro poles/hydro easements on this property?	<b>Yes</b>	<b>No</b>
Is there any gas or oil or any other utility easement on this property?	<b>Yes</b>	<b>No</b>
Are there any Right-of-Way accesses on this property?	<b>Yes</b>	<b>No</b>
Are there any easements (of any nature) on this property?	<b>Yes</b>	<b>No</b>
Are there any closed private/municipal drains on this property?	<b>Yes</b>	<b>No</b>
Are there any agreements/leases attached to title (i.e. wind, gas/oil etc.)-	<b>Yes</b>	<b>No</b>

If you answered **YES** to any of the questions in **Section B** - you are required to clearly indicate on your site/plot/lot diagram the location of such items and provide sufficient documentation where applicable/requested.

---

#### **Section C**

I understand that property locates are my sole responsibility.	<b>Yes</b>	<b>No</b>
I understand it is my sole responsibility to ensure all substantial completion inspections (as outlined in the issued permit) are requested with 48 hours' notice, carried out and approved prior to proceeding to the next stage of construction.	<b>Yes</b>	<b>No</b>

I understand that I will be responsible to remit all applicable fees prior to my permit being officially issued and further I may be subject to the said fees if my application is denied, revoked or cancelled (by myself), as per the applicable building permit by-law.	<b>Yes</b>	<b>No</b>
--	------------	-----------

---

I, \_\_\_\_\_ certify that:  
(Print name)

1. The information contained in this declaration, application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/Agent/Contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction.
3. I will not hold The County of Lambton or its employees liable for any actions by myself resulting in; non-issuance of a permit, revoking of a permit, civil action and or possible fine.
4. I have authority to bind the corporation or partnership (if applicable).

---

(Date)

---

(Signature of Applicant)

*Personal information contained in this form and schedules is collected under the authority of Section 7 Subsections 8(2) of the Building Code Act, 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 to which this application is being made.*

**Please Note: This declaration must be completed in its entirety prior to the issuance of a building/plumbing/septic permit, no exceptions.**

# 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				
<input 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		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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 (     )		







**Building Services Department**  
789 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

Telephone: 519-845-5420  
Toll-free: 1-866-324-6912  
Fax: 519-845-3817

# **Building & Plumbing Permit** **Application - Accessory, Agricultural** **Buildings**

## **A. Time Frame for Building Permit Issuance**

This table is for information only to explain the time allowed for review of a building permit application for a permit to be issued or refused.

## **B. Declaration of Applicant**

The Declaration of Applicant must be completed to obtain a permit.

## **C. Checklist for Building Permit Applications**

Please ensure that the Checklist For Building Permit Applications is reviewed, completed & signed.

## **D. Application for a Permit to Construct or Demolish**

The Application for a Permit to Construct or Demolish must be completed. Also required is a site plan, lot grading plan & two copies of blueprints and/or plans.

## **E. Schedule 1: Designer Information**

Schedule 1 – Designer Information must be completed by every person engaged in the business of providing design activities unless exempt from the requirement under Section. 2.17.4.1 (3).

## **F. Schedule A: Plumbing Permit Application**

This schedule, as well as the Application for a Permit to Construct or Demolish, must be completed to obtain a plumbing permit.

January, 2017

## TIME FRAME FOR THE ISSUANCE OF BUILDING PERMITS

A building permit shall be issued in accordance with Table 2.4.1.1B of the Building Code unless:

- (a). the proposed building, construction or demolition will contravene the Building Code Act, the Building Code, or any other applicable law;
- (b). the applicant is a builder or vendor as defined in the Ontario New Home Warranties Plan Act and is not registered under that Act;
- (c). a person who prepared drawings, plans, specifications or other documents or gave an opinion concerning the compliance of the proposed building or construction with the building code does not have the applicable qualifications, if any, set out in the building code or does not have the insurance, if any, required by the building code;
- (d). the plans review certificate, if any, required for the application does not contain the prescribed information;
- (e). the application for the permit is not complete; or
- (f). any fees due have not been paid.

**Table 2.4.1.1B**

The period within which a building permit shall be issued or refused.

Row Number	Class of Building	Time Period
1	(a). A detached house, semi-detached house, townhouse or row house where no dwelling unit is located above another dwelling unit.  (b). A detached structure that serves a building described in Clause (a) and does not exceed 50 m <sup>2</sup> in building area.  (c). A tent to which Section 3.13 of the building code applies.  (d). A sign to which Section 3.14 of the building code applies.	10 days
2	(a). Buildings described in Clauses 2.1.1.3.(1)(a),(b) and (c) (Part 9 buildings) other than buildings described in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings that do not exceed 600 m <sup>2</sup> in building area.	15 days
3	(a). Buildings described in Clause 2.1.1.2.(1)(a) or (b) (Part 3 buildings), other than buildings in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings exceeding 600 m <sup>2</sup> in building area.	20 days
4	(a) Post-disaster buildings.  (b). Buildings to which Subsection 3.2.6. (high buildings and Group B buildings) or any provision in articles 3.2.8.2 to 3.2.8.11 applies.	30 days
Column 1	Column 2	Column 3

The time period above begins on the day on which a permit for the construction of a sewage system serving the building (if required) is issued as per 2.4.1.1B. (9)(c). The period within which a permit for a septic system shall be issued or refused is based on the class of building in the above table as per 2.4.1.1B. (8)(b).

## Declaration of Applicant

### Project Address:

---

#### Section A

Is this project a commercial, agricultural, or industrial application?	<b>Yes</b>	<b>No</b>
Does the proposal involve fuel handling/storage $\geq 15,000$ litres?	<b>Yes</b>	<b>No</b>

---

#### Section B

Are there any hydro poles/hydro easements on this property?	<b>Yes</b>	<b>No</b>
Is there any gas or oil or any other utility easement on this property?	<b>Yes</b>	<b>No</b>
Are there any Right-of-Way accesses on this property?	<b>Yes</b>	<b>No</b>
Are there any easements (of any nature) on this property?	<b>Yes</b>	<b>No</b>
Are there any closed private/municipal drains on this property?	<b>Yes</b>	<b>No</b>
Are there any agreements/leases attached to title (i.e. wind, gas/oil etc.)-	<b>Yes</b>	<b>No</b>

If you answered **YES** to any of the questions in **Section B** - you are required to clearly indicate on your site/plot/lot diagram the location of such items and provide sufficient documentation where applicable/requested.

---

#### Section C

I understand that property locates are my sole responsibility.	<b>Yes</b>	<b>No</b>
I understand it is my sole responsibility to ensure all substantial completion inspections (as outlined in the issued permit) are requested with 48 hours' notice, carried out and approved prior to proceeding to the next stage of construction.	<b>Yes</b>	<b>No</b>

I understand that I will be responsible to remit all applicable fees prior to my permit being officially issued and further I may be subject to the said fees if my application is denied, revoked or cancelled (by myself), as per the applicable building permit by-law.	<b>Yes</b>	<b>No</b>
--	------------	-----------

---

I, \_\_\_\_\_ certify that:  
(Print name)

1. The information contained in this declaration, application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/Agent/Contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction.
3. I will not hold The County of Lambton or its employees liable for any actions by myself resulting in; non-issuance of a permit, revoking of a permit, civil action and or possible fine.
4. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

*Personal information contained in this form and schedules is collected under the authority of Section 7 Subsections 8(2) of the Building Code Act, 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 to which this application is being made.*

**Please Note: This declaration must be completed in its entirety prior to the issuance of a building/plumbing/septic permit, no exceptions.**

## **Building Permit Application Checklist**

- Completed Building Permit Application, including plumbing and septic (as applicable), this includes all Designer Schedules and Energy Efficiency Design summary
- Completed Declaration
- Site/Lot/Plot Plan/Diagram (2 copies) clearly demonstrating the following:
  - Location of proposed building
  - All other buildings on the property (including dimensions)
  - Setbacks to property lines
  - Include all easements, right-of-way, septic, wells, hydro wires (overhead and underground) etc.
  - Driveway location and dimensions
- Construction Plans including all structural/architectural/design details (2 copies)
  - Foundation plan, showing type, wall height and height of backfill
  - Footing size and location
  - Elevations including top of finished ground to highest point on building
  - Floor plan of each floor
  - Finished basement plan if applicable
  - Typical wall cross section
  - Longitudinal cross section, if applicable
  - Beam and lintel sizes and span, joist sizes, rafters, headers etc
  - Professional Engineered components (i.e. roof truss, joists) layouts submitted, reviewed and signed off by your designer
  - Heat loss and design summary calculations and layout (applies to all methods of heat: infloor, electric, forced air, etc.)
- Proposed Grading Plan (new construction, infill lots etc.) - as required (2 copies)
- External Approvals
  - Minor Variance Approval - 1 copy
  - Conservation Authority Approval - 1 copy
  - Driveway/Access Approval - 1 copy
  - Any other applicable law approval documents - 1 copy

**Please Note: Incomplete applications will be subject to delay and prescribed time frames for the issuance of said permits will not be applicable.**

**Exception: Permit fees will be calculated by staff and will be applicable at time of permit issuance and are not required to be attached to the application.**

# 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			
<input 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		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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 (     )	



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.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (     )	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 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			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN:        _____</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</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. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;">_____</div> <div style="width: 60%;">_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;">Date</div> <div style="width: 60%;">Signature of Designer</div> </div>			

**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 'A'**  
**Plumbing Information**

Owner Name:	Address of Proposed Work:
<b>Plumber:</b>	Municipality:

Please list the number of fixtures per floor on the following chart. (new or relocated)

FLOOR	Basement	1	2	3	4	Total Number
Toilet						
Bath tub						
Wash basin						
Kitchen sink						
Laundry tubs						
Floor drain						
Showers						
Urinal						
Clothes washer						
Dish washer - domestic						
Other sinks						
Drinking fountain						
Hot water heater						
Sewage Pump						
Grease Interceptor						
TOTAL						

No. of Dwelling Units	R.W.L.	Water Lines
Soil Vent Stacks	Sanitary Lateral	Oil Interceptor
Catch Basin	Storm Lateral	Backflow Preventer
Lawn Sprinkler System		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Part 3 and Part 9 Non-Residential Building & Plumbing Permit Application** **(Commercial, Industrial, Institutional)**

### **A. Time Frame for Building Permit Issuance**

This table is for information only to explain the time allowed for review of a building permit application for a permit to be issued or refused.

### **B. Declaration of Applicant**

The Declaration of Applicant must be completed to obtain a permit.

### **C. Checklist for Building Permit Applications**

Please ensure that the Checklist For Building Permit Applications is reviewed, completed & signed.

### **D. Application for a Permit to Construct or Demolish**

The Application for a Permit to Construct or Demolish must be completed. Also required is a site plan, lot grading plan & two copies of blueprints and/or plans.

### **E. Schedule 1: Designer Information**

Schedule 1 – Designer Information must be completed by every person engaged in the business of providing design activities unless exempt from the requirement under Section. 2.17.4.1 (3).

### **F. Energy Efficiency Design Summary**

Please complete the required Energy Efficiency requirements as set by the Ministry of Affairs, depending on your construction plans.

### **G. Schedule A: Plumbing Permit Application**

This schedule, as well as the Application for a Permit to Construct or Demolish, must be completed to obtain a plumbing permit.

January, 2017

## TIME FRAME FOR THE ISSUANCE OF BUILDING PERMITS

A building permit shall be issued in accordance with Table 2.4.1.1B of the Building Code unless:

- (a). the proposed building, construction or demolition will contravene the Building Code Act, the Building Code, or any other applicable law;
- (b). the applicant is a builder or vendor as defined in the Ontario New Home Warranties Plan Act and is not registered under that Act;
- (c). a person who prepared drawings, plans, specifications or other documents or gave an opinion concerning the compliance of the proposed building or construction with the building code does not have the applicable qualifications, if any, set out in the building code or does not have the insurance, if any, required by the building code;
- (d). the plans review certificate, if any, required for the application does not contain the prescribed information;
- (e). the application for the permit is not complete; or
- (f). any fees due have not been paid.

**Table 2.4.1.1B**

The period within which a building permit shall be issued or refused.

Row Number	Class of Building	Time Period
1	(a). A detached house, semi-detached house, townhouse or row house where no dwelling unit is located above another dwelling unit.  (b). A detached structure that serves a building described in Clause (a) and does not exceed 50 m <sup>2</sup> in building area.  (c). A tent to which Section 3.13 of the building code applies.  (d). A sign to which Section 3.14 of the building code applies.	10 days
2	(a). Buildings described in Clauses 2.1.1.3.(1)(a),(b) and (c) (Part 9 buildings) other than buildings described in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings that do not exceed 600 m <sup>2</sup> in building area.	15 days
3	(a). Buildings described in Clause 2.1.1.2.(1)(a) or (b) (Part 3 buildings), other than buildings in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings exceeding 600 m <sup>2</sup> in building area.	20 days
4	(a) Post-disaster buildings.  (b). Buildings to which Subsection 3.2.6. (high buildings and Group B buildings) or any provision in articles 3.2.8.2 to 3.2.8.11 applies.	30 days
Column 1	Column 2	Column 3

The time period above begins on the day on which a permit for the construction of a sewage system serving the building (if required) is issued as per 2.4.1.1B. (9)(c). The period within which a permit for a septic system shall be issued or refused is based on the class of building in the above table as per 2.4.1.1B. (8)(b).

## Declaration of Applicant

### Project Address:

---

#### Section A

Is this project a commercial, agricultural, or industrial application?	<b>Yes</b>	<b>No</b>
Does the proposal involve fuel handling/storage ≥15,000 litres?	<b>Yes</b>	<b>No</b>

---

#### Section B

Are there any hydro poles/hydro easements on this property?	<b>Yes</b>	<b>No</b>
Is there any gas or oil or any other utility easement on this property?	<b>Yes</b>	<b>No</b>
Are there any Right-of-Way accesses on this property?	<b>Yes</b>	<b>No</b>
Are there any easements (of any nature) on this property?	<b>Yes</b>	<b>No</b>
Are there any closed private/municipal drains on this property?	<b>Yes</b>	<b>No</b>
Are there any agreements/leases attached to title (i.e. wind, gas/oil etc.)-	<b>Yes</b>	<b>No</b>

If you answered **YES** to any of the questions in **Section B** - you are required to clearly indicate on your site/plot/lot diagram the location of such items and provide sufficient documentation where applicable/requested.

---

#### Section C

I understand that property locates are my sole responsibility.	<b>Yes</b>	<b>No</b>
I understand it is my sole responsibility to ensure all substantial completion inspections (as outlined in the issued permit) are requested with 48 hours' notice, carried out and approved prior to proceeding to the next stage of construction.	<b>Yes</b>	<b>No</b>

I understand that I will be responsible to remit all applicable fees prior to my permit being officially issued and further I may be subject to the said fees if my application is denied, revoked or cancelled (by myself), as per the applicable building permit by-law.	<b>Yes</b>	<b>No</b>
--	------------	-----------

---

I, \_\_\_\_\_ certify that:  
(Print name)

1. The information contained in this declaration, application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/Agent/Contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction.
3. I will not hold The County of Lambton or its employees liable for any actions by myself resulting in; non-issuance of a permit, revoking of a permit, civil action and or possible fine.
4. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

*Personal information contained in this form and schedules is collected under the authority of Section 7 Subsections 8(2) of the Building Code Act, 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 to which this application is being made.*

**Please Note: This declaration must be completed in its entirety prior to the issuance of a building/plumbing/septic permit, no exceptions.**



## **Building Permit Application Checklist**

- Completed Building Permit Application, including plumbing and septic (as applicable), this includes all Designer Schedules and Energy Efficiency Design summary
- Completed Declaration
- Site/Lot/Plot Plan/Diagram (2 copies) clearly demonstrating the following:
  - Location of proposed building
  - All other buildings on the property (including dimensions)
  - Setbacks to property lines
  - Include all easements, right-of-way, septic, wells, hydro wires (overhead and underground) etc.
  - Driveway location and dimensions
- Construction Plans including all structural/architectural/design details (2 copies)
  - Foundation plan, showing type, wall height and height of backfill
  - Footing size and location
  - Elevations including top of finished ground to highest point on building
  - Floor plan of each floor
  - Finished basement plan if applicable
  - Typical wall cross section
  - Longitudinal cross section, if applicable
  - Beam and lintel sizes and span, joist sizes, rafters, headers etc
  - Professional Engineered components (i.e. roof truss, joists) layouts submitted, reviewed and signed off by your designer
  - Heat loss and design summary calculations and layout (applies to all methods of heat: infloor, electric, forced air, etc.)
- Proposed Grading Plan (new construction, infill lots etc.) - as required (2 copies)
- External Approvals
  - Minor Variance Approval - 1 copy
  - Conservation Authority Approval - 1 copy
  - Driveway/Access Approval - 1 copy
  - Any other applicable law approval documents - 1 copy

**Please Note: Incomplete applications will be subject to delay and prescribed time frames for the issuance of said permits will not be applicable.**

**Exception: Permit fees will be calculated by staff and will be applicable at time of permit issuance and are not required to be attached to the application.**

# 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			
<input 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		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> 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.			<input 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 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 type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p>Date Signature of applicant</p>				

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>				
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> House  <input type="checkbox"/> Small Buildings  <input type="checkbox"/> Large Buildings  <input type="checkbox"/> Complex Buildings </div> <div style="width: 30%;"> <input type="checkbox"/> HVAC – House  <input type="checkbox"/> Building Services  <input type="checkbox"/> Detection, Lighting and Power  <input type="checkbox"/> Fire Protection </div> <div style="width: 30%;"> <input type="checkbox"/> Building Structural  <input type="checkbox"/> Plumbing – House  <input type="checkbox"/> Plumbing – All Buildings  <input type="checkbox"/> On-site Sewage Systems </div> </div>				
Description of designer's work				
<b>D. Declaration of Designer</b>				
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <div style="margin-top: 10px;"> <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.  <div style="margin-left: 40px;">Individual BCIN: _____</div> <div style="margin-left: 40px;">Firm BCIN:        _____</div> </div> <div style="margin-top: 10px;"> <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.  <div style="margin-left: 40px;">Individual BCIN: _____</div> <div style="margin-left: 40px;">Basis for exemption from registration: _____</div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.  <div style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</div> </div>				
<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. I have submitted this application with the knowledge and consent of the firm.</li> </ol>				
_____		_____		
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.

**Ministry of Municipal Affairs and Ministry of Housing**

---

**[ABOUT](#) | [NEWSROOM](#) | [JOB OPPORTUNITIES](#) | [CONTACT US](#)**

---

You are here > [Home](#) > [Your Ministry](#) > [Ontario Building Code](#) > [Publications](#) > Energy Efficiency Checklists for Part 3 Buildings and Part 9 Non-Residential Buildings

## **Energy Efficiency Checklists for Part 3 Buildings and Part 9 Non-Residential Buildings**

---

[Email this page](#)

Checklists were created by the Ministry of Municipal Affairs, to help building designers and building officials meet the energy efficiency requirements of the Building Code for Part 3 Buildings and Part 9 Non-Residential Buildings.

However, these checklists do not reflect the changes to the Building Code that came into **effect on January 1, 2017** and have therefore been removed from the OBOA-TACBOC-LMCBO site.

The ministry is taking steps to update the checklists to support compliance with new Building Code energy efficiency requirements that came into effect on January 1, 2017, for Division B Part 3 buildings and Part 9 non-residential buildings. Updates to the checklists are currently under development and once finalized, users can access them from the **OBOA-TACBOC-LMCBO** web page.

---

**[CONTACT-US](#) | [ACCESSIBILITY](#) | [PRIVACY](#) | [TERMS OF USE](#) | [SITE MAP](#)**

**COPYRIGHT © QUEEN'S PRINTER FOR ONTARIO, 2008-2016**

**- LAST MODIFIED: WEDNESDAY, JANUARY 4, 2017**

**SCHEDULE 'A'**  
**Plumbing Information**

Owner Name:	Address of Proposed Work:
<b>Plumber:</b>	Municipality:

Please list the number of fixtures per floor on the following chart. (new or relocated)

FLOOR	Basement	1	2	3	4	Total Number
Toilet						
Bath tub						
Wash basin						
Kitchen sink						
Laundry tubs						
Floor drain						
Showers						
Urinal						
Clothes washer						
Dish washer - domestic						
Other sinks						
Drinking fountain						
Hot water heater						
Sewage Pump						
Grease Interceptor						
TOTAL						

No. of Dwelling Units	R.W.L.	Water Lines
Soil Vent Stacks	Sanitary Lateral	Oil Interceptor
Catch Basin	Storm Lateral	Backflow Preventer
Lawn Sprinkler System		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# **Building & Plumbing Permit Application - Residential**

## **A. Time Frame for Building Permit Issuance**

This table is for information only to explain the time allowed for review of a building permit application for a permit to be issued or refused.

## **B. Declaration of Applicant**

The Declaration of Applicant must be completed to obtain a permit.

## **C. Checklist for Building Permit Applications**

Please ensure that the Checklist For Building Permit Applications is reviewed, completed & signed.

## **D. Application for a Permit to Construct or Demolish**

The Application for a Permit to Construct or Demolish must be completed. Also required is a site plan, lot grading plan & two copies of blueprints and/or plans.

## **E. Schedule 1: Designer Information**

Schedule 1 – Designer Information must be completed by every person engaged in the business of providing design activities unless exempt from the requirement under Section. 2.17.4.1 (3).

## **F. Energy Efficiency Design Summary**

Please complete either the Prescriptive Method or the Performance & Other Acceptable Compliance Methods, depending on your construction plans.

## **G. Schedule A: Plumbing Permit Application**

This schedule, as well as the Application for a Permit to Construct or Demolish, must be completed to obtain a plumbing permit.

January, 2017



## TIME FRAME FOR THE ISSUANCE OF BUILDING PERMITS

A building permit shall be issued in accordance with Table 2.4.1.1B of the Building Code unless:

- (a). the proposed building, construction or demolition will contravene the Building Code Act, the Building Code, or any other applicable law;
- (b). the applicant is a builder or vendor as defined in the Ontario New Home Warranties Plan Act and is not registered under that Act;
- (c). a person who prepared drawings, plans, specifications or other documents or gave an opinion concerning the compliance of the proposed building or construction with the building code does not have the applicable qualifications, if any, set out in the building code or does not have the insurance, if any, required by the building code;
- (d). the plans review certificate, if any, required for the application does not contain the prescribed information;
- (e). the application for the permit is not complete; or
- (f). any fees due have not been paid.

**Table 2.4.1.1B**

The period within which a building permit shall be issued or refused.

Row Number	Class of Building	Time Period
1	(a). A detached house, semi-detached house, townhouse or row house where no dwelling unit is located above another dwelling unit.  (b). A detached structure that serves a building described in Clause (a) and does not exceed 50 m <sup>2</sup> in building area.  (c). A tent to which Section 3.13 of the building code applies.  (d). A sign to which Section 3.14 of the building code applies.	10 days
2	(a). Buildings described in Clauses 2.1.1.3.(1)(a),(b) and (c) (Part 9 buildings) other than buildings described in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings that do not exceed 600 m <sup>2</sup> in building area.	15 days
3	(a). Buildings described in Clause 2.1.1.2.(1)(a) or (b) (Part 3 buildings), other than buildings in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings exceeding 600 m <sup>2</sup> in building area.	20 days
4	(a) Post-disaster buildings.  (b). Buildings to which Subsection 3.2.6. (high buildings and Group B buildings) or any provision in articles 3.2.8.2 to 3.2.8.11 applies.	30 days
Column 1	Column 2	Column 3

The time period above begins on the day on which a permit for the construction of a sewage system serving the building (if required) is issued as per 2.4.1.1B. (9)(c). The period within which a permit for a septic system shall be issued or refused is based on the class of building in the above table as per 2.4.1.1B. (8)(b).

## Declaration of Applicant

### Project Address:

---

#### Section A

Is this project a commercial, agricultural, or industrial application?	<b>Yes</b>	<b>No</b>
Does the proposal involve fuel handling/storage ≥15,000 litres?	<b>Yes</b>	<b>No</b>

---

#### Section B

Are there any hydro poles/hydro easements on this property?	<b>Yes</b>	<b>No</b>
Is there any gas or oil or any other utility easement on this property?	<b>Yes</b>	<b>No</b>
Are there any Right-of-Way accesses on this property?	<b>Yes</b>	<b>No</b>
Are there any easements (of any nature) on this property?	<b>Yes</b>	<b>No</b>
Are there any closed private/municipal drains on this property?	<b>Yes</b>	<b>No</b>
Are there any agreements/leases attached to title (i.e. wind, gas/oil etc.)-	<b>Yes</b>	<b>No</b>

If you answered **YES** to any of the questions in **Section B** - you are required to clearly indicate on your site/plot/lot diagram the location of such items and provide sufficient documentation where applicable/requested.

---

#### Section C

I understand that property locates are my sole responsibility.	<b>Yes</b>	<b>No</b>
I understand it is my sole responsibility to ensure all substantial completion inspections (as outlined in the issued permit) are requested with 48 hours' notice, carried out and approved prior to proceeding to the next stage of construction.	<b>Yes</b>	<b>No</b>

I understand that I will be responsible to remit all applicable fees prior to my permit being officially issued and further I may be subject to the said fees if my application is denied, revoked or cancelled (by myself), as per the applicable building permit by-law.	<b>Yes</b>	<b>No</b>
--	------------	-----------

---

I, \_\_\_\_\_ certify that:  
(Print name)

1. The information contained in this declaration, application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/Agent/Contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction.
3. I will not hold The County of Lambton or its employees liable for any actions by myself resulting in; non-issuance of a permit, revoking of a permit, civil action and or possible fine.
4. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

*Personal information contained in this form and schedules is collected under the authority of Section 7 Subsections 8(2) of the Building Code Act, 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 to which this application is being made.*

**Please Note: This declaration must be completed in its entirety prior to the issuance of a building/plumbing/septic permit, no exceptions.**

## **Building Permit Application Checklist**

- Completed Building Permit Application, including plumbing and septic (as applicable), this includes all Designer Schedules and Energy Efficiency Design summary
- Completed Declaration
- Site/Lot/Plot Plan/Diagram (2 copies) clearly demonstrating the following:
  - Location of proposed building
  - All other buildings on the property (including dimensions)
  - Setbacks to property lines
  - Include all easements, right-of-way, septic, wells, hydro wires (overhead and underground) etc.
  - Driveway location and dimensions
- Construction Plans including all structural/architectural/design details (2 copies)
  - Foundation plan, showing type, wall height and height of backfill
  - Footing size and location
  - Elevations including top of finished ground to highest point on building
  - Floor plan of each floor
  - Finished basement plan if applicable
  - Typical wall cross section
  - Longitudinal cross section, if applicable
  - Beam and lintel sizes and span, joist sizes, rafters, headers etc
  - Professional Engineered components (i.e. roof truss, joists) layouts submitted, reviewed and signed off by your designer
  - Heat loss and design summary calculations and layout (applies to all methods of heat: infloor, electric, forced air, etc.)
- Proposed Grading Plan (new construction, infill lots etc.) - as required (2 copies)
- External Approvals
  - Minor Variance Approval - 1 copy
  - Conservation Authority Approval - 1 copy
  - Driveway/Access Approval - 1 copy
  - Any other applicable law approval documents - 1 copy

**Please Note: Incomplete applications will be subject to delay and prescribed time frames for the issuance of said permits will not be applicable.**

**Exception: Permit fees will be calculated by staff and will be applicable at time of permit issuance and are not required to be attached to the application.**

# 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			
<input 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		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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 Warranties 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.				<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?				<input type="checkbox"/> Yes	<input type="checkbox"/> 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.				<input 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 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 type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.				<input type="checkbox"/> Yes	<input type="checkbox"/> 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>				
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> House  <input type="checkbox"/> Small Buildings  <input type="checkbox"/> Large Buildings  <input type="checkbox"/> Complex Buildings </div> <div style="width: 30%;"> <input type="checkbox"/> HVAC – House  <input type="checkbox"/> Building Services  <input type="checkbox"/> Detection, Lighting and Power  <input type="checkbox"/> Fire Protection </div> <div style="width: 30%;"> <input type="checkbox"/> Building Structural  <input type="checkbox"/> Plumbing – House  <input type="checkbox"/> Plumbing – All Buildings  <input type="checkbox"/> On-site Sewage Systems </div> </div>				
Description of designer's work				
<b>D. Declaration of Designer</b>				
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</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. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;">Signature of Designer</p> </div> </div>				

**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.

# Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority			
Application No:		Model/Certification Number	
<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

## B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

**SB-12 Prescriptive** (input design package): Package: \_\_\_\_\_ Table: \_\_\_\_\_

## C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area	Other Building Characteristics	
Area of walls = _____ m <sup>2</sup> or _____ ft <sup>2</sup>	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement	
Area of W, S & G = _____ m <sup>2</sup> or _____ ft <sup>2</sup>	<input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement	
	<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit	
	<input type="checkbox"/> Air Sourced Heat Pump (ASHP)	
	<input type="checkbox"/> Ground Sourced Heat Pump (GSHP)	
	W, S & G % = _____	
	Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	

## D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions				
<input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6)) <input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))				
<input type="checkbox"/> Airtightness substitution(s)  Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____			
	<input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____			
	Required: _____ Permitted Substitution: _____			
Building Component	Minimum RSI / R values or Maximum U-Value <sup>(1)</sup>		Building Component	Efficiency Ratings
<b>Thermal Insulation</b>	Nominal	Effective	<b>Windows &amp; Doors</b> Provide U-Value <sup>(1)</sup> or ER rating	
Ceiling with Attic Space			Windows/Sliding Glass Doors	
Ceiling without Attic Space			Skylights/Glazed Roofs	
Exposed Floor			<b>Mechanicals</b>	
Walls Above Grade			Heating Equip.(AFUE)	
Basement Walls			HRV Efficiency (SRE% at 0°C)	
Slab (all >600mm below grade)			DHW Heater (EF)	
Slab (edge only ≤600mm below grade)			DWHR (CSA B55.1 (min. 42% efficiency))	#
Slab (all ≤600mm below grade, or heated)			Combined Heating System	

(1) U value to be provided in either W/(m<sup>2</sup>•K) or Btu/(h•ft<sup>2</sup>•F) but not both.

## E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature

# Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

## COMPLETING THE FORM

### B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

### C. Project Design Conditions

**Climatic Zone:** The number of degree days for Ontario cities is contained in Supplementary Standard SB-12  
**Windows, Skylights and Glass Doors:** If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

**Fuel Source and Heating Equipment Efficiency:** The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

**Other Building Conditions:** These construction conditions affect SB-12 Prescriptive compliance requirements.

### D. Building Specifications

**Thermal Insulation:** Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

## BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm <sup>2</sup> /m <sup>2</sup>	1.81 in <sup>2</sup> /100ft <sup>2</sup>	0.93 L/s/m <sup>2</sup>	0.18 cfm50/ft <sup>2</sup>
Attached dwelling	3.0	2.12 cm <sup>2</sup> /m <sup>2</sup>	3.06 in <sup>2</sup> /100ft <sup>2</sup>	1.32 L/s/m <sup>2</sup>	0.26 cfm50/ft <sup>2</sup>

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

### E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

Form authorized by OHBA, OBOA, LMCBO. Revised November 30, 2016.



# Energy Efficiency Design Summary: Performance & Other Acceptable Compliance Methods

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the Performance or Other Acceptable Compliance Methods described in Subsections 3.1.2. and 3.1.3. of SB-12,

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

For use by Principal Authority	
Application No:	Model/Certification Number

## A. Project Information

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

## B. Compliance Option [indicate the building code compliance option being employed in this house design]

<input type="checkbox"/> <b>SB-12 Performance*</b> [SB-12 -	* Attach energy performance results using an approved software (see guide)
<input type="checkbox"/> <b>ENERGY STAR®*</b> [SB-12 - 3.1.3.]	* Attach Builder Option Package [BOP] form
<input type="checkbox"/> <b>R-2000®*</b> [SB-12 - 3.1.3.]	* Attach R-2000 HOT2000 Report

## C. Project Building Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____ m <sup>2</sup> or _____ ft <sup>2</sup>	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement
Area of W, S & G = _____ m <sup>2</sup> or _____ ft <sup>2</sup>		<input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement
<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit		
<input type="checkbox"/> Air Source Heat Pump (ASHP)		
<input type="checkbox"/> Ground Source Heat Pump (GSHP)		
SB-12 Performance Reference Building Design Package indicating the prescriptive package to be compared for compliance		
SB-12 Referenced Building Package (input design package): Package: _____ Table: _____		

## D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach ENERGY STAR BOP form]

Building Component	Minimum RSI / R values or Maximum U-Value <sup>(1)</sup>	Building Component	Efficiency Ratings
<b>Thermal Insulation</b>	Nominal    Effective	<b>Windows &amp; Doors</b> Provide U-Value <sup>(1)</sup> or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		<b>Mechanicals</b>	
Walls Above Grade		Heating Equip.(AFUE)	
Basement Walls		HRV Efficiency (SRE% at 0°C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		DWHR (CSA B55.1 (min. 42% efficiency))	#
Slab (all ≤600mm below grade, or heated)		Combined Space / Dom. Water Heating	

(1) U value to be provided in either W/(m<sup>2</sup>•K) or Btu/(h•ft<sup>2</sup>•F) but not both.

## E. Performance Design Verification [Subsection 3.1.2. Performance Compliance]

The annual energy consumption using Subsection 3.1.1. SB-12 Reference Building Package is \_\_\_\_\_ GJ (1 GJ =1000MJ)

The annual energy consumption of this house as designed is \_\_\_\_\_ GJ

The software used to simulate the annual energy use of the building is: \_\_\_\_\_

The building is being designed using an air tightness baseline of:

- ☐ OBC reference ACH, NLA or NLR default values (no depressurization test required)
- ☐ Targeted ACH, NLA or NLR. Depressurization test to meet \_\_\_\_\_ ACH50 or NLR or NLA

- ☐ Reduction of overall thermal performance of the proposed building envelope is not more than 25% of the envelope of the compliance package it is compared against (3.1.2.1.(6)).
- ☐ Standard Operating Conditions Applied (A-3.1.2.1 - 4.6.2)
- ☐ Reduced Operating Conditions for Zero-rated homes Applied (A-3.1.2.1 - 4.6.2.5)

- ☐ On Site Renewable(s): Solar: \_\_\_\_\_  
Other Types: \_\_\_\_\_

## F. ENERGY STAR or R-2000 Performance Design Verification [Subsection 3.1.3. Other Acceptable Compliance

Methods]

- ☐ The NRCan "ENERGY STAR for New Homes Standard Version 12.6 " technical requirements, applied to this building design result in the building performance meeting or exceeding the prescriptive performance requirements of the Supplementary Standard SB12 (A-3.1.3.1).
- ☐ The NRCan, "2012 R-2000 Standard " technical requirements, applied to this building design result in the building performance meeting or exceeding the prescriptive performance requirements of the Supplementary Standard SB12 (A-3.1.3.1).

### **Performance Energy Modeling Professional**

Energy Evaluator/Advisor/Rater/CEM Name and company:

Accreditation or Evaluator/Advisor/Rater License #

### **ENERGY STAR or R-2000**

Energy Evaluator/Advisor/Rater/ Name and company:

Evaluator/Advisor/Rater License #

## G. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

**Qualified Designer:** Declaration of designer to have reviewed and take responsibility for the design work.

Name	BCIN	Signature

Form authorized by OHBA, OBOA, LMCBO. Revised December 1, 2016

# Guide to the Energy Efficiency Design Summary Form for Performance & Other Acceptable Compliance Methods

## COMPLETING THE FORM

### B. Compliance Options

Indicate the compliance option being used.

- SB-12 Performance refers to the method of compliance in Subsection 3.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V10.51 or newer), and submit documents which show that the annual energy use of the proposed building is equal to or less than a prescriptive (referenced) building package.
- ENERGY STAR houses must be designed to ENERGY STAR requirements and verified on completion by a licensed energy evaluator and/or service organization. The ENERGY STAR BOP form must be submitted with the permit documents.
- R-2000 houses must be designed to the R-2000 Standard and verified on completion by a licensed energy evaluator and/or service organization. The HOT2000 report must be submitted with the permit documents.

### C. Project Design Conditions

*Climatic Zone:* The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

*Windows, Skylights and Glass Doors:* If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

*Fuel Source and Heating Equipment Efficiency:* The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

*Other Building Conditions:* These construction conditions affect SB-12 Prescriptive compliance requirements.

### D. Building Specifications

*Thermal Insulation:* Indicate the RSI or R-value being proposed where they apply to the house design. Refer to SB-12 for further details.

### E. Performance Design Summary

A summary of the performance design applicable only to the SB-12 Performance option.

### F. ENERGY STAR or R-2000 Performance Method

Design to ENERGY STAR or R-2000 Standards.

### G. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

#### BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.2.1. are not requirements. The Table is not intended to require or suggest that the building meet those airtightness targets. They are provided only as default or reference values for the purpose of annual energy simulations, should the builder/owner decide to perform such simulations. They are given in three different metrics; ACH, NLA, NLR. Any one of them can be used. They can be used as a default values for both a reference and proposed building or, where an air leakage test is conducted and credit for airtightness is claimed, the airtightness values in Table 3.1.2.1. can be used for the reference building and the actual leakage rates obtained from the air leakage test can be used as inputs for the proposed building.

OBC Reference Default Air Leakage Rates (Table 3.1.2.1.)

Detached dwelling	3.0 ACH50	NLA 2.12 cm <sup>2</sup> /m <sup>2</sup>	NLR 1.32 L/s/m <sup>2</sup>
Attached dwelling	3.5 ACH50	NLA 2.27 cm <sup>2</sup> /m <sup>2</sup>	NLR 1.44 L/s/m <sup>2</sup>

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Performance option is used and an air tightness of less than 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

#### ENERGY EFFICIENCY LABELING FOR NEW HOUSES

ENERGY STAR and R-2000 may issue labels for new homes constructed under their energy efficiency programs. The building code does not currently regulate or require new home labeling.

**SCHEDULE 'A'**  
**Plumbing Information**

Owner Name:	Address of Proposed Work:
<b>Plumber:</b>	Municipality:

Please list the number of fixtures per floor on the following chart. (new or relocated)

FLOOR	Basement	1	2	3	4	Total Number
Toilet						
Bath tub						
Wash basin						
Kitchen sink						
Laundry tubs						
Floor drain						
Showers						
Urinal						
Clothes washer						
Dish washer - domestic						
Other sinks						
Drinking fountain						
Hot water heater						
Sewage Pump						
Grease Interceptor						
TOTAL						

No. of Dwelling Units	R.W.L.	Water Lines
Soil Vent Stacks	Sanitary Lateral	Oil Interceptor
Catch Basin	Storm Lateral	Backflow Preventer
Lawn Sprinkler System		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# **Building & Plumbing Permit Application**

## **A. Time Frame for Building Permit Issuance**

This table is for information only to explain the time allowed for review of a building permit application for a permit to be issued or refused.

## **B. Declaration of Applicant**

The Declaration of Applicant must be completed to obtain a permit.

## **C. Checklist for Building Permit Applications**

Please ensure that the Checklist For Building Permit Applications is reviewed, completed & signed.

## **D. Application for a Permit to Construct or Demolish**

The Application for a Permit to Construct or Demolish must be completed. Also required is a site plan, lot grading plan & two copies of blueprints and/or plans.

## **E. Schedule 1: Designer Information**

Schedule 1 – Designer Information must be completed by every person engaged in the business of providing design activities unless exempt from the requirement under Section. 2.17.4.1 (3).

## **F. Energy Efficiency Design Summary**

Please complete either the Prescriptive Method, the Performance & Other Acceptable Compliance Methods or as set by the Ministry of Municipal Affairs, depending on your construction plans.

## **G. Schedule A: Plumbing Permit Application**

This schedule, as well as the Application for a Permit to Construct or Demolish, must be completed to obtain a plumbing permit.

January, 2017

## TIME FRAME FOR THE ISSUANCE OF BUILDING PERMITS

A building permit shall be issued in accordance with Table 2.4.1.1B of the Building Code unless:

- (a). the proposed building, construction or demolition will contravene the Building Code Act, the Building Code, or any other applicable law;
- (b). the applicant is a builder or vendor as defined in the Ontario New Home Warranties Plan Act and is not registered under that Act;
- (c). a person who prepared drawings, plans, specifications or other documents or gave an opinion concerning the compliance of the proposed building or construction with the building code does not have the applicable qualifications, if any, set out in the building code or does not have the insurance, if any, required by the building code;
- (d). the plans review certificate, if any, required for the application does not contain the prescribed information;
- (e). the application for the permit is not complete; or
- (f). any fees due have not been paid.

**Table 2.4.1.1B**

The period within which a building permit shall be issued or refused.

Row Number	Class of Building	Time Period
1	(a). A detached house, semi-detached house, townhouse or row house where no dwelling unit is located above another dwelling unit.  (b). A detached structure that serves a building described in Clause (a) and does not exceed 50 m <sup>2</sup> in building area.  (c). A tent to which Section 3.13 of the building code applies.  (d). A sign to which Section 3.14 of the building code applies.	10 days
2	(a). Buildings described in Clauses 2.1.1.3.(1)(a),(b) and (c) (Part 9 buildings) other than buildings described in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings that do not exceed 600 m <sup>2</sup> in building area.	15 days
3	(a). Buildings described in Clause 2.1.1.2.(1)(a) or (b) (Part 3 buildings), other than buildings in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings exceeding 600 m <sup>2</sup> in building area.	20 days
4	(a) Post-disaster buildings.  (b). Buildings to which Subsection 3.2.6. (high buildings and Group B buildings) or any provision in articles 3.2.8.2 to 3.2.8.11 applies.	30 days
Column 1	Column 2	Column 3

The time period above begins on the day on which a permit for the construction of a sewage system serving the building (if required) is issued as per 2.4.1.1B. (9)(c). The period within which a permit for a septic system shall be issued or refused is based on the class of building in the above table as per 2.4.1.1B. (8)(b).

## Declaration of Applicant

### Project Address:

---

#### Section A

Is this project a commercial, agricultural, or industrial application?	<b>Yes</b>	<b>No</b>
Does the proposal involve fuel handling/storage $\geq 15,000$ litres?	<b>Yes</b>	<b>No</b>

---

#### Section B

Are there any hydro poles/hydro easements on this property?	<b>Yes</b>	<b>No</b>
Is there any gas or oil or any other utility easement on this property?	<b>Yes</b>	<b>No</b>
Are there any Right-of-Way accesses on this property?	<b>Yes</b>	<b>No</b>
Are there any easements (of any nature) on this property?	<b>Yes</b>	<b>No</b>
Are there any closed private/municipal drains on this property?	<b>Yes</b>	<b>No</b>
Are there any agreements/leases attached to title (i.e. wind, gas/oil etc.)-	<b>Yes</b>	<b>No</b>

If you answered **YES** to any of the questions in **Section B** - you are required to clearly indicate on your site/plot/lot diagram the location of such items and provide sufficient documentation where applicable/requested.

---

#### Section C

I understand that property locates are my sole responsibility.	<b>Yes</b>	<b>No</b>
I understand it is my sole responsibility to ensure all substantial completion inspections (as outlined in the issued permit) are requested with 48 hours' notice, carried out and approved prior to proceeding to the next stage of construction.	<b>Yes</b>	<b>No</b>

I understand that I will be responsible to remit all applicable fees prior to my permit being officially issued and further I may be subject to the said fees if my application is denied, revoked or cancelled (by myself), as per the applicable building permit by-law.	<b>Yes</b>	<b>No</b>
--	------------	-----------

---

I, \_\_\_\_\_ certify that:  
(Print name)

1. The information contained in this declaration, application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/Agent/Contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction.
3. I will not hold The County of Lambton or its employees liable for any actions by myself resulting in; non-issuance of a permit, revoking of a permit, civil action and or possible fine.
4. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

*Personal information contained in this form and schedules is collected under the authority of Section 7 Subsections 8(2) of the Building Code Act, 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 to which this application is being made.*

**Please Note: This declaration must be completed in its entirety prior to the issuance of a building/plumbing/septic permit, no exceptions.**

## **Building Permit Application Checklist**

- Completed Building Permit Application, including plumbing and septic (as applicable), this includes all Designer Schedules and Energy Efficiency Design summary
- Completed Declaration
- Site/Lot/Plot Plan/Diagram (2 copies) clearly demonstrating the following:
  - Location of proposed building
  - All other buildings on the property (including dimensions)
  - Setbacks to property lines
  - Include all easements, right-of-way, septic, wells, hydro wires (overhead and underground) etc.
  - Driveway location and dimensions
- Construction Plans including all structural/architectural/design details (2 copies)
  - Foundation plan, showing type, wall height and height of backfill
  - Footing size and location
  - Elevations including top of finished ground to highest point on building
  - Floor plan of each floor
  - Finished basement plan if applicable
  - Typical wall cross section
  - Longitudinal cross section, if applicable
  - Beam and lintel sizes and span, joist sizes, rafters, headers etc
  - Professional Engineered components (i.e. roof truss, joists) layouts submitted, reviewed and signed off by your designer
  - Heat loss and design summary calculations and layout (applies to all methods of heat: infloor, electric, forced air, etc.)
- Proposed Grading Plan (new construction, infill lots etc.) - as required (2 copies)
- External Approvals
  - Minor Variance Approval - 1 copy
  - Conservation Authority Approval - 1 copy
  - Driveway/Access Approval - 1 copy
  - Any other applicable law approval documents - 1 copy

**Please Note: Incomplete applications will be subject to delay and prescribed time frames for the issuance of said permits will not be applicable.**

**Exception: Permit fees will be calculated by staff and will be applicable at time of permit issuance and are not required to be attached to the application.**



# 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				
<input 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		Current use of building		
Description of proposed work				
C. Applicant     Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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 Warranties 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.				<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?				<input type="checkbox"/> Yes	<input type="checkbox"/> 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).				<input type="checkbox"/> Yes	<input type="checkbox"/> No
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 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 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 type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.				<input type="checkbox"/> Yes	<input type="checkbox"/> 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"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings	<input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection	<input type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</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. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%; text-align: center;">             _____              Date           </div> <div style="width: 60%; text-align: center;">             _____              Signature of Designer           </div> </div>			

**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.

# Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority			
Application No:		Model/Certification Number	
<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

## B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

**SB-12 Prescriptive** (input design package): Package: \_\_\_\_\_ Table: \_\_\_\_\_

## C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area	Other Building Characteristics	
Area of walls = _____ m <sup>2</sup> or _____ ft <sup>2</sup>	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement	
Area of W, S & G = _____ m <sup>2</sup> or _____ ft <sup>2</sup>	<input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement	
	<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit	
	<input type="checkbox"/> Air Sourced Heat Pump (ASHP)	
	<input type="checkbox"/> Ground Sourced Heat Pump (GSHP)	
	W, S & G % = _____	
	Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	

## D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions				
<input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6)) <input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))				
<input type="checkbox"/> Airtightness substitution(s)  Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____			
	<input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____			
	Required: _____ Permitted Substitution: _____			
Building Component	Minimum RSI / R values or Maximum U-Value <sup>(1)</sup>		Building Component	Efficiency Ratings
<b>Thermal Insulation</b>	Nominal	Effective	<b>Windows &amp; Doors</b> Provide U-Value <sup>(1)</sup> or ER rating	
Ceiling with Attic Space			Windows/Sliding Glass Doors	
Ceiling without Attic Space			Skylights/Glazed Roofs	
Exposed Floor			<b>Mechanicals</b>	
Walls Above Grade			Heating Equip.(AFUE)	
Basement Walls			HRV Efficiency (SRE% at 0°C)	
Slab (all >600mm below grade)			DHW Heater (EF)	
Slab (edge only ≤600mm below grade)			DWHR (CSA B55.1 (min. 42% efficiency))	#
Slab (all ≤600mm below grade, or heated)			Combined Heating System	

(1) U value to be provided in either W/(m<sup>2</sup>•K) or Btu/(h•ft<sup>2</sup>•F) but not both.

## E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature

# Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

## COMPLETING THE FORM

### B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

### C. Project Design Conditions

**Climatic Zone:** The number of degree days for Ontario cities is contained in Supplementary Standard SB-12  
**Windows, Skylights and Glass Doors:** If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

**Fuel Source and Heating Equipment Efficiency:** The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

**Other Building Conditions:** These construction conditions affect SB-12 Prescriptive compliance requirements.

### D. Building Specifications

**Thermal Insulation:** Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

## BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm <sup>2</sup> /m <sup>2</sup>	1.81 in <sup>2</sup> /100ft <sup>2</sup>	0.93 L/s/m <sup>2</sup>	0.18 cfm50/ft <sup>2</sup>
Attached dwelling	3.0	2.12 cm <sup>2</sup> /m <sup>2</sup>	3.06 in <sup>2</sup> /100ft <sup>2</sup>	1.32 L/s/m <sup>2</sup>	0.26 cfm50/ft <sup>2</sup>

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

### E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

Form authorized by OHBA, OBOA, LMCBO. Revised November 30, 2016.

# Energy Efficiency Design Summary: Performance & Other Acceptable Compliance Methods

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the Performance or Other Acceptable Compliance Methods described in Subsections 3.1.2. and 3.1.3. of SB-12,

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

For use by Principal Authority	
Application No:	Model/Certification Number

## A. Project Information

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

## B. Compliance Option [indicate the building code compliance option being employed in this house design]

<input type="checkbox"/> <b>SB-12 Performance*</b> [SB-12 -	* Attach energy performance results using an approved software (see guide)
<input type="checkbox"/> <b>ENERGY STAR®*</b> [SB-12 - 3.1.3.]	* Attach Builder Option Package [BOP] form
<input type="checkbox"/> <b>R-2000®*</b> [SB-12 - 3.1.3.]	* Attach R-2000 HOT2000 Report

## C. Project Building Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____ m <sup>2</sup> or _____ ft <sup>2</sup>	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement
Area of W, S & G = _____ m <sup>2</sup> or _____ ft <sup>2</sup>		<input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement
<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit		
<input type="checkbox"/> Air Source Heat Pump (ASHP)		
<input type="checkbox"/> Ground Source Heat Pump (GSHP)		
SB-12 Performance Reference Building Design Package indicating the prescriptive package to be compared for compliance		
SB-12 Referenced Building Package (input design package): Package: _____ Table: _____		

## D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach ENERGY STAR BOP form]

Building Component	Minimum RSI / R values or Maximum U-Value <sup>(1)</sup>		Building Component	Efficiency Ratings
<b>Thermal Insulation</b>	Nominal	Effective	<b>Windows &amp; Doors</b> Provide U-Value <sup>(1)</sup> or ER rating	
Ceiling with Attic Space			Windows/Sliding Glass Doors	
Ceiling without Attic Space			Skylights/Glazed Roofs	
Exposed Floor			<b>Mechanicals</b>	
Walls Above Grade			Heating Equip.(AFUE)	
Basement Walls			HRV Efficiency (SRE% at 0°C)	
Slab (all >600mm below grade)			DHW Heater (EF)	
Slab (edge only ≤600mm below grade)			DWHR (CSA B55.1 (min. 42% efficiency))	#
Slab (all ≤600mm below grade, or heated)			Combined Space / Dom. Water Heating	

(1) U value to be provided in either W/(m<sup>2</sup>•K) or Btu/(h•ft<sup>2</sup>•F) but not both.

## E. Performance Design Verification [Subsection 3.1.2. Performance Compliance]

The annual energy consumption using Subsection 3.1.1. SB-12 Reference Building Package is \_\_\_\_\_ GJ (1 GJ =1000MJ)

The annual energy consumption of this house as designed is \_\_\_\_\_ GJ

The software used to simulate the annual energy use of the building is: \_\_\_\_\_

The building is being designed using an air tightness baseline of:

- ☐ OBC reference ACH, NLA or NLR default values (no depressurization test required)
- ☐ Targeted ACH, NLA or NLR. Depressurization test to meet \_\_\_\_\_ ACH50 or NLR or NLA

- ☐ Reduction of overall thermal performance of the proposed building envelope is not more than 25% of the envelope of the compliance package it is compared against (3.1.2.1.(6)).
- ☐ Standard Operating Conditions Applied (A-3.1.2.1 - 4.6.2)
- ☐ Reduced Operating Conditions for Zero-rated homes Applied (A-3.1.2.1 - 4.6.2.5)

- ☐ On Site Renewable(s): Solar: \_\_\_\_\_  
Other Types: \_\_\_\_\_

## F. ENERGY STAR or R-2000 Performance Design Verification [Subsection 3.1.3. Other Acceptable Compliance

Methods]

- ☐ The NRCan "ENERGY STAR for New Homes Standard Version 12.6 " technical requirements, applied to this building design result in the building performance meeting or exceeding the prescriptive performance requirements of the Supplementary Standard SB12 (A-3.1.3.1).
- ☐ The NRCan, "2012 R-2000 Standard " technical requirements, applied to this building design result in the building performance meeting or exceeding the prescriptive performance requirements of the Supplementary Standard SB12 (A-3.1.3.1).

### **Performance Energy Modeling Professional**

Energy Evaluator/Advisor/Rater/CEM Name and company:

Accreditation or Evaluator/Advisor/Rater License #

### **ENERGY STAR or R-2000**

Energy Evaluator/Advisor/Rater/ Name and company:

Evaluator/Advisor/Rater License #

## G. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

**Qualified Designer:** Declaration of designer to have reviewed and take responsibility for the design work.

Name	BCIN	Signature

Form authorized by OHBA, OBOA, LMCBO. Revised December 1, 2016

# Guide to the Energy Efficiency Design Summary Form for Performance & Other Acceptable Compliance Methods

## COMPLETING THE FORM

### B. Compliance Options

Indicate the compliance option being used.

- SB-12 Performance refers to the method of compliance in Subsection 3.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V10.51 or newer), and submit documents which show that the annual energy use of the proposed building is equal to or less than a prescriptive (referenced) building package.
- ENERGY STAR houses must be designed to ENERGY STAR requirements and verified on completion by a licensed energy evaluator and/or service organization. The ENERGY STAR BOP form must be submitted with the permit documents.
- R-2000 houses must be designed to the R-2000 Standard and verified on completion by a licensed energy evaluator and/or service organization. The HOT2000 report must be submitted with the permit documents.

### C. Project Design Conditions

*Climatic Zone:* The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

*Windows, Skylights and Glass Doors:* If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

*Fuel Source and Heating Equipment Efficiency:* The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

*Other Building Conditions:* These construction conditions affect SB-12 Prescriptive compliance requirements.

### D. Building Specifications

*Thermal Insulation:* Indicate the RSI or R-value being proposed where they apply to the house design. Refer to SB-12 for further details.

### E. Performance Design Summary

A summary of the performance design applicable only to the SB-12 Performance option.

### F. ENERGY STAR or R-2000 Performance Method

Design to ENERGY STAR or R-2000 Standards.

### G. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

#### BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.2.1. are not requirements. The Table is not intended to require or suggest that the building meet those airtightness targets. They are provided only as default or reference values for the purpose of annual energy simulations, should the builder/owner decide to perform such simulations. They are given in three different metrics; ACH, NLA, NLR. Any one of them can be used. They can be used as a default values for both a reference and proposed building or, where an air leakage test is conducted and credit for airtightness is claimed, the airtightness values in Table 3.1.2.1. can be used for the reference building and the actual leakage rates obtained from the air leakage test can be used as inputs for the proposed building.

OBC Reference Default Air Leakage Rates (Table 3.1.2.1.)

Detached dwelling	3.0 ACH50	NLA 2.12 cm <sup>2</sup> /m <sup>2</sup>	NLR 1.32 L/s/m <sup>2</sup>
Attached dwelling	3.5 ACH50	NLA 2.27 cm <sup>2</sup> /m <sup>2</sup>	NLR 1.44 L/s/m <sup>2</sup>

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Performance option is used and an air tightness of less than 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

#### ENERGY EFFICIENCY LABELING FOR NEW HOUSES

ENERGY STAR and R-2000 may issue labels for new homes constructed under their energy efficiency programs. The building code does not currently regulate or require new home labeling.





## Ministry of Municipal Affairs and Ministry of Housing

---

[ABOUT](#) | [NEWSROOM](#) | [JOB OPPORTUNITIES](#) | [CONTACT US](#)

---

You are here > [Home](#) > [Your Ministry](#) > [Ontario Building Code](#) > [Publications](#) > Energy Efficiency Checklists for Part 3 Buildings and Part 9 Non-Residential Buildings

### Energy Efficiency Checklists for Part 3 Buildings and Part 9 Non-Residential Buildings

---

[Email this page](#)

Checklists were created by the Ministry of Municipal Affairs, to help building designers and building officials meet the energy efficiency requirements of the Building Code for Part 3 Buildings and Part 9 Non-Residential Buildings.

However, these checklists do not reflect the changes to the Building Code that came into **effect on January 1, 2017** and have therefore been removed from the OBOA-TACBOC-LMCBO site.

The ministry is taking steps to update the checklists to support compliance with new Building Code energy efficiency requirements that came into effect on January 1, 2017, for Division B Part 3 buildings and Part 9 non-residential buildings. Updates to the checklists are currently under development and once finalized, users can access them from the **OBOA-TACBOC-LMCBO** web page.

---

[CONTACT-US](#) | [ACCESSIBILITY](#) | [PRIVACY](#) | [TERMS OF USE](#) | [SITE MAP](#)

---

COPYRIGHT © QUEEN'S PRINTER FOR ONTARIO, 2008-2016

- LAST MODIFIED: WEDNESDAY, JANUARY 4, 2017

**SCHEDULE 'A'**  
**Plumbing Information**

Owner Name:	Address of Proposed Work:
<b>Plumber:</b>	Municipality:

Please list the number of fixtures per floor on the following chart. (new or relocated)

FLOOR	Basement	1	2	3	4	Total Number
Toilet						
Bath tub						
Wash basin						
Kitchen sink						
Laundry tubs						
Floor drain						
Showers						
Urinal						
Clothes washer						
Dish washer - domestic						
Other sinks						
Drinking fountain						
Hot water heater						
Sewage Pump						
Grease Interceptor						
TOTAL						

No. of Dwelling Units	R.W.L.	Water Lines
Soil Vent Stacks	Sanitary Lateral	Oil Interceptor
Catch Basin	Storm Lateral	Backflow Preventer
Lawn Sprinkler System		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**Building Services Department**  
789 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

Telephone: 519-845-5420  
Toll-free: 1-866-324-6912  
Fax: 519-845-3817

# **Plumbing Permit Application**

## **A. Time Frame for Building Permit Issuance**

This table is for information only to explain the time allowed for review of a building permit application for a permit to be issued or refused.

## **B. Declaration of Applicant**

The Declaration of Applicant must be completed to obtain a permit.

## **C. Application for a Permit to Construct or Demolish**

The Application for a Permit to Construct or Demolish must be completed. Also required is a site plan, lot grading plan & two copies of blueprints and/or plans.

## **D. Schedule A: Plumbing Permit Application**

This schedule, as well as the Application for a Permit to Construct or Demolish, must be completed to obtain a plumbing permit.

January, 2017

## TIME FRAME FOR THE ISSUANCE OF BUILDING PERMITS

A building permit shall be issued in accordance with Table 2.4.1.1B of the Building Code unless:

- (a). the proposed building, construction or demolition will contravene the Building Code Act, the Building Code, or any other applicable law;
- (b). the applicant is a builder or vendor as defined in the Ontario New Home Warranties Plan Act and is not registered under that Act;
- (c). a person who prepared drawings, plans, specifications or other documents or gave an opinion concerning the compliance of the proposed building or construction with the building code does not have the applicable qualifications, if any, set out in the building code or does not have the insurance, if any, required by the building code;
- (d). the plans review certificate, if any, required for the application does not contain the prescribed information;
- (e). the application for the permit is not complete; or
- (f). any fees due have not been paid.

**Table 2.4.1.1B**

The period within which a building permit shall be issued or refused.

Row Number	Class of Building	Time Period
1	(a). A detached house, semi-detached house, townhouse or row house where no dwelling unit is located above another dwelling unit.  (b). A detached structure that serves a building described in Clause (a) and does not exceed 50 m <sup>2</sup> in building area.  (c). A tent to which Section 3.13 of the building code applies.  (d). A sign to which Section 3.14 of the building code applies.	10 days
2	(a). Buildings described in Clauses 2.1.1.3.(1)(a),(b) and (c) (Part 9 buildings) other than buildings described in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings that do not exceed 600 m <sup>2</sup> in building area.	15 days
3	(a). Buildings described in Clause 2.1.1.2.(1)(a) or (b) (Part 3 buildings), other than buildings in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings exceeding 600 m <sup>2</sup> in building area.	20 days
4	(a) Post-disaster buildings.  (b). Buildings to which Subsection 3.2.6. (high buildings and Group B buildings) or any provision in articles 3.2.8.2 to 3.2.8.11 applies.	30 days
Column 1	Column 2	Column 3

The time period above begins on the day on which a permit for the construction of a sewage system serving the building (if required) is issued as per 2.4.1.1B. (9)(c). The period within which a permit for a septic system shall be issued or refused is based on the class of building in the above table as per 2.4.1.1B. (8)(b).

## Declaration of Applicant

### **Project Address:**

---

#### **Section A**

Is this project a commercial, agricultural, or industrial application?	<b>Yes</b>	<b>No</b>
Does the proposal involve fuel handling/storage $\geq 15,000$ litres?	<b>Yes</b>	<b>No</b>

---

#### **Section B**

Are there any hydro poles/hydro easements on this property?	<b>Yes</b>	<b>No</b>
Is there any gas or oil or any other utility easement on this property?	<b>Yes</b>	<b>No</b>
Are there any Right-of-Way accesses on this property?	<b>Yes</b>	<b>No</b>
Are there any easements (of any nature) on this property?	<b>Yes</b>	<b>No</b>
Are there any closed private/municipal drains on this property?	<b>Yes</b>	<b>No</b>
Are there any agreements/leases attached to title (i.e. wind, gas/oil etc.)-	<b>Yes</b>	<b>No</b>

If you answered **YES** to any of the questions in **Section B** - you are required to clearly indicate on your site/plot/lot diagram the location of such items and provide sufficient documentation where applicable/requested.

---

#### **Section C**

I understand that property locates are my sole responsibility.	<b>Yes</b>	<b>No</b>
I understand it is my sole responsibility to ensure all substantial completion inspections (as outlined in the issued permit) are requested with 48 hours' notice, carried out and approved prior to proceeding to the next stage of construction.	<b>Yes</b>	<b>No</b>

I understand that I will be responsible to remit all applicable fees prior to my permit being officially issued and further I may be subject to the said fees if my application is denied, revoked or cancelled (by myself), as per the applicable building permit by-law.	<b>Yes</b>	<b>No</b>
--	------------	-----------

---

I, \_\_\_\_\_ certify that:  
(Print name)

1. The information contained in this declaration, application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/Agent/Contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction.
3. I will not hold The County of Lambton or its employees liable for any actions by myself resulting in; non-issuance of a permit, revoking of a permit, civil action and or possible fine.
4. I have authority to bind the corporation or partnership (if applicable).

---

(Date)

---

(Signature of Applicant)

*Personal information contained in this form and schedules is collected under the authority of Section 7 Subsections 8(2) of the Building Code Act, 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 to which this application is being made.*

**Please Note: This declaration must be completed in its entirety prior to the issuance of a building/plumbing/septic permit, no exceptions.**

# 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			
<input 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		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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 (    )	

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 'A'**  
**Plumbing Information**

Owner Name:	Address of Proposed Work:
<b>Plumber:</b>	Municipality:

Please list the number of fixtures per floor on the following chart. (new or relocated)

FLOOR	Basement	1	2	3	4	Total Number
Toilet						
Bath tub						
Wash basin						
Kitchen sink						
Laundry tubs						
Floor drain						
Showers						
Urinal						
Clothes washer						
Dish washer - domestic						
Other sinks						
Drinking fountain						
Hot water heater						
Sewage Pump						
Grease Interceptor						
TOTAL						

No. of Dwelling Units	R.W.L.	Water Lines
Soil Vent Stacks	Sanitary Lateral	Oil Interceptor
Catch Basin	Storm Lateral	Backflow Preventer
Lawn Sprinkler System		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# **Building & Plumbing Permit Application - Change of Use**

## **A. Time Frame for Building Permit Issuance**

This table is for information only to explain the time allowed for review of a building permit application for a permit to be issued or refused.

## **B. Declaration of Applicant**

The Declaration of Applicant must be completed to obtain a permit.

## **C. Checklist for Building Permit Applications**

Please ensure that the Checklist For Building Permit Applications is reviewed, completed & signed.

## **D. Application for a Permit to Construct or Demolish**

The Application for a Permit to Construct or Demolish must be completed. Also required is a site plan, lot grading plan & two copies of blueprints and/or plans.

## **E. Schedule 1: Designer Information**

Schedule 1 – Designer Information must be completed by every person engaged in the business of providing design activities unless exempt from the requirement under Section. 2.17.4.1 (3).

## **F. Schedule A: Plumbing Permit Application**

This schedule, as well as the Application for a Permit to Construct or Demolish, must be completed to obtain a plumbing permit.

January, 2017

## TIME FRAME FOR THE ISSUANCE OF BUILDING PERMITS

A building permit shall be issued in accordance with Table 2.4.1.1B of the Building Code unless:

- (a). the proposed building, construction or demolition will contravene the Building Code Act, the Building Code, or any other applicable law;
- (b). the applicant is a builder or vendor as defined in the Ontario New Home Warranties Plan Act and is not registered under that Act;
- (c). a person who prepared drawings, plans, specifications or other documents or gave an opinion concerning the compliance of the proposed building or construction with the building code does not have the applicable qualifications, if any, set out in the building code or does not have the insurance, if any, required by the building code;
- (d). the plans review certificate, if any, required for the application does not contain the prescribed information;
- (e). the application for the permit is not complete; or
- (f). any fees due have not been paid.

**Table 2.4.1.1B**

The period within which a building permit shall be issued or refused.

Row Number	Class of Building	Time Period
1	(a). A detached house, semi-detached house, townhouse or row house where no dwelling unit is located above another dwelling unit.  (b). A detached structure that serves a building described in Clause (a) and does not exceed 50 m <sup>2</sup> in building area.  (c). A tent to which Section 3.13 of the building code applies.  (d). A sign to which Section 3.14 of the building code applies.	10 days
2	(a). Buildings described in Clauses 2.1.1.3.(1)(a),(b) and (c) (Part 9 buildings) other than buildings described in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings that do not exceed 600 m <sup>2</sup> in building area.	15 days
3	(a). Buildings described in Clause 2.1.1.2.(1)(a) or (b) (Part 3 buildings), other than buildings in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings exceeding 600 m <sup>2</sup> in building area.	20 days
4	(a) Post-disaster buildings.  (b). Buildings to which Subsection 3.2.6. (high buildings and Group B buildings) or any provision in articles 3.2.8.2 to 3.2.8.11 applies.	30 days
Column 1	Column 2	Column 3

The time period above begins on the day on which a permit for the construction of a sewage system serving the building (if required) is issued as per 2.4.1.1B. (9)(c). The period within which a permit for a septic system shall be issued or refused is based on the class of building in the above table as per 2.4.1.1B. (8)(b).

## Declaration of Applicant

### Project Address:

---

#### Section A

Is this project a commercial, agricultural, or industrial application?	<b>Yes</b>	<b>No</b>
Does the proposal involve fuel handling/storage $\geq 15,000$ litres?	<b>Yes</b>	<b>No</b>

---

#### Section B

Are there any hydro poles/hydro easements on this property?	<b>Yes</b>	<b>No</b>
Is there any gas or oil or any other utility easement on this property?	<b>Yes</b>	<b>No</b>
Are there any Right-of-Way accesses on this property?	<b>Yes</b>	<b>No</b>
Are there any easements (of any nature) on this property?	<b>Yes</b>	<b>No</b>
Are there any closed private/municipal drains on this property?	<b>Yes</b>	<b>No</b>
Are there any agreements/leases attached to title (i.e. wind, gas/oil etc.)-	<b>Yes</b>	<b>No</b>

If you answered **YES** to any of the questions in **Section B** - you are required to clearly indicate on your site/plot/lot diagram the location of such items and provide sufficient documentation where applicable/requested.

---

#### Section C

I understand that property locates are my sole responsibility.	<b>Yes</b>	<b>No</b>
I understand it is my sole responsibility to ensure all substantial completion inspections (as outlined in the issued permit) are requested with 48 hours' notice, carried out and approved prior to proceeding to the next stage of construction.	<b>Yes</b>	<b>No</b>

I understand that I will be responsible to remit all applicable fees prior to my permit being officially issued and further I may be subject to the said fees if my application is denied, revoked or cancelled (by myself), as per the applicable building permit by-law.	<b>Yes</b>	<b>No</b>
--	------------	-----------

---

I, \_\_\_\_\_ certify that:  
(Print name)

1. The information contained in this declaration, application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/Agent/Contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction.
3. I will not hold The County of Lambton or its employees liable for any actions by myself resulting in; non-issuance of a permit, revoking of a permit, civil action and or possible fine.
4. I have authority to bind the corporation or partnership (if applicable).

---

(Date)

---

(Signature of Applicant)

*Personal information contained in this form and schedules is collected under the authority of Section 7 Subsections 8(2) of the Building Code Act, 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 to which this application is being made.*

**Please Note: This declaration must be completed in its entirety prior to the issuance of a building/plumbing/septic permit, no exceptions.**

## **Building Permit Application Checklist**

- Completed Building Permit Application, including plumbing and septic (as applicable), this includes all Designer Schedules and Energy Efficiency Design summary
- Completed Declaration
- Site/Lot/Plot Plan/Diagram (2 copies) clearly demonstrating the following:
  - Location of proposed building
  - All other buildings on the property (including dimensions)
  - Setbacks to property lines
  - Include all easements, right-of-way, septic, wells, hydro wires (overhead and underground) etc.
  - Driveway location and dimensions
- Construction Plans including all structural/architectural/design details (2 copies)
  - Foundation plan, showing type, wall height and height of backfill
  - Footing size and location
  - Elevations including top of finished ground to highest point on building
  - Floor plan of each floor
  - Finished basement plan if applicable
  - Typical wall cross section
  - Longitudinal cross section, if applicable
  - Beam and lintel sizes and span, joist sizes, rafters, headers etc
  - Professional Engineered components (i.e. roof truss, joists) layouts submitted, reviewed and signed off by your designer
  - Heat loss and design summary calculations and layout (applies to all methods of heat: infloor, electric, forced air, etc.)
- Proposed Grading Plan (new construction, infill lots etc.) - as required (2 copies)
- External Approvals
  - Minor Variance Approval - 1 copy
  - Conservation Authority Approval - 1 copy
  - Driveway/Access Approval - 1 copy
  - Any other applicable law approval documents - 1 copy

**Please Note: Incomplete applications will be subject to delay and prescribed time frames for the issuance of said permits will not be applicable.**

**Exception: Permit fees will be calculated by staff and will be applicable at time of permit issuance and are not required to be attached to the application.**

# 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			
<input 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		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> 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.			<input 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 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 type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p>Date Signature of applicant</p>				

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.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (     )	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 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			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p><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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</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. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p>Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p>Signature of Designer</p> </div> </div>			

**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 'A'**  
**Plumbing Information**

Owner Name:	Address of Proposed Work:
<b>Plumber:</b>	Municipality:

Please list the number of fixtures per floor on the following chart. (new or relocated)

FLOOR	Basement	1	2	3	4	Total Number
Toilet						
Bath tub						
Wash basin						
Kitchen sink						
Laundry tubs						
Floor drain						
Showers						
Urinal						
Clothes washer						
Dish washer - domestic						
Other sinks						
Drinking fountain						
Hot water heater						
Sewage Pump						
Grease Interceptor						
TOTAL						

No. of Dwelling Units	R.W.L.	Water Lines
Soil Vent Stacks	Sanitary Lateral	Oil Interceptor
Catch Basin	Storm Lateral	Backflow Preventer
Lawn Sprinkler System		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





**Building Services Department**  
789 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

Telephone: 519-845-5420  
Toll-free: 1-866-324-6912  
Fax: 519-845-3817

# **Renovation/Alteration Permit** **Application**

## **A. Time Frame for Building Permit Issuance**

This table is for information only to explain the time allowed for review of a building permit application for a permit to be issued or refused.

## **B. Declaration of Applicant**

The Declaration of Applicant must be completed to obtain a permit.

## **C. Application for a Permit to Construct or Demolish**

The Application for a Permit to Construct or Demolish must be completed. Also required is a site plan, lot grading plan & two copies of blueprints and/or plans.

January, 2017

## TIME FRAME FOR THE ISSUANCE OF BUILDING PERMITS

A building permit shall be issued in accordance with Table 2.4.1.1B of the Building Code unless:

- (a). the proposed building, construction or demolition will contravene the Building Code Act, the Building Code, or any other applicable law;
- (b). the applicant is a builder or vendor as defined in the Ontario New Home Warranties Plan Act and is not registered under that Act;
- (c). a person who prepared drawings, plans, specifications or other documents or gave an opinion concerning the compliance of the proposed building or construction with the building code does not have the applicable qualifications, if any, set out in the building code or does not have the insurance, if any, required by the building code;
- (d). the plans review certificate, if any, required for the application does not contain the prescribed information;
- (e). the application for the permit is not complete; or
- (f). any fees due have not been paid.

**Table 2.4.1.1B**

The period within which a building permit shall be issued or refused.

Row Number	Class of Building	Time Period
1	(a). A detached house, semi-detached house, townhouse or row house where no dwelling unit is located above another dwelling unit.  (b). A detached structure that serves a building described in Clause (a) and does not exceed 50 m <sup>2</sup> in building area.  (c). A tent to which Section 3.13 of the building code applies.  (d). A sign to which Section 3.14 of the building code applies.	10 days
2	(a). Buildings described in Clauses 2.1.1.3.(1)(a),(b) and (c) (Part 9 buildings) other than buildings described in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings that do not exceed 600 m <sup>2</sup> in building area.	15 days
3	(a). Buildings described in Clause 2.1.1.2.(1)(a) or (b) (Part 3 buildings), other than buildings in Column 2 of any of Rows 1 and 4 of this table.  (b). Farm buildings exceeding 600 m <sup>2</sup> in building area.	20 days
4	(a) Post-disaster buildings.  (b). Buildings to which Subsection 3.2.6. (high buildings and Group B buildings) or any provision in articles 3.2.8.2 to 3.2.8.11 applies.	30 days
Column 1	Column 2	Column 3

The time period above begins on the day on which a permit for the construction of a sewage system serving the building (if required) is issued as per 2.4.1.1B. (9)(c). The period within which a permit for a septic system shall be issued or refused is based on the class of building in the above table as per 2.4.1.1B. (8)(b).

## Declaration of Applicant

### Project Address:

---

#### Section A

Is this project a commercial, agricultural, or industrial application?	<b>Yes</b>	<b>No</b>
Does the proposal involve fuel handling/storage $\geq 15,000$ litres?	<b>Yes</b>	<b>No</b>

---

#### Section B

Are there any hydro poles/hydro easements on this property?	<b>Yes</b>	<b>No</b>
Is there any gas or oil or any other utility easement on this property?	<b>Yes</b>	<b>No</b>
Are there any Right-of-Way accesses on this property?	<b>Yes</b>	<b>No</b>
Are there any easements (of any nature) on this property?	<b>Yes</b>	<b>No</b>
Are there any closed private/municipal drains on this property?	<b>Yes</b>	<b>No</b>
Are there any agreements/leases attached to title (i.e. wind, gas/oil etc.)-	<b>Yes</b>	<b>No</b>

If you answered **YES** to any of the questions in **Section B** - you are required to clearly indicate on your site/plot/lot diagram the location of such items and provide sufficient documentation where applicable/requested.

---

#### Section C

I understand that property locates are my sole responsibility.	<b>Yes</b>	<b>No</b>
I understand it is my sole responsibility to ensure all substantial completion inspections (as outlined in the issued permit) are requested with 48 hours' notice, carried out and approved prior to proceeding to the next stage of construction.	<b>Yes</b>	<b>No</b>

I understand that I will be responsible to remit all applicable fees prior to my permit being officially issued and further I may be subject to the said fees if my application is denied, revoked or cancelled (by myself), as per the applicable building permit by-law.	<b>Yes</b>	<b>No</b>
--	------------	-----------

---

I, \_\_\_\_\_ certify that:  
(Print name)

1. The information contained in this declaration, application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/Agent/Contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction.
3. I will not hold The County of Lambton or its employees liable for any actions by myself resulting in; non-issuance of a permit, revoking of a permit, civil action and or possible fine.
4. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Applicant)

*Personal information contained in this form and schedules is collected under the authority of Section 7 Subsections 8(2) of the Building Code Act, 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 to which this application is being made.*

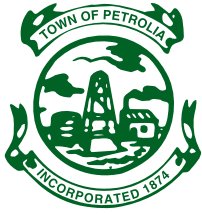
**Please Note: This declaration must be completed in its entirety prior to the issuance of a building/plumbing/septic permit, no exceptions.**

# 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			
<input 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		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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 (     )	





**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

## APPLICATION FOR CONSENT

**File Number:** \_\_\_\_\_

**Assess Roll No.:** 3819-000 - \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_  
(If numbered company please also indicate the name of principal(s))

**Address:** \_\_\_\_\_  
Street Name City, Province

**Postal Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Authorized Agent:** \_\_\_\_\_  
(If numbered company please also indicate the name of the principal(s))

**Agent interest in subject lands/application:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street Name City, Province

**Postal Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

All correspondence should be sent to: ☐ owner ☐ agent

Who can be contacted during the day for further information? ☐ owner ☐ agent

1. Date Subject Land was Acquired by Owner: \_\_\_\_\_

2. Name of holder of any mortgage (or charge or encumbrance): \_\_\_\_\_

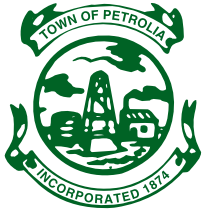
Address: \_\_\_\_\_

3. Location of property/legal description:

Lot Number(s), Concession and survey: \_\_\_\_\_

Registered Plan Number/Lot No.: \_\_\_\_\_

Reference Plan/Part No.: \_\_\_\_\_



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

4. Current Designation in Official Plan:

Current Zoning: \_\_\_\_\_

5. Purpose of Consent:

New Lot(s), Number (s): \_\_\_\_\_

Easement or Right-of-Way

Lot Addition

Title Correction

Mortgage Discharge

Other (lease, mortgage, validation or title; power of sale):

\_\_\_\_\_

6. Name of Person (s) (purchaser, lessee, mortgagee, etc.) to whom the land or interest is intended to be conveyed, leaser or mortgaged:

\_\_\_\_\_

Relation, if any, to person (s) named in 6: \_\_\_\_\_

Partial Discharge of mortgage required: ☐ Yes ☐ No

7. Restrictions:

Please indicate the nature of any restrictive covenants or easements/rights-of-way affecting the subject lands.

\_\_\_\_\_

8. Description of Land as shown on sketch:

	Severed	Retained
Frontage		
Depth		
Area		



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

9. Use of Property: How long has the use been in existence? \_\_\_\_\_

	Severed	Retained
Existing		
Proposed		
Use of Adjacent Property		

10. Buildings (please included dimensions, height, and date of construction):

	Severed	Retained
Existing		
Proposed		

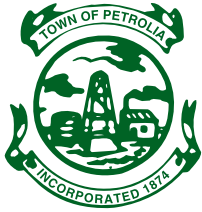
Location of all buildings (specify distance from side, rear and front lot lines):

	Severed	Retained
Existing		
Proposed		

11. Servicing- Road Access:  
(please indicate whether existing or proposed)

	Severed	Retained
Municipal Road	<input type="checkbox"/>	<input type="checkbox"/>
County Road	<input type="checkbox"/>	<input type="checkbox"/>
Private Road/Right-Of-Way	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
New access Required	<input type="checkbox"/>	<input type="checkbox"/>





---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

12. Servicing- Water is provided to the subject land by:  
(please indicate whether existing or proposed)

	<b>Severed</b>	<b>Retained</b>
Municipal Piped Water	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated individual well	<input type="checkbox"/>	<input type="checkbox"/>
The existing well is:		
-encased	<input type="checkbox"/>	<input type="checkbox"/>
-not encased	<input type="checkbox"/>	<input type="checkbox"/>
The distance between the well and septic system is	_____ (m) _____ (ft)	
Other (specify)	_____	

13. Servicing- Sewage disposal is provided to the subject's property by: (please indicate whether existing or proposed)

	<b>Severed</b>	<b>Retained</b>
Municipal Sewer System	<input type="checkbox"/>	<input type="checkbox"/>
**Privately owned and operated Septic System	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	_____	

\*\*Note: If there are charges such as electrical, a new water, storm/sanitary sewer connections which has not been paid out in full, a condition of the consent will be that any outstanding amount for services be paid in full and the applicant may be required to enter into a Development Agreement to address all technical, administrative and associated cost for development.

14. Servicing- storm drainage is provided to the subject property by:  
(please indicate whether existing or proposed)

☐ Sewers      ☐ Ditches      ☐ Swales      ☐ Other: \_\_\_\_\_

15. Is any portion of the property currently assessed for drainage works OR Local Improvement Act?      ☐ Yes      ☐ No

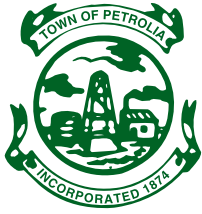
16. Other applications – Indicate if the subject land is currently subject to an application under the Planning Act for:

☐ Official Plan amendment (under Section 22):

File No. \_\_\_\_\_ Status \_\_\_\_\_

☐ Plan of Subdivision (under Section 51):

File No. \_\_\_\_\_ Status \_\_\_\_\_



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

☐ Zoning By-law amendment (under Section 34):

File No. \_\_\_\_\_ Status \_\_\_\_\_

☐ Consent (under Section 53):

File No. \_\_\_\_\_ Status \_\_\_\_\_

☐ Variance/Permission (under Section 45):

File No. \_\_\_\_\_ Status \_\_\_\_\_

☐ Site Plan (under Section 41):

File No. \_\_\_\_\_ Status \_\_\_\_\_

17. Other related matters (please explain):

Applications/Approvals from other agencies:

\_\_\_\_\_

Work orders: \_\_\_\_\_

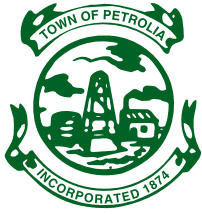
Certificates of approval: \_\_\_\_\_

Designation under other Acts (ie: Ontario Heritage Act, Brownfield Legislation):

\_\_\_\_\_

Reports or Studies (ie: environmental assessments, archaeological, drainage):

\_\_\_\_\_



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

**PLEASE NOTE:**

It is the responsibility of the applicant to ensure that the application contained herein is fully completed and all the information requested is incorporated in the proper manner prior to submission of the application.

Incomplete applications will result in delays and additional costs in processing the application. Please ensure that all information requested is included prior to submission of the application.

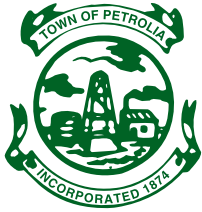
Information submitted through online forms or other formats (eg. Emails, letters, petitions, applications etc.) may be placed in a public agenda and become part of the public record.

Your personal information will be collected and maintained for the purpose of creating a record and may be available to the general public pursuant to the Municipal Act 2001, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and any other relevant acts.

For Municipal Use -Clerks Department

Date Application Received: \_\_\_\_\_

Date Completed Application Checked: \_\_\_\_\_ Initials: \_\_\_\_\_



---

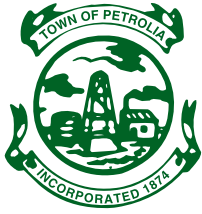
**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

The application must be accompanied by a sketch (11" x 17") prepared by an Ontario Land Surveyor who will determine whether a Real Property Report and/or survey (11" x 17") is required. The drawing must include the following information:

- A) A Key Plan showing the locations of the subject property in the Municipality;
- B) a true dimensions of the property;
- C) a north directional arrow;
- D) the location, height, floor area, dimensions and use of all existing and proposed buildings and structures, the use of open lands and outdoor storage areas;
- E) the dimensions of front, rear and side yard setbacks and the location and typical dimensions of off-street parking spaces, off-street loading facilities;
- F) the location and type of existing and proposed landscaped areas, planting strips and islands and other surface amenities;
- G) all buildings, structures, pavements, fences, poles, sidewalks, driveways, hedges, trees and hydrants within three (3) metres (10') of the site;
- H) a written indication of the architectural style and features of the proposed building;
- I) all existing and proposed on-site drainage improvements.
- J) All natural features such as wood lots, steep slopes, watercourses and top of bank elevation, etc;
- K) The location of private water supply and sewage disposal facilities;
- L) The application may be required to be accompanied by a copy of the deed to the subject property.

**\*\*PLEASE IDENTIFY THE LANDS TO BE SEVERED AND RETAINED**



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

**SCHEDULE "A"**

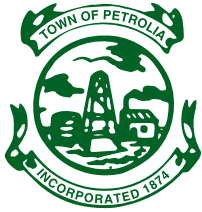
**PRELIMINARY IDENTIFICATION OF CONCERNS**

**APPLICABLE TO PROVINCIAL POLICY**

Are any of the following uses or features on the subject lands or within 500 metres (1640.40 feet) of the subject land? Please answer YES or NO in each box and indicate a distance where requires; or check unknown.

Use or Feature	Located on the Subject Land	Within 500 metres of subject lands (indicate approximate distance)	Unknown
Livestock facility or stockyard			<input type="checkbox"/>
An active or former waste disposal site			<input type="checkbox"/>
A sewage treatment plant			<input type="checkbox"/>
A wetland			<input type="checkbox"/>
A woodlot (>2 ha or 5 ac)			<input type="checkbox"/>
A shoreline of a lake, river or stream			<input type="checkbox"/>
Wildlife or Fish habitat			<input type="checkbox"/>
A commercial grain dryer			<input type="checkbox"/>
An active or abandoned oil or gas well			<input type="checkbox"/>
An active or former sand or gravel pit			<input type="checkbox"/>
<ul style="list-style-type: none"><li>An archaeological site</li><li>Designated heritage site or building</li></ul>			<input type="checkbox"/>
A federal, provincial, municipal historic landmark, monument or site.			<input type="checkbox"/>
Oil/gas wells, storage tanks			<input type="checkbox"/>

This form MUST BE completed in all circumstances in order for the application to be processed.



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

**SCHEDULE "B"**  
**DATA SHEET – MDS 1 – AGRICULTURAL CODE OF PRACTICE**

This is to be completed and attached to the application when applying for a new non-farm use within **500 metres (1640.4 feet)** of an existing livestock facility. Complete one sheet for each set of farm buildings.

Date: \_\_\_\_\_ Completed By: \_\_\_\_\_

Owner of Livestock facility: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Former Town: \_\_\_\_\_ Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

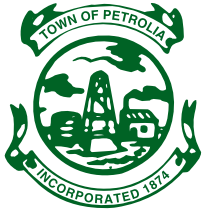
Shortest Distance between the livestock facility and the new non-farm lot: \_\_\_\_\_ metres.

Shortest distance between the manure storage and the new non-farm lot: \_\_\_\_\_ metres.

Tillable hectares where livestock facility is located: \_\_\_\_\_

NOTE: The shortest distance between the livestock facility/ manure storage and the new non-farm lot may be required to be measured by a surveyor and shown on a survey sketch attached to the application.

Type of Livestock	Existing Housing Capacity #	Manure System (check one box)			
		Covered Tank	Open Solid Storage	Open Liquid Tank	Earthen Manure Storage
<b>DAIRY</b> <input type="checkbox"/> Milking Cows <input type="checkbox"/> Heifers					
<b>BEEF</b> <input type="checkbox"/> Cows (barn confinement) <input type="checkbox"/> Cows (barn with yard) <input type="checkbox"/> Feeders (barn confinement) <input type="checkbox"/> Feeders (barn with yard)					
<b>SWINE</b> <input type="checkbox"/> Sows <input type="checkbox"/> Weaners <input type="checkbox"/> Feeder Hogs					
<b>POULTRY</b> <input type="checkbox"/> Chicken Broiler/Roasters <input type="checkbox"/> Caged Layers <input type="checkbox"/> Chicken Breeder Layers <input type="checkbox"/> Pullets <input type="checkbox"/> Meat Turkeys (>10kg) <input type="checkbox"/> Meat Turkeys (5-10 kg) <input type="checkbox"/> Meat Turkeys (<5kg) <input type="checkbox"/> Turkey Breeder Layers					

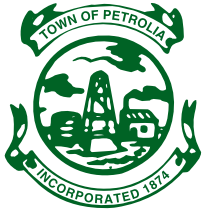


---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

<b>HORSES</b>					
<b>SHEEP</b> <input type="checkbox"/> Adult Sheep <input type="checkbox"/> Feeder Lambs					
<b>MINK- Adult</b>					
<b>WHITE VEAL</b>					
<b>GOAT</b> <input type="checkbox"/> Adult Goats <input type="checkbox"/> Feeder Goats					
<b>OTHER</b>					



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

By making this application, permission is hereby granted to any municipal staff member and Town Planning Consultant to enter upon the premises described in this application at a reasonable time for inspecting the property in relation to the proposed application and for distributing information concerning same. This information is being collected pursuant to the Planning Act, Municipal Act and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

## DECLARATION OF APPLICANT

I/We, \_\_\_\_\_  
(Name(s), First, Last)

solemnly declare that:

1. All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I have been advised that incomplete and/or inaccurate information will delay the processing of my application and result in additional costs to me.
2. I hereby acknowledge receiving and reviewing the user fee tariff and have reviewed the tariffs relating to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any items with a tariff listed as such. I agree that such costs, if not paid for forthwith after being invoiced, shall be paid by the Town and added to my municipal tax bill and collected in the same manner as taxes.

\_\_\_\_\_  
*Signature of Owner/Authorized Agent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Date*





---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

**SCHEDULE "C"**  
**Environmental Site Screening Questions**

Previous Use of Property

<input type="checkbox"/>	Residential	<input type="checkbox"/>	Agricultural
<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Parkland
<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Vacant
<input type="checkbox"/>	Institutional	<input type="checkbox"/>	Oil Field

Other Uses: Please Provide Details: \_\_\_\_\_

If Industrial or Commercial, specify use: \_\_\_\_\_

Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

☐ Yes      ☐ No      ☐ Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent lands?

☐ Yes      ☐ No      ☐ Unknown

Are there or have there ever been underground storage tanks, oil/gas wells or buried waste on the subject land or adjacent lands?

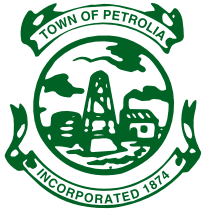
☐ Yes      ☐ No      ☐ Unknown

Have the lands or adjacent lands ever been used as an agricultural operation where pesticides have been applied to the lands?

☐ Yes      ☐ No      ☐ Unknown

Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private landfill or dump?

☐ Yes      ☐ No      ☐ Unknown



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which contain designated substances (e.g. asbestos, PCB's)?

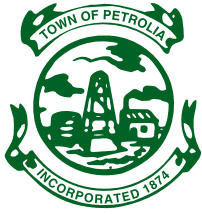
☐ Yes      ☐ No      ☐ Unknown

Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites? \*

☐ Yes      ☐ No      ☐ Unknown

\*Possible uses that can cause contamination include: oil field operations, operation of electrical transformer stations, disposal of waste materials, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry-cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals which are present.

If previous use of property is industrial or commercial, or if YES to any of the questions above, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

## ACKNOWLEDGEMENT CLAUSE

*I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations and guidelines and the Town's Official Plan policies pertaining to contaminated sites. I acknowledge that as a condition of approval of this application that the Town may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Town of acknowledgement of this Record of Site Condition by the Ministry of Environment. I acknowledge that the Town may require the qualified person signing the Record of Site Condition to submit to the Town a Declaration acknowledging that the Town may rely on the statements in the RSC. I further acknowledge that the Town of Petrolia is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the Town of Petrolia, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.*

---

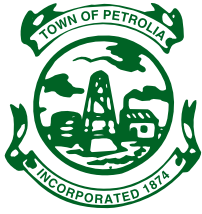
Signature of applicant(s)

---

Date

**Completed Forms are to be submitted, along with the required application fee to: Town of Petrolia**

**411 Greenfield Street Petrolia, Ontario N0N 1R0**



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

## APPLICATION FOR MINOR VARIANCE

**File Number:** \_\_\_\_\_

**Assess Roll No.:** 3819-000 - \_\_\_\_\_ **Street Address:** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_  
*(If numbered company please also indicate the name of principal(s))*

**Address:** \_\_\_\_\_  
*Street Name City, Province*

**Postal Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Authorized Agent:** \_\_\_\_\_  
*(If numbered company please also indicate the name of the principal(s))*

**Agent interest in subject lands/application:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
*Street Name City, Province*

**Postal Code:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

All correspondence should be sent to: ☐ owner ☐ agent

Who can be contacted during the day for further information? ☐ owner ☐ agent

1. Date Subject Land was Acquired by Owner: \_\_\_\_\_

2. Name of holder of any mortgage (or charge or encumbrance): \_\_\_\_\_

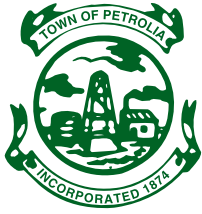
Address: \_\_\_\_\_

3. Location of property/legal description:

Lot Number(s), Concession and survey: \_\_\_\_\_

Registered Plan Number/Lot No.: \_\_\_\_\_

Reference Plan/Part No.: \_\_\_\_\_



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

4. Current Designation in Official Plan:

Current Zoning: \_\_\_\_\_

5. Nature and extent of minor variance requested:

\_\_\_\_\_

Why is it not possible to comply with the provisions of the by-law?:

\_\_\_\_\_

Restrictions:

Please indicate the nature of any restrictive covenants or easements/rights-of-way affecting the subject lands.

\_\_\_\_\_

6. Description of Land as shown on sketch (as required on page 6):

Frontage	(m)	(ft)
Depth	(m)	(ft)
Area	(sq m/or ha)	(sq ft or acres)

7. Use of Property: How long has the use been in existence? \_\_\_\_\_

If vacant, indicate most recent use: \_\_\_\_\_

Existing	
Proposed	

Use of Adjacent Properties:

North	
South	
East	
West	



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

8. Buildings (please include dimensions, height, and date of construction):

Existing	
Proposed	

Location of all buildings (specify distance from side, rear and front lot lines):

Existing	
Proposed	

9. Servicing- Road Access:  
(please indicate whether existing or proposed)

	Severed	Retained
Municipal Road	<input type="checkbox"/>	<input type="checkbox"/>
County Road	<input type="checkbox"/>	<input type="checkbox"/>
Private Road/Right-Of-Way	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>
New access Required	<input type="checkbox"/>	<input type="checkbox"/>

10. Servicing- Water is provided to the subject land by:  
(please indicate whether existing or proposed)

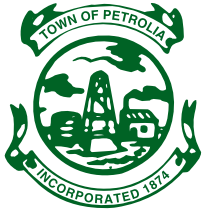
	Severed	Retained
Municipal Piped Water	<input type="checkbox"/>	<input type="checkbox"/>
Privately owned and operated individual well	<input type="checkbox"/>	<input type="checkbox"/>
Private communal well	<input type="checkbox"/>	<input type="checkbox"/>

11. Servicing- Sewage disposal is provided to the subject's property by: (please indicate whether existing or proposed)

	Severed	Retained
Municipal Sewer System	<input type="checkbox"/>	<input type="checkbox"/>
**Privately owned and operated Septic System	<input type="checkbox"/>	<input type="checkbox"/>

If there is a septic system on the property, is it in good working order? ☐ Yes ☐ No

**\*\*Certificate may be required to confirm the septic system is in compliance with the Ontario Building Code.**



---

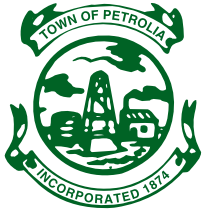
**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

12. Servicing- storm drainage is provided to the subject property by:  
(please indicate whether existing or proposed)  
☐ Sewers      ☐ Ditches      ☐ Swales      ☐ Other: \_\_\_\_\_
13. Other applications – Indicate if the subject land is currently subject to an application under the Planning Act for:
- ☐ Official Plan amendment (under Section 22):  
File No. \_\_\_\_\_ Status \_\_\_\_\_
- ☐ Plan of Subdivision (under Section 51):  
File No. \_\_\_\_\_ Status \_\_\_\_\_
- ☐ Zoning By-law amendment (under Section 34):  
File No. \_\_\_\_\_ Status \_\_\_\_\_
- ☐ Consent (under Section 53):  
File No. \_\_\_\_\_ Status \_\_\_\_\_
- ☐ Variance/Permission (under Section 45):  
File No. \_\_\_\_\_ Status \_\_\_\_\_
- ☐ Site Plan (under Section 41):  
File No. \_\_\_\_\_ Status \_\_\_\_\_
14. Has the owner previously applied for a minor variance on the subject property?  
☐ Yes      ☐ No

If YES, describe briefly:

\_\_\_\_\_



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

**PLEASE NOTE:**

It is the responsibility of the applicant to ensure that the application contained herein is fully completed and all the information requested is incorporated in the proper manner prior to submission of the application.

Incomplete applications will result in delays and additional costs in processing the application. Please ensure that all information requested is included prior to submission of the application.

The application must be accompanied by a sketch (**11" x 17"**) prepared by an Ontario Land Surveyor who will determine whether a Real Property Report and/or survey (11" x 17") is required. The drawing must include the following information:

- A) A Key Plan showing the locations of the subject property in the Municipality;
- B) a true dimensions of the property;
- C) a north directional arrow;
- D) the location, height, floor area, dimensions and use of all existing and proposed buildings and structures, the use of open lands and outdoor storage areas;
- E) the dimensions of front, rear and side yard setbacks and the location and typical dimensions of off-street parking spaces, off-street loading facilities;
- F) the location and type of existing and proposed landscaped areas, planting strips and islands and other surface amenities;
- G) all buildings, structures, pavements, fences, poles, sidewalks, driveways, hedges, trees and hydrants within three (3) metres (10') of the site;
- H) a written indication of the architectural style and features of the proposed building;
- I) all existing and proposed on-site drainage improvements.
- J) All natural features such as wood lots, steep slopes, watercourses and top of bank elevation, etc;
- K) The location of private water supply and sewage disposal facilities;
- L) The application may be required to be accompanied by a copy of the deed to the subject property.

For Municipal Use -Clerks Department

Date Application Received: \_\_\_\_\_

Date Completed Application Checked: \_\_\_\_\_ Initials: \_\_\_\_\_





---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

By making this application, permission is hereby granted to any municipal staff member and Town Planning Consultant to enter upon the premises described in this application at a reasonable time for inspecting the property in relation to the proposed application and for distributing information concerning same. This information is being collected pursuant to the Planning Act, Municipal Act and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

### **DECLARATION OF APPLICANT**

I/We, \_\_\_\_\_  
(Name(s), First, Last)

solemnly declare that:

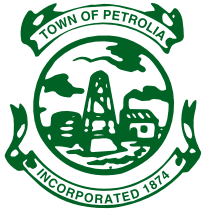
1. All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I have been advised that incomplete and/or inaccurate information will delay the processing of my application and result in additional costs to me.
2. I hereby acknowledge receiving and reviewing the user fee tariff and have reviewed the tariffs relating to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any items with a tariff listed as such. I agree that such costs, if not paid for forthwith after being invoiced, shall be paid by the Town and added to my municipal tax bill and collected in the same manner as taxes.

\_\_\_\_\_  
*Signature of Owner/Authorized Agent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Date*



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

**SCHEDULE "A"**  
**Environmental Site Screening Questions**

Previous Use of Property:

<input type="checkbox"/>	Residential	<input type="checkbox"/>	Agricultural
<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Parkland
<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Vacant
<input type="checkbox"/>	Institutional	<input type="checkbox"/>	Oil Field

Other Uses: Please Provide Details: \_\_\_\_\_

If Industrial or Commercial, specify use: \_\_\_\_\_

Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

☐ Yes      ☐ No      ☐ Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent lands?

☐ Yes      ☐ No      ☐ Unknown

Are there or have there ever been underground storage tanks, oil/gas wells or buried waste on the subject land or adjacent lands?

☐ Yes      ☐ No      ☐ Unknown

Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private landfill or dump?

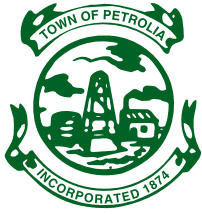
☐ Yes      ☐ No      ☐ Unknown

If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which contain designated substances (e.g. asbestos, PCB's)?

☐ Yes      ☐ No      ☐ Unknown

Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites? \*

☐ Yes      ☐ No      ☐ Unknown



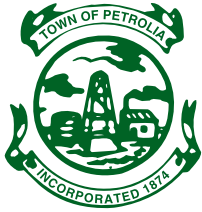
---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

\*Possible uses that can cause contamination include: oil field operations, operation of electrical transformer stations, disposal of waste materials, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry-cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals which are present.

If previous use of property is industrial or commercial, or if YES to any of the questions above, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

## ACKNOWLEDGEMENT CLAUSE

*I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations and guidelines and the Town's Official Plan policies pertaining to contaminated sites. I acknowledge that as a condition of approval of this application that the Town may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Town of acknowledgement of this Record of Site Condition by the Ministry of Environment. I acknowledge that the Town may require the qualified person signing the Record of Site Condition to submit to the Town a Declaration acknowledging that the Town may rely on the statements in the RSC. I further acknowledge that the Town of Petrolia is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the Town of Petrolia, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.*

---

Signature of applicant(s)

---

Date

**Completed Forms are to be submitted, along with the required application fee to: Town of Petrolia**

**411 Greenfield Street Petrolia, Ontario N0N 1R0**



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

## APPLICATION FOR SITE PLAN AMMENDMENT

Assess Roll No.: 3819-000 - \_\_\_\_\_ Street Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_  
(If numbered company please also indicate the name of principal(s))

Address: \_\_\_\_\_  
Street Name City, Province

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_  
(If numbered company please also indicate the name of the principal(s))

Agent interest in subject lands/application: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Name City, Province

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

All correspondence should be sent to: ☐ owner ☐ agent

Who can be contacted during the day for further information? ☐ owner ☐ agent

Title and name of person who has authority to enter into The Site Plan agreement (name on Deed):

\_\_\_\_\_

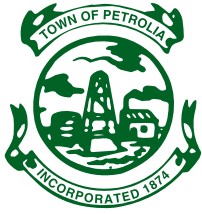
1. Date and By-Law of Original Site Plan: \_\_\_\_\_

2. Name of holder of any mortgage (or charge or encumbrance): \_\_\_\_\_

Address: \_\_\_\_\_

3. Location of property/legal description:

Lot Number(s), Concession and survey: \_\_\_\_\_



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

Registered Plan Number/Lot No.: \_\_\_\_\_

Reference Plan/Part No.: \_\_\_\_\_

4. Current Designation in Official Plan:

Current Zoning: \_\_\_\_\_

Does the project comply with the Zoning By-law: Yes ☐ No ☐

5. Proposed Amendment to approved Site Plan:

New Access requires Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, detail: \_\_\_\_\_

6. Other applications – Indicate if the subject land **is or has been** subject to an application under the Planning Act for:

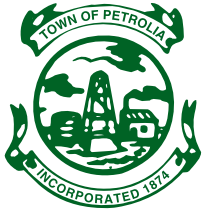
Please indicate the nature of any restrictive covenants or easements/rights-of-way affecting the subject lands.

\_\_\_\_\_

7. Other applications – Indicate if the subject land is or has been subject to an application under the Planning Act for:

☐ Official Plan amendment (under Section 22):

File No. \_\_\_\_\_ Status \_\_\_\_\_



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

- ☐ Plan of Subdivision (under Section 51):  
File No. \_\_\_\_\_ Status \_\_\_\_\_
- ☐ Zoning By-law amendment (under Section 34):  
File No. \_\_\_\_\_ Status \_\_\_\_\_
- ☐ Consent (under Section 53):  
File No. \_\_\_\_\_ Status \_\_\_\_\_
- ☐ Variance/Permission (under Section 45):  
File No. \_\_\_\_\_ Status \_\_\_\_\_
- ☐ Site Plan (under Section 41):  
File No. \_\_\_\_\_ Status \_\_\_\_\_

8. Other related matters (please explain):

Applications/Approvals from other agencies:

\_\_\_\_\_

Work orders: \_\_\_\_\_

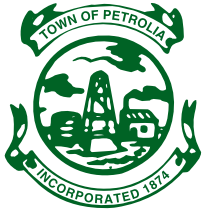
Certificates of approval: \_\_\_\_\_

Designation under other Acts (ie: Ontario Heritage Act, Brownfield Legislation):

\_\_\_\_\_

Reports or Studies (ie: environmental assessments, archaeological, drainage):

\_\_\_\_\_



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

**PLEASE NOTE:**

It is the responsibility of the applicant to ensure that the application contained herein is fully completed and all the information requested is incorporated in the proper manner prior to submission of the application.

Incomplete applications will result in delays and additional costs in processing the application. Please ensure that all information requested is included prior to submission of the application.

Information submitted through online forms or other formats (eg. Emails, letters, petitions, applications etc.) may be placed in a public agenda and become part of the public record.

Your personal information will be collected and maintained for the purpose of creating a record and may be available to the general public pursuant to the Municipal Act 2001, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and any other relevant acts.

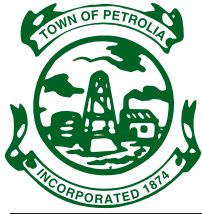
Three original copies of the completed application form and all accompanying plans, survey, sketches, etc., together with the required application fee must be filed with the Town of Petrolia.

Application processing will not commence until a complete application with all necessary accompanying information is received.

**The application must be accompanied by a Site Plan drawn on ledger size 11" x 17" paper drawn at such a scale that the proposed development occupies at least 75% of the ledger paper. The Site Plan must conform to all zoning regulations and is to include the following information; as a minimum.**

- A) A Key Plan showing the locations of the subject property in the Municipality;
- B) a true dimensions of the property;
- C) a north directional arrow;
- D) the location, height, floor area, dimensions and use of all existing and proposed buildings and structures, the use of open lands and outdoor storage areas;
- E) the dimensions of front, rear and side yard setbacks and the location and typical dimensions of off-street parking spaces, off-street loading facilities;





---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

- F) the location and type of existing and proposed landscaped areas, planting strips and islands and other surface amenities;
- G) all buildings, structures, pavements, fences, poles, sidewalks, driveways, hedges, trees and hydrants within three (3) metres (10') of the site;
- H) a written indication of the architectural style and features of the proposed building;
- I) all existing and proposed on-site drainage improvements.
- J) All natural features such as wood lots, steep slopes, watercourses and top of bank elevation, etc;
  
- K) The location of private water supply and sewage disposal facilities;
- L) The application may be required to be accompanied by a copy of the deed to the subject property.
- M) Walkways and walking ramps, including the surfacing thereof, and all other means of pedestrian access/egress.
- N) Facilities for lighting, including flood lighting of the land or of any buildings or structures.
- O) Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste materials.

The application must also be accompanied by an identical copy of the Site Plan without a Key Plan, which shall be used for the registration of any legal agreement.

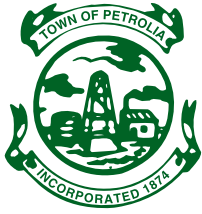
**Fees**

Site Plan Agreement Amendments to Approved Plan: **\$400.00**

Payment received: \_\_\_\_\_ Cash: \_\_\_\_\_ Chq: \_\_\_\_\_ DB: \_\_\_\_\_

Additional Legal Fees may be applicable to the application for the following:

- Preparation of a Development Agreement or Amended Development Agreement;
- Preparation of an Easement; Lease Agreement; or any other legal document as may be required;
- Registration of Agreements;



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

**Timing**

Site Plans vary considerably in their complexity. Therefore, the time period needed for processing will vary from approximately 4 weeks or longer.

By making this application, permission is hereby granted to any Municipal Staff member and Town Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

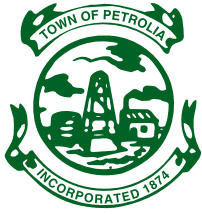
If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

For Municipal Use -Clerks Department

Date Application Received: \_\_\_\_\_

Date forwarded to Planner: \_\_\_\_\_ Initials: \_\_\_\_\_

Date Completed Application Checked by County of Lambton: \_\_\_\_\_ Initials: \_\_\_\_\_



## DECLARATION OF APPLICANT

I/We, \_\_\_\_\_  
(Name(s), First, Last)

solemnly declare that:

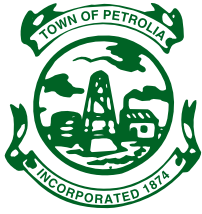
1. All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I have been advised that incomplete and/or inaccurate information will delay the processing of my application and result in additional costs to me.
2. I hereby acknowledge receiving and reviewing the user fee tariff and have reviewed the tariffs relating to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any items with a tariff listed as such. I agree that such costs, if not paid for forthwith after being invoiced, shall be paid by the Town and added to my municipal tax bill and collected in the same manner as taxes.

\_\_\_\_\_  
*Signature of Owner/Authorized Agent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Date*



**SCHEDULE "A"**  
**Environmental Site Screening Questions**

Previous Use of Property

<input type="checkbox"/>	Residential	<input type="checkbox"/>	Agricultural
<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Parkland
<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Vacant
<input type="checkbox"/>	Institutional	<input type="checkbox"/>	Oil Field

Other Uses: Please Provide Details: \_\_\_\_\_

If Industrial or Commercial, specify use: \_\_\_\_\_

Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

☐ Yes      ☐ No      ☐ Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent lands?

☐ Yes      ☐ No      ☐ Unknown

Are there or have there ever been underground storage tanks, oil/gas wells or buried waste on the subject land or adjacent lands?

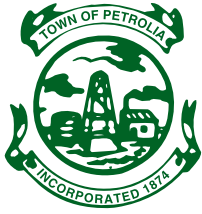
☐ Yes      ☐ No      ☐ Unknown

Have the lands or adjacent lands ever been used as an agricultural operation where pesticides have been applied to the lands?

☐ Yes      ☐ No      ☐ Unknown

Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private landfill or dump?

☐ Yes      ☐ No      ☐ Unknown



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which contain designated substances (e.g. asbestos, PCB's)?

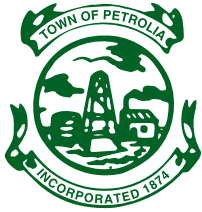
☐ Yes      ☐ No      ☐ Unknown

Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites? \*

☐ Yes      ☐ No      ☐ Unknown

\*Possible uses that can cause contamination include: oil field operations, operation of electrical transformer stations, disposal of waste materials, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry-cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals which are present.

If previous use of property is industrial or commercial, or if YES to any of questions above, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.



## ACKNOWLEDGEMENT CLAUSE

*I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations and guidelines and the Town's Official Plan policies pertaining to contaminated sites. I acknowledge that as a condition of approval of this application that the Town may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Town of acknowledgement of this Record of Site Condition by the Ministry of Environment. I acknowledge that the Town may require the qualified person signing the Record of Site Condition to submit to the Town a Declaration acknowledging that the Town may rely on the statements in the RSC. I further acknowledge that the Town of Petrolia is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the Town of Petrolia, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.*

---

Signature of applicant(s)

---

Date

**Completed Forms are to be submitted, along with the required application fee to: Town of Petrolia**

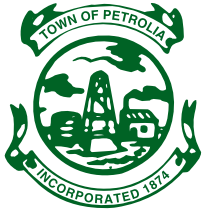
**411 Greenfield Street Petrolia, Ontario N0N 1R0**

Inquiries can be made to:

Rob Nesbitt, Planner: [rob.nesbitt@county-lambton.on.ca](mailto:rob.nesbitt@county-lambton.on.ca)

Mike Thompson, Director of Operations: [mthompson@petrolia.ca](mailto:mthompson@petrolia.ca)

Mandi Pearson, Deputy Clerk/Operations Clerk: [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

## APPLICATION FOR SITE PLAN APPROVAL

File Number: \_\_\_\_\_

Assess Roll No.: 3819-000 - \_\_\_\_\_ Street Address: \_\_\_\_\_

Name of Owner: \_\_\_\_\_  
(If numbered company please also indicate the name of principal(s))

Address: \_\_\_\_\_  
Street Name City, Province

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Agent: \_\_\_\_\_  
(If numbered company please also indicate the name of the principal(s))

Agent interest in subject lands/application: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Name City, Province

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

All correspondence should be sent to: ☐ owner ☐ agent

Who can be contacted during the day for further information? ☐ owner ☐ agent

Title and name of person who has authority to enter into The Site Plan agreement (name on Deed)

\_\_\_\_\_

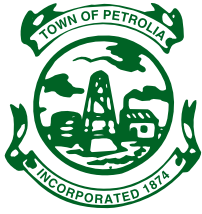
1. Date subject land was acquired by owner: \_\_\_\_\_

Name of holder of any mortgage (or charge or encumbrance): \_\_\_\_\_

Address: \_\_\_\_\_

2. Location of property/legal description:

Lot Number(s), Concession and survey: \_\_\_\_\_



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

Registered Plan Number/Lot No.: \_\_\_\_\_

Reference Plan/Part No.: \_\_\_\_\_

3. Current Designation in Official Plan:

Current Zoning: \_\_\_\_\_

Does the project comply with the Zoning By-law: Yes ☐ No ☐

4. Proposed Use of Property \_\_\_\_\_

Existing Use of Property \_\_\_\_\_

Most recent use of the property if vacant \_\_\_\_\_

How long has the use been in existence \_\_\_\_\_

5. Restrictions:

Please indicate the nature of any restrictive covenants or easements/rights-of-way affecting the subject lands.

\_\_\_\_\_

6. Servicing – Road Access:

Municipal Road ☐

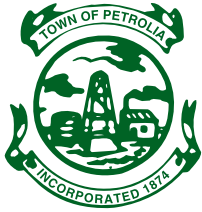
County Road ☐

Right-of-Way ☐

Private Road ☐

New Access Needed ☐





---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

7. Servicing – Drinking Water is provided to the subject land by:

Municipal Piped Water ☐

\*\*Privately owned and operated well ☐

The existing well is encased ☐

The existing well is not encased ☐

The distance between the well and Septic system is \_\_\_\_\_(m) \_\_\_\_\_(ft)

Other (specify): \_\_\_\_\_

1. Servicing – sewage disposal is provided to the subject

land by: Municipal Sewer System ☐

\*\*Privately owned and operated  
individual or communal septic ☐  
system

Other (specify): \_\_\_\_\_

If there is a septic system on the property, is it in good working order? ☐ yes ☐ no

**\*\*Certificate may be required to confirm the septic system is in compliance with the Ontario Building Code.**

2. Servicing – Storm drainage is provided to the subject land by:

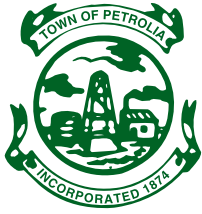
☐ sewers ☐ ditches ☐ swales ☐ other (specify) \_\_\_\_\_

3. Is any portion of the property currently assessed for drainage works?  
(constructed under the Drainage Act, R.S.O. 1980) ☐ yes ☐ no

4. Other applications – Indicate if the subject land is currently subject to an application  
under the Planning Act for:

☐ Official Plan amendment (under Section 22):

File No. \_\_\_\_\_ Status \_\_\_\_\_



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

☐ Plan of Subdivision (under Section 51):

File No. \_\_\_\_\_ Status \_\_\_\_\_

☐ Zoning By-law amendment (under Section 34):

File No. \_\_\_\_\_ Status \_\_\_\_\_

☐ Consent (under Section 53):

File No. \_\_\_\_\_ Status \_\_\_\_\_

☐ Variance/Permission (under Section 45):

File No. \_\_\_\_\_ Status \_\_\_\_\_

☐ Site Plan (under Section 41):

File No. \_\_\_\_\_ Status \_\_\_\_\_

5. Other related matters (please explain):

Applications/Approvals from other agencies

\_\_\_\_\_

Work orders \_\_\_\_\_

Certificates of approval \_\_\_\_\_

Designation under other Acts (ie: Ontario Heritage Act, Brownfield Legislation)

\_\_\_\_\_

Reports or Studies (ie: environmental assessments, archaeological, drainage)

\_\_\_\_\_



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

**PLEASE NOTE:**

**It is the responsibility of the applicant to ensure that the application contained herein is fully completed and all the information requested is incorporated in the proper manner prior to submission of the application.**

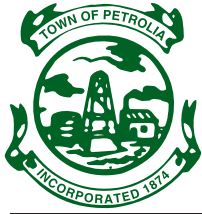
**Incomplete applications will result in delays and additional costs in processing the application. Please ensure that all information requested is included prior to submission of the application.**

Three original copies of the completed application form and all accompanying plans, survey, sketches, etc., together with the required application fee must be filed with the Town of Petrolia.

Application processing will not commence until a complete application with all necessary accompanying information is received.

**The application must be accompanied by a Site Plan drawn on ledger size 11" x 17" paper drawn at such a scale that the proposed development occupies at least 75% of the ledger paper. The Site Plan must conform to all zoning regulations and is to include the following information; as a minimum**

- a) a Key Plan showing the locations of the subject property in the Municipality;
- b) a true dimensions of the property;
- c) a north directional arrow;
- d) the location, height, floor area, dimensions and use of all existing and proposed buildings and structures, the use of open lands and outdoor storage areas;
- e) the dimensions of front, rear and side yard setbacks and the location and typical dimensions of off-street parking spaces, off-street loading facilities;
- f) the location and type of existing and proposed landscaped areas, planting strips and islands and other surface amenities;
- g) all buildings, structures, pavements, fences, poles, sidewalks, driveways, hedges, trees and hydrants within three (3) metres (10') of the site;
- h) a written indication of the architectural style and features of the proposed building;
- i) all existing and proposed on-site drainage improvements.
- j) All natural features such as wood lots, steep slopes, watercourses and top of bank elevation, etc;



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

- k) The location of private water supply and sewage disposal facilities;
- l) The application may be required to be accompanied by a copy of the deed to the subject property.
- m) Walkways and walking ramps, including the surfacing thereof, and all other means of pedestrian access/egress.
- n) Facilities for lighting, including flood lighting of the land or of any buildings or structures.
- o) Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other waste materials.

The application must also be accompanied by an identical copy of the Site Plan without a Key Plan, which shall be used for the registration of any legal agreement.

### **Development Agreement**

Some Site Plans require the applicant to enter into a Development Agreement to provide for all items needed to properly service and develop the site.

The applicant has the option of using his/her own Solicitor or the Town will prepare the Agreement.

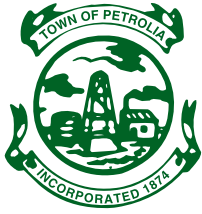
### **Fees**

Additional Legal Fees may be applicable to the application for the following:

- Preparation of a Development Agreement or Amended Development Agreement;
- Preparation of an Easement; Lease Agreement; or any other legal document as may be required;
- Registration of Agreements;

### **Timing**

Site Plans vary considerably in their complexity. Therefore, the time period needed for processing will vary from approximately 4 weeks or longer.



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

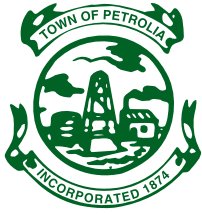
By making this application, permission is hereby granted to any Municipal Staff member and Town Planning Consultant to enter upon the premises described in this application at a reasonable time for the purpose of inspecting the property in relation to the proposed application and for distributing information concerning the same. This information is being collected pursuant to the Planning Act, Municipal Act and Freedom of Information Act. The information contained herein will be distributed to bodies and agencies prescribed by legislation and regulation and also to interested parties.

If this application is signed by an agent or solicitor on behalf of an applicant, the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor, the application must be signed by an officer of the corporation and the corporation's seal (if any) must be affixed.

FOR MUNICIPAL OFFICE USE

Received at Clerk's Office by: \_\_\_\_\_ (Date)

Completed Application Checked: \_\_\_\_\_ (Initials)



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

## DECLARATION OF APPLICANT

I/We, \_\_\_\_\_  
(Name(s), First, Last)

solemnly declare that:

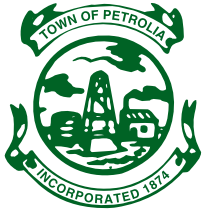
1. All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I have been advised that incomplete and/or inaccurate information will delay the processing of my application and result in additional costs to me.
2. I hereby acknowledge receiving and reviewing the user fee tariff and have reviewed the tariffs relating to planning matters. I further understand and agree to be bound by the tariff and specifically agree that I shall pay full cost recovery for any items with a tariff listed as such. I agree that such costs, if not paid for forthwith after being invoiced, shall be paid by the Town and added to my municipal tax bill and collected in the same manner as taxes.

\_\_\_\_\_  
*Signature of Owner/Authorized Agent*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
*Date*



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

**SCHEDULE "A"**  
**Environmental Site Screening Questions**

Previous Use of Property

<input type="checkbox"/>	Residential	<input type="checkbox"/>	Agricultural
<input type="checkbox"/>	Industrial	<input type="checkbox"/>	Parkland
<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Vacant
<input type="checkbox"/>	Institutional	<input type="checkbox"/>	Oil Field

Other Uses: Please Provide Details \_\_\_\_\_

If Industrial or Commercial, specify use:

\_\_\_\_\_

Has a gasoline station and/or automobile service station been located on the subject land or adjacent lands at any time?

☐ Yes      ☐ No      ☐ Unknown

Has there been petroleum or other fuel stored on the subject land or adjacent lands?

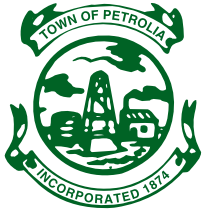
☐ Yes      ☐ No      ☐ Unknown

Are there or have there ever been underground storage tanks, oil/gas wells or buried waste on the subject land or adjacent lands?

☐ Yes      ☐ No      ☐ Unknown

Have the lands or adjacent lands ever been used as an agricultural operation where pesticides have been applied to the lands?

☐ Yes      ☐ No      ☐ Unknown



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

Is the nearest boundary line of the application within 500 metres (1,640 feet) of the boundary line of an operational/non-operational public or private landfill or dump?

☐ Yes      ☐ No      ☐ Unknown

If there are existing or previously existing buildings on the subject lands, are there any building materials remaining on site which contain designated substances (e.g. asbestos, PCB's)?

☐ Yes      ☐ No      ☐ Unknown

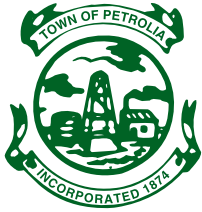
Is there reason to believe the subject lands may have been contaminated by existing or former uses on the site or adjacent sites?\*

☐ Yes      ☐ No      ☐ Unknown

\*Possible uses that can cause contamination include: oil field operations, operation of electrical transformer stations, disposal of waste materials, raw material storage, and residues left in containers, maintenance activities and spills. Some commercial properties such as gasoline stations, automotive repair garages, and dry cleaning plants have similar potential. The longer a property is under industrial or similar use, the greater the contamination. Also, a series of different industrial or similar uses upon a site could potentially increase the number of chemicals which are present.

If previous use of property is industrial or commercial, or if YES to any of questions above, please attach a previous use inventory showing all former uses of the subject land, or if applicable, the land(s) adjacent to the subject lands.





---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

## ACKNOWLEDGEMENT CLAUSE

*I hereby acknowledge that it is my responsibility to ensure that I am in compliance with all applicable laws, regulations and guidelines and the Town's Official Plan policies pertaining to contaminated sites. I acknowledge that as a condition of approval of this application that the Town may require me to file a Record of Site Condition signed by a qualified person in the provincial Environmental Site Registry, and provide verification to the Town of acknowledgement of this Record of Site Condition by the Ministry of Environment. I acknowledge that the Town may require the qualified person signing the Record of Site Condition to submit to the Town a Declaration acknowledging that the Town may rely on the statements in the RSC. I further acknowledge that the Town of Petrolia is not responsible for the identification and/or remediation of contaminated sites, and I agree, whether in (or as a result of) any action or proceeding for environmental clean-up of any damage or otherwise, I will not sue or make claim whatsoever against the Town of Petrolia, its officers, officials, employees or agents for or in respect of any loss, damage, injury or costs.*

---

Signature of applicant(s)

---

Date

**Completed Forms are to be submitted, along with the required application fee to: Town of  
Petrolia**

**411 Greenfield Street Petrolia, Ontario N0N 1R0**



---

**THE CORPORATION OF THE TOWN OF PETROLIA**  
411 Greenfield Street, Petrolia, Ontario N0N 1R0 • Phone: (519) 882-2350

---

## **TOWN APPLICATION VERIFICATION**

**Please ensure this form is completed prior to any agreement or document is executed**

To be used for all Committee of Adjustment, Site Plan, Development, Plan of Subdivision and  
Business Licence related applications

Assess Roll No.: 3819-000 - \_\_\_\_\_

Property Address: \_\_\_\_\_

LEGAL name of Property Owner (for Agreement): \_\_\_\_\_  
(this is important, and must be correct)

If the Legal Name in a numbered company, please indicate who has the authorization to bind the  
company:

\_\_\_\_\_  
(this person will be responsible for signing the finalized agreement)

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Name City, Province

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

By, signing below, I confirm that all above information is correct, and is to be used for the development of  
the agreement.

I also understand that if incorrect information is provided, that all additional expense to re-issue or re-  
register the agreement will be at the applicants expense.

X \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Completed Forms are to be submitted, along with application package

Inquiry can be directed to:

Mandi Pearson, Deputy Clerk/Operations Clerk: [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)