



6648 Road 506, Plevna, Ontario K0H 2M0  
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352  
[www.northfrontenac.com](http://www.northfrontenac.com)

## Building Application Checklist

### Change of Use

If you want to change the way you use all or part of a building, you may need a change of use permit, even if you're not planning any construction. A building evaluation may have to be done to make sure that the existing building can safely accommodate the proposed use. Different uses have different Building Code requirements.

When submitting an Application you will require:

- A complete Application for a Permit to Construct or Demolish
- An \$80 Non-Refundable Deposit submitted with the complete Application
- A copy of the deed or tax bill showing the Applicant as the Registered Owner
- A complete set of drawings (11x17 preferred) showing floor plans, elevations, cross sections, truss layout, etc.
  - Check with the Chief Building Official regarding requirement for Engineered Plans
- Plot Plan – including location of proposed building, septic, other buildings, lot lines, high water mark, hydro lines, etc.
- Setback Waiver
- Proposed Setback/Zoning Form
- Occupancy Notice
- Letter of Authorization/Direction (if you are having someone act of your behalf)

Also, check with the Chief Building Official for the following requirements:

- Application for Review of Performance Level of Existing Onsite Sewage System to be submitted to KFL&A Public Health and approval provided with Application.
- Conservation Authority, Ministry of Natural Resources and Forestry (MNRF), Agriculture and Environment Approval.

Your proposed structure shall comply with the Township's Zoning By-law. In many circumstances a pre consultation with the Township's Planning and Building Departments can answer any questions you may.

**Note: All permit Applications must be complete and the non-refundable deposit received before we can review them.**

Any Hydro One Permit(s) are required through Hydro One.

Once Application is approved:

- Permit Fee is payable (Building Department to calculate)
- Permit card must be posted on site within view.
- It is the sole responsibility of the applicant/owner to ensure that all inspections are completed.
- 48 hours' notice is required for all inspections.

Any changes to the structure during construction may require a revision or re-submission of any required documents or plan.

# Application for a Change of Use Permit

This form is authorized under subsection 10(1) of the Building Code Act.

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			
Proposed Use of Building/Tenant		Current Use of Building/Tenant	
Description of Proposed Work			
C. Applicant			
Applicant is:		Owner	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 Number (     )		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 Number (     )		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 Number ( )		Cell Number ( )
<b>F. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
<b>G. Document Submission and Applicable Law</b>				
i) This application is for a change of use which results in an increase in hazard as determined by 1.3.1.4. of Division C. The application and all required schedules are submitted			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) 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
iii) 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
iv) 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 enables 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
v) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>H. 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 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 10(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>			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	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>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>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>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>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>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> <p style="text-align: center;">             _____              Date <span style="margin-left: 200px;">Signature of Designer</span> </p>			

**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.



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## Setback Waiver

**Permit #:** \_\_\_\_\_

Roll Number: 1042 \_\_\_\_\_

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

To the Township of North Frontenac:

The Owner/Agent hereby acknowledges that the issuance of a building permit and/or a general site review by the Building Department staff is not confirmation that all required zoning and property setbacks have been adhered to. This includes, but is not limited to, separation of structures to the high water mark, lot lines, septic systems and other structures. It is understood that it is the sole responsibility of the owner/agent to meet the zoning and property setback requirements and that the Township takes no responsibility should problems arise due to building placement.

\_\_\_\_\_  
Owner/Agent (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



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### Proposed Setback / Zoning Form

**Permit #:** \_\_\_\_\_

Roll Number: 1042 \_\_\_\_\_

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

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

If on waterfront, do you own your Shore Road Allowance:      Yes      No

Front Yard Setback (Road): \_\_\_\_\_m **OR** Front Yard Setback (Lakeshore) \_\_\_\_\_m

Side Yard Setback #1: \_\_\_\_\_m Side Yard Setback #2: \_\_\_\_\_m

Rear Yard Setback: \_\_\_\_\_m

\_\_\_\_\_  
Owner/Agent (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



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## Occupancy Notice

**Permit #:** \_\_\_\_\_

Roll Number: 1042 \_\_\_\_\_

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

To the Township of North Frontenac:

The owner(s) hereby acknowledge that due to new requirements of the Ontario Building Code (Division C, Part 1, Article 1.3.3.4.); an occupancy permit must be in place prior to any occupancy of a seasonal or permanent residence effective January 1, 2012.

The owner(s) further acknowledges that failure to comply with this requirement is an offence and upon conviction, the owner(s) may be liable to the payment of fines and such other remedies as the courts may impose.

\_\_\_\_\_  
Owner/Agent (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature





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## Letter of Direction/Authorization

**Permit #:** \_\_\_\_\_

Roll Number: 1042 \_\_\_\_\_

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

To the Township of North Frontenac:

The Owner(s) of the above noted property herein direct and authorizes:

\_\_\_\_\_

to act as my/our Agent in regards to the Application for a Building Permit for the construction of a building, addition, solid fuel application, deck or any other structure or demolition requiring a Building Permit at the above location

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner #1 (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Owner #2 (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Owner #3 (please print)

\_\_\_\_\_  
Signature