

## Building Application Checklist

### Accessory Building

Some important items to consider when applying are as follows:

- If you are not designing the home yourself, you will have to use the services of a qualified designer.
- If you are not acting as a General Contractor yourself, then the home must be enrolled in the Tarion New Home Warranty Program.

When submitting an Application you will require:

- A complete Application for a Permit to Construct or Demolish.
- An \$80 Non-Refundable Application/Plan Review Fee 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 showing flood plans, elevations, cross sections, truss layout, etc. Drawings can be submitted by email to the CBO, uploaded to CloudPermit or printed on 8"x11" paper.
  - As of January 1, 2025 the Building Design shall be in accordance with the 2024 Compendium Ontario Building Code (OBC).
  - Check with the Chief Building official (CBO) regarding the 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.
- Energy Efficiency Design Summary (Part 9 Residential).
- Heat Loss/Gain – Duct Layout (Must be completed HRAI Certified Designer before Permit is issued).

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

- Drainage Plan showing the method of dealing with surface drainage on the property.

- Application for Review of Performance Level of Existing Onsite Sewage System (to be submitted to the Township of North Frontenac and approval provided with Application).
- Conservation Authority, Ministry of Natural Resources and Forestry (MNRF), Agriculture and Environmental Approval, if required.

The Property will require (if not already completed) an Entrance Permit and Civic Address from the Public Works Department.

Please note that any structure designed on a floating slab over 55m<sup>2</sup> or 2 storeys in height will require an engineer's design for the slab.

All 15m<sup>2</sup> buildings that do not require a permit shall be accompanied by a principal building required prior to construction, are not permitted to have plumbing or for habitation, are for storage purposes, and shall meet the Township's Zoning By-law Setbacks.

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 Department can answer any questions you may have.

Note: Hydro One Permit(s) are required through Hydro One.

All habitable buildings require potable water as per the Ontario Building Code (OBC).

Once the Application is approved:

- Permit Fee is payable (Building Department will 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 for approval by the CBO.

Payment Options:

Non-Refundable Application/Plan Review Fees and Permit Fees can be paid by:

- Cash, Cheque or Debit at the Township Office
- Etransfer payable to [treasurer@northfrontenac.ca](mailto:treasurer@northfrontenac.ca). (Please indicate Building Permit in the memo textbox of the Etransfer).

Note: See Supplementary Tax Bill Information attached.

# 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				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
		Applicant is:    Owner or    Authorized agent of owner		
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
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 (if known)</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. New home construction licensing requirement</b>				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (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: 150px;">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 Professional Engineers Ontario.

## Schedule 2: Sewage System Installer Information

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Sewage system installer</b>			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
Yes (Continue to Section C)		No (Continue to Section E)	
		Installer unknown at time of application (Continue to Section E)	
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p>I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</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. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date <span style="margin-left: 200px;">Signature of applicant</span></p>			



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)

## Proposed Setback / Zoning Form

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

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

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

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

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

Easements/ Right-of-Ways/ Private Lanes \_\_\_\_\_m

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

Other: \_\_\_\_\_m

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



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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



# Township of North Frontenac



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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

# NEW CONSTRUCTION AND/OR ADDITIONS AND/OR RENOVATIONS

## Supplementary Tax Bill

When you build a new home/cottage or make any additions or improvements to your property, remember to make allowance for a Supplementary Tax Bill in your budget plans.

For the first 12 to 24 months after occupying a newly constructed home, property tax bills may cover the **land only**, not the building, until the Municipal Property Assessment Corporation (MPAC) is able to complete an assessment of the home. There may be a considerable delay from your occupancy and/or completion date until you receive a tax bill that includes the new build, addition and/or improvements.

Once the property is assessed with the new build, addition and/or improvements, the property owner will receive a "**Property Assessment Notice**" from MPAC. A Supplementary Tax Bill will follow with taxes covering the new assessment from the date of occupancy and/or completion. Residents are strongly encouraged to budget for this billing. If your mortgage payment includes taxes, the Supplementary Tax Bill will be sent to the financial institution dealing with payments.