



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

Building Application Checklist

Single Family Dwelling, Cottage, Major Renovations or Additions

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 55m² or 2 storeys in height will require an engineer's design for the slab.

All 15m² 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. (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 ²)		
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		

E. Builder (if known)				
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
F. New home construction licensing requirement				
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): _____				
G. Required Schedules				
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.				
H. Completeness and compliance with applicable law				
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
I. Declaration of applicant				
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.

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]			
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			
D. Declaration of Designer			
<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"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p style="text-align: center;"> _____ Date Signature of Designer </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

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Sewage system installer			
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)	
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<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"> 1. The information contained in this schedule 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. <p style="text-align: center;">_____</p> <p style="text-align: center;">Date Signature of applicant</p>			

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
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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"/> SB-12 Performance* [SB-12 - 3.1.2.]	* Attach energy performance results using an approved software (see guide)
<input type="checkbox"/> ENERGY STAR®* [SB-12 - 3.1.3.]	* Attach Builder Option Package [BOP] form
<input type="checkbox"/> R-2000®* [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"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE <input type="checkbox"/> 84% - 92% AFUE <input type="checkbox"/> 76% - 84% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Fuel Oil
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area	Other Building Characteristics	
Area of walls = _____ m ² or _____ ft ² Area of W, S & G = _____ m ² or _____ ft ² W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement <input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit	
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 ⁽¹⁾		Building Component	Efficiency Ratings
	Nominal	Effective		
Thermal Insulation			Windows & Doors Provide U-Value ⁽¹⁾ or ER rating	
Ceiling with Attic Space			Windows/Sliding Glass Doors	
Ceiling without Attic Space			Skylights/Glazed Roofs	
Exposed Floor			Mechanicals	
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))	# Showers _____
Slab (all ≤600mm below grade, or heated)			Combined Space / Dom. Water Heating	

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:	
EI OBC reference ACH, NLA or NLR default values (no depressurization test required)	
EI 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)).	
EI Standard Operating Conditions Applied (A-3.1.2.1 - 4.6.2)	
EI On Site Renewable(s): Solar:	
Other Types:	

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

- EI 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).
- EI 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

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^2/m^2	NLR 1.32 L/s/m^2
Attached dwelling	3.5 ACH50	NLA 2.27 cm^2/m^2	NLR 1.44 L/s/m^2

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.



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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

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.