

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: <u>Northumberland County</u> (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
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 (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.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedules 1 through 4 where application is for plumbing works.				
<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)				
<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>				
_____ 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>			
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>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>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.

**Schedule 2: Owner's Authorization**  
**To authorize an agent to act on the owner's behalf**

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

Project municipal address: \_\_\_\_\_

Proposed work: \_\_\_\_\_

This document shall serve to notify Northumberland County that I am/we are the legal owner(s) of the property described above and do authorized the person indicated below ("authorized agent") to act on my/our behalf on all matters pertaining to the building permit application and authorize the authorized agent to sign all related documents on my/our behalf. I understand that I shall be responsible for the terms and conditions contained in the permit.

Name of property owner(s): \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

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

Signature of property owner(s): \_\_\_\_\_

Name of authorized agent: \_\_\_\_\_

Company name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

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

Signature of authorized agent: \_\_\_\_\_

*Note: All registered owners of the property shall sign an "Authorized Form". Use additional sheet if necessary. A new "Authorized Form" shall be submitted to Northumberland County if ownership of the property changes prior to issuance of the building permit or before final approval is granted.*

*Personal information contained in this form 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 Act, and the OBC. Questions about the collection of personal information may be addressed to the Senior Plumbing and Sewage System Inspector of Northumberland County.*

# Schedule 3: Commitment to general reviews, architect/ engineers

To be completed by the owner or owner's authorized agent, and signed by all consultants retained for general review

## PART A- OWNER'S UNDERTAKING

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the bases for issuance of a building permit in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Senior Plumbing/Sewage System Inspector, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

**The Undersigned hereby certifies that he/she has read and agrees to the above**

Name of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Print Name: \_\_\_\_\_ Fax: \_\_\_\_\_

(or Officer of Corporation): \_\_\_\_\_

Coordinator of the work of all consultants: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

## PART B- CONSULTANTS

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of the building permit, in accordance with the performance standards of the OAA and/or PEO.

### SHADED PARTS TO BE COMPLETED BY CONSULTANTS

MECHANICAL	SITE SERVICES
Consultant Name: _____	Signature: _____ Print Name: _____

Telephone: \_\_\_\_\_ email: \_\_\_\_\_ Address: \_\_\_\_\_

MECHANICAL	INTERIOR PLUMBING
Consultant Name: _____	Signature: _____ Print Name: _____

Telephone: \_\_\_\_\_ email: \_\_\_\_\_ Address: \_\_\_\_\_

MECHANICAL	OTHER (SPECIFY) _____
Consultant Name: _____	Signature: _____ Print Name: _____

Telephone: \_\_\_\_\_ email: \_\_\_\_\_ Address: \_\_\_\_\_

County of Northumberland  
**PLUMBING PERMIT (special)**

**Permit Number -** \_\_\_\_\_

<b>Municipality:</b> _____	<b>Date:</b> _____
<b>Applicant's Name:</b> _____	<b>Applicant Email:</b> _____
<b>Applicant's Phone:</b> _____	<b>Project Address:</b> _____

**Application for a permit to construct or demolish to be attached**

**This permit is for:** \_\_\_\_\_

Fixtures	#/hours	@	Total
Extra inspections > 6		50	
ICI re-inspect after 2 failed inspections/hr		50	
Residential re-inspect after 2 failed inspections/ hr		50	
Building without a permit		100	
Revisions after permit issuance:			
Fixtures		17	
Fee		100	
Alternative Solution		500	
Backflow Preventer if not related to permit. New or replacement. NOTE: No Base Fee		125	
Transfer of permit		125	
Re-activation fee		100	
		100	
Review Fee		100	
Basic Fee		150	
<b>Total</b>			

**Inspections Required by Code**

1. Sanitary, Storm sewers & site drainage
2. Domestic and Fire Main Service
3. Sanitary and storm building drains
4. Under slab building drain and branches
5. Rough in above ground drains, vents, water piping, rain water leaders
6. Final inspection (all systems complete and operational and all fixtures installed)

**NOTE:** Fee includes a maximum of 6 inspections. Extra inspections are made payable to the County. Each extra inspection: \$50.00/hr, 1 hour minimum

**Ontario Building Code Act, Section 36 (4) - Penalties.**  
 A corporation who is convicted of an offence is liable to a fine of not more than \$500,000 for a first offence and to fine of not more than \$1,500,000 for a subsequent offence.

**For inspections, including testing requirements and procedures contact:**  
**Phone: 905-372-1929 or 1-800-354-7050 ext. 2551**  
**Email: inspections@northumberlandcounty.ca**

**Applicant:** \_\_\_\_\_  
 (if applicable)

**Permit Granted:** \_\_\_\_\_  
 (Building Official signature required)