

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 (optional)				
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. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
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): _____				
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.			<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
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., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



OAKVILLE

Building Services Demolition Permit Clearances

Please Note: This clearance form must accompany demolition permit applications. Obtain signatures from all authorities regardless of whether or not the service is provided to the property. Demolition permits cannot be issued without approval from the listed authorities.

Please refer to demolition requirements for more information

Please include this form at time of application for a demolition permit and send to buildingrequests@oakville.ca

ADDRESS OF DEMOLITION: _____

ESTIMATED DATE OF DEMOLITION: _____

PROPERTY OWNER(S): _____

OWNER(S) ADDRESS: _____

PHONE #: _____

CONTRACTOR: _____

CONTRACTOR ADDRESS: _____

EMAIL: _____ PHONE #: _____

Authority	Notes	Signature	Date
Town of Oakville - Fire Dept. 1125 Trafalgar Road, Oakville (905) 845-6601 fireprevention@oakville.ca	Must comply with Section 8 of the Ontario Fire Code. Please note: No open-burning permitted		
Town of Oakville - Engineering & Construction Department 1225 Trafalgar Road, Oakville (905) 845-6601 engconstrequests@oakville.ca	Locations of storm sewers and storm sewer easements on property.		
Oakville Hydro 861 Redwood Square, Oakville (905) 825-9400 customerservice@oakvillehydro.com	Schedule appointment for removal of hydro meter.		
Region of Halton - Public Works 1151 Bronte Road, Oakville (905) 825-6000 pwpermits@halton.ca	Regional facilities such as water service and sanitary sewers.		
Enbridge Gas 1-877-362-7434	Call minimum 6-8 weeks ahead to schedule appointment for disconnect of gas service. This form will only be signed once disconnect has been completed.		
Town of Oakville - Forestry 1140 South Service Road West (905) 845-6601 forestryforms@oakville.ca	Private tree permit required. Review of arborist report and plan of work is required. For clearance contact Tree Protection Inspector.		
Town of Oakville - Planning Services 1225 Trafalgar Road, Oakville (905) 845-6601	Structure to be demolished included in the Town of Oakville's Heritage Register. Contact: Heritage Planner at heritage@oakville.ca Further construction on this property may require site plan approval under Section 41 of the Planning Act. For further information, please contact planningapps@oakville.ca		

Once a demolition permit has been issued and the demolition has been completed, please request inspections at oakville.ca/onlineservices, buildinginspectionrequest@oakville.ca or (905)845-6601.



PRECAUTIONS DURING EXCAVATIONS for HOUSING and SMALL BUILDINGS - DECLARATION

*In order to address the Ontario Building Code (OBC) requirement of Div. B, Sentence 9.12.1.4.(1) which states “Every excavation shall be undertaken in such a manner to prevent damage to **adjacent property**¹ existing structures, utilities, roads and sidewalks at all stages of construction”, this form is to be completed by a person with suitable knowledge and experience, such as an engineer, architect, BCIN designer, builder or property owner, as per the OBC. This person will be responsible for ensuring OBC compliance relating to the excavation, (consideration should be given for OBC Div. B, Subsection 4.2.5 for the subject building permit application). Documentation demonstrating OBC compliance shall be attached to this completed declaration.*

¹ Please note **adjacent property** includes landscaping, walkways, fences etc.

Where distances to property lines allow for an open cut excavation, please provide dimensioned proposed excavation sections to illustrate compliance.

Project Location:

Permit Application No. :

I declare that I have suitable knowledge and experience and I am responsible for ensuring code compliance relating to OBC Div. B, Sentence 9.12.1.4. (1) for the subject building permit application noted above.

Designer’s / Builder’s Name:

Signature

Firm:

Please be aware of your obligations under the Ministry of Labour (MOL). Excavations are to be in accordance with MOL regulations, section 230-234. Excavations over 1.2 meters deep require either an engineered design soil support system or a letter in accordance with MOL regulations, from an engineer stating a soil support system is not required. At the time of the required backfill inspection, the building inspector will require demonstration of MOL compliance. If MOL compliance is not demonstrated, the building inspector will not permit the construction to proceed and if necessary will call in the MOL.

Demolition Requirements

All demolition projects shall comply with the following:

1. In accordance with Section 21(3) of Regulation 903 under the Ontario Water Resources Act, any well on a property that is not being used or maintained for future use must be abandoned. Therefore, the owner/agent is required to submit a record of well abandonment (issued by a licensed well contractor) to the Region of Halton Health Department to verify the decommissioning of the well(s) on the property.
2. The contractor shall make every effort to minimize the amount of dust generated during demolition. A method of dust control can be, but is not limited to, wetting-down the construction debris during the actual demolition. Dust complaints are regulated under the Town of Oakville's Nuisance By-law.
3. In accordance with Part 3, Section 30 of the Occupational Health and Safety Act (OHS&A) before beginning a demolition, the owner shall determine whether any designated substances are present at the project site and shall have a report prepared of all designated substances (DSR) that are present at the site. The requirement for a DSR is regulated by the Ministry of Labour (MOL). Failing to provide a DSR to a MOL officer may result in the stoppage of work.
4. All windows shall be broken **INWARDS** prior to the start of the demolition.
5. Hours of work are regulated by the Town of Oakville's Noise By-law. This would include the noise generated by construction equipment, the delivery of materials and/or idling trucks.
6. It is the responsibility of the property owner and/or person to whom a permit is issued to maintain a safe construction site. This may include, but is not limited to requiring and maintaining the installation of a fence to prevent unwanted access to the construction site.
7. Excavations shall be done in a manner to prevent damage to adjacent properties, existing structures, existing fences etc. at all stages of construction. Contractors shall assess site conditions and location of excavations with respect to property lines to determine if shoring is necessary. It is advisable that if necessary, a professional engineer assess the site prior to and during the excavation to determine if additional measures need to be taken to protect adjacent properties. Failure to protect adjacent properties from damage may result in the stoppage of work.
8. The issuance of a building permit **does not** give the permit holder and contractors/sub-trades the right to access adjacent private property without the express consent given by the adjacent property owner.
9. At all times **RESPECT** the rights and properties of adjacent property owners. Construction projects should build good neighbor relationships not just safe buildings.