

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) 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 ²)		

B. Purpose of application	
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit	
Proposed use of building	Current use of building
Description of proposed work	

C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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.



Town of Oakville Building Permit Application Additional Information

Permit # _____ - _____

Project Address _____

Personal Information on this form is collected and used for the purpose collected under the authority of Municipal Act, as amended. Questions about the collection of personal information should be directed to: Records and Freedom of Information Officer, Clerk's Department, 905-815-6053.

Zoning:		Special Provision:		CAV#:		SPCA#:	
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HVAC	Company:						
	Contact:						
	Street:					City:	
	Postal code:			Town of Oakville license #			
	Telephone:				Fax:		

Plumber	Company:						
	Contact:						
	Street:					City:	
	Postal code:			Town of Oakville license #			
	Telephone:				Fax:		

Drain Layer	Company:						
	Contact:						
	Street:					City:	
	Postal code:			Town of Oakville license #			
	Telephone:				Fax:		

Signature _____

Date _____

OFFICE USE ONLY						
Item	rate x area	Total	Paid	Owing	Receipt	
				chq	cash	debit

Applicable Law Checklist

Pursuant to Subsection H(iii) of an Application to Construct or Demolish

Town of Oakville – Building Services Department

Application no.	Address	Date
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The following approval processes must be completed if they apply to this project, before a building permit can be issued. This listing is provided for convenience purposes only and does not necessarily describe every approval which may be necessary. For more detailed information about the application of these laws to any project, please contact the listed agency, or refer to the actual text of the legislation. For assistance in completing this form, please contact a Building Services Representative.

Completing this form accurately and providing necessary documents will expedite the issuance of your building permit.



Please check [✓] the items that apply, and attach approval documents where applicable.

LOCAL MUNICIPALITY	▼ FORM OF APPROVAL REQUIRED	DOCUMENTS RECEIVED ▼
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Planning & Zoning

- | | | |
|--|---|-------|
| <input type="checkbox"/> MINOR VARIANCE <i>Planning Act s. 45</i>
Where application doesn't comply with all zoning provisions | Final & binding decision by Committee of Adjustment
Contact: Oakville Building Services,
Secretary-Treasurer to the Committee of Adjustment
905-845-6601 ext. 3281, 7170 | _____ |
| <input type="checkbox"/> ZONING BY-LAW AND AMENDMENTS <i>Planning Act s. 34</i>
Where development requires amended zoning by-law | Zoning by-law final & binding
Contact: Oakville Planning Services
905-845-6601 ext. 3917 | _____ |
| <input type="checkbox"/> DIVISION OF LAND <i>Ref. Planning Act Part VI</i>
Where land division required for zoning compliance | Registration of Plan or Deed
Contact: Oakville Building Services
905-845-6601 ext. 3281, 7170 | _____ |
| <input type="checkbox"/> PROVINCIAL ZONING ORDERS <i>Planning Act s. 47</i>
For areas covered by Minister's zoning orders | Approval of the Minister
Contact: MMAH Services Office 1-800-668-0230 | _____ |
| <input type="checkbox"/> SITE PLAN APPROVAL <i>Planning Act s. 41</i>
For development in site plan control areas | Approval of site plans by municipality
Contact: Oakville Planning Services
905-845-6601 ext. 3917 | _____ |
| <input type="checkbox"/> <i>Planning & Development Act</i>
Where Provincial planning control has been applied | Approval of the Minister
Contact: MMAH Services Office 1-800-668-0230 | _____ |

Heritage

HERITAGE PERMITS

- | | | |
|---|---|-------|
| <input type="checkbox"/> <i>Ontario Heritage Act s. 30(2), 33, 34</i>
Where property is designated or undergoing designation | Consent of Council to alter or demolish
Contact: Oakville Planning Services,
Heritage 905-845-6601 ext. 3875, 3870 | _____ |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 27</i>
Demolition or removal of building listed in municipal register | Expiration of 60 day notice of intent to Council
Contact: Oakville Planning Services,
Heritage 905-845-6601 ext. 3875, 3870 | _____ |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 42</i>
Where land is in a heritage conservation district | Heritage permit issued by Council
Contact: Oakville Planning Services,
Heritage 905-845-6601 ext. 3875, 3870 | _____ |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 40.1</i>
Property is in heritage conservation study area | Compliance with heritage conservation study by-law
Contact: Oakville Planning Services,
Heritage 905-845-6601 ext. 3875, 3870 | _____ |
| <input type="checkbox"/> <i>Ontario Heritage Act s. 34.5 & 34.7(2)</i>
Where property is designated by Minister of Culture | Consent of Minister to alter or demolish
Contact: MOC Regional Conservation Advisor, 416-314-7136 | _____ |

CONSERVATION AUTHORITY	▼ FORM OF APPROVAL REQUIRED	DOCUMENTS RECEIVED ▼
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Conservation

- | | | |
|---|---|-------|
| <input type="checkbox"/> AUTHORITY PERMIT <i>Conservation Authorities Act s. 28</i>
Where construction affects the control of flooding, erosion, dynamic beaches, pollution or conservation of land | Construction & full permit
Contact: Halton Conservation Authority Office 905-336-1158
OR Credit Valley Conservation Authority Office 905-670-1615 | _____ |
|---|---|-------|

PROVINCIAL APPLICABLE LAWS

▼ FORM OF APPROVAL REQUIRED

DOCUMENTS RECEIVED ▼

Agriculture & Food

- Nutrient Management Act 2002 s. 11 reg 267/03*
Farm buildings housing animals or animal manure

Ministry of Agriculture & Food

Record of Approval of NMS issued by MAF
Contact: P. Engineer 519-826-6366

- Milk Act s. 14*
Where building used as a milk processing plant

Permit issued by the Director, MAF
Contact: Food Inspection Branch
1-888-466-2372 ext. 6-4180

Child Care Centres

- Day Nurseries Act s. 5 reg 262*
Where building is used for a daycare

Ministry of Children & Youth Services

Ministry plan approval
Contact: Regional Office 905-567-7177

Education

- DEMOLITION OF SCHOOLS
Education Act s. 194
Where a school is proposed to be demolished

Ministry of Education

Minister's approval of demolition
Contact: Architect 416-325-2015

Environment

- Environmental Assessment Act s. 5*
Major industrial or commercial enterprises &
Government projects

Ministry of the Environment

Minister's approval of Terms of reference & EA
Contact: MOE Assessment & Approvals 1-800-461-6290

- BROWNFIELD REDEVELOPMENT
Environmental Protection Act s. 168
Where industrial or commercial property changed
to residential or parkland use

Record of Site Condition filed with MOE
Conformance with Certificate of Property Use
Contact: MOE Central Region 416-326-4840

- FORMER WASTE DISPOSAL SITES
Environmental Protection Act s. 46
Where building on former landfill or waste disposal site

Minister's approval to use the land
Contact: MOE Investigations & Enforcement 416-326-6700

- RENEWABLE ENERGY APPROVAL
Environmental Protection Act s. 47.3
For renewable energy projects that use wind, solar and
bio-energy to generate electricity

Minister's Renewable Energy Approval
Contact: MOE Assessment & Approvals 1-800-461-6290

- SOURCE WATER PROTECTION
Clean Water Act, s.59
Special land use restrictions may apply if a water source
protection plan is in effect in the area where the building
is located.

Risk Management Official Approval
Contact: Region of Halton 311

Highways

- MTO PERMIT *Public Transportation Act s. 34/38*
Where construction is within 45m of a highway, 180m
from any highway intersection, or within 800m of
a highway and will generate major traffic.

Ministry of Transportation

Building & Land Use permit issued by MTO
Contact: Regional Office of MTO 416-235-5385

Long Term Care Homes

- Elderly Persons Centres Act s. 6 reg. 314*

Ministry of Health & Long Term Care

Contact: Planning & Renewal Branch 1-877-767-8889

Electrical Conductor Clearances

- Are any overhead power lines located either above
or within 5.5m of the proposed building?

Electrical Safety Authority

Contact: Customer Service Centre 877-372-7233

The personal information accompanying your submission is collected under the authority of the *Planning Act* and forms part of the public record which may be released to the public. Questions about this collection should be directed to the Building Services Department at 1225 Trafalgar Road, Oakville ON L6J 905 845-7376.

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.



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 property¹, 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 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 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.*
