



Building Permit Package

Minor Alterations or Accessory Buildings

(Carports * Porches * Decks * Sheds * Garages)

***** IMPORTANT NOTICE*****

Before proceeding with a building permit application, please make an appointment with our planning department for a zoning review.

A zoning review will determine if your proposed building meets all zoning requirements and will identify any land use issues before you proceed.

Compliance with the zoning by-law is a required part of the building permit process. All zoning requirements must be met before a building permit can be issued.

Please contact the planning department at 905-355-2821 ext. 227 or by email at planning@cramahe.ca



BUILDING PERMIT CHECK LIST

Minor Alterations or Accessory Buildings

(Carports * Porches * Decks * Sheds * Garages)

Completed building permit applications plus **all** supporting documentation can be submitted to the building department in two different ways:

1. You can submit your printed documents in person, or
2. You can submit your documents digitally via email.

If submitting your building permit application by email you will need to:

- ★ Email all documents to building@cramahe.ca
- ★ All documentation must be submitted in Microsoft Word or PDF format

- Completed Building Permit Application
- 1 PDF copy of building plans to be emailed to building department
- Schedule 1 Designer Information form
- Completed owner's authorization form is required if the applicant is not the property owner
- Completed Setback Waiver Form
- Provide structural drawings showing above and below grade details with the following views:
 - **Section Views:** a vertical cut of the project from roof to footings showing details from exterior surfaces to interior surfaces
 - **Plan Views:** of each floor level looking down from the top
 - **Elevation Views:** looking at front, side, and back of project as it appears above grade from the outside
- Indicate the framing lumber sizes, spacing, and all construction material used for the project
- A Site Plan showing the following information:
 - Location and dimensions of proposed construction
 - Distance to the nearest building(s) & Distance to all property lines
 - Location of Septic System (Tank & Bed) & Well
 - Distance from proposed structure to septic system and well

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
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
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
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
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)			
<ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. 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
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]		
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems
Description of designer's work		
D. Declaration of Designer		
I _____ declare that (choose one as appropriate):		
(print name)		
<input type="checkbox"/> 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. Individual BCIN: _____		
Firm BCIN: _____		
<input type="checkbox"/> 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. Individual BCIN: _____		
Basis for exemption from registration: _____		
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____		
I certify that:		
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.		
_____ Date	_____ Signature of Designer	

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d.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.



The Corporation of the Township of Cramahe Building Permit Authorization

If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner to make the application:

I, _____, am the owner of the land that is the subject of this application and I authorize _____ to make this application on my behalf.

Date

Signature of Owner

Date

Signature of Applicant



Township of Cramahe – Building Department

Set Back Waiver

Permit Number

To the Township of Cramahe:

The owner/agent hereby acknowledges that the issuance of a Building Permit and/or general site review by the Building Department Staff is not confirmation that all zoning 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 zone setback requirements.

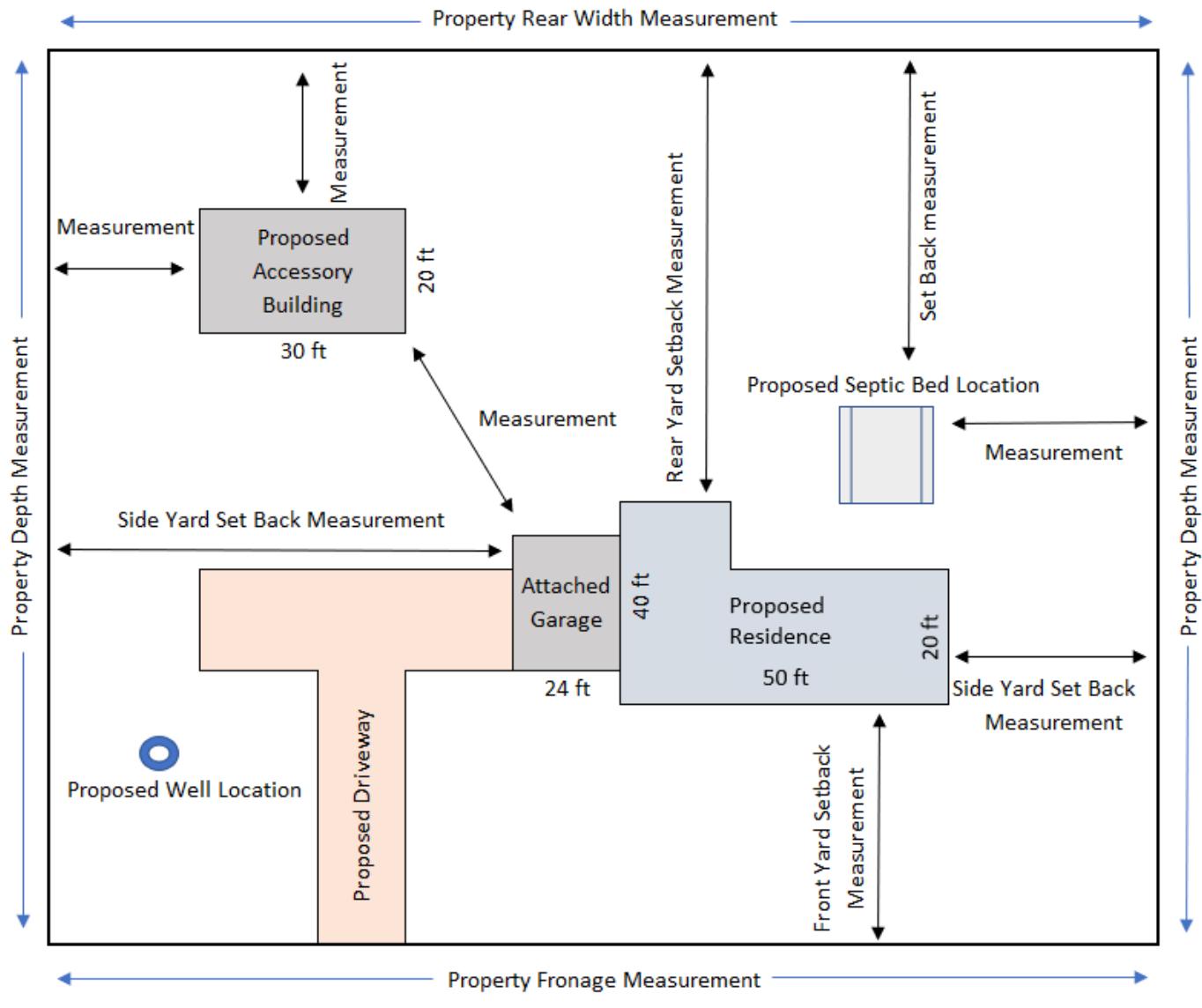
Date

Owner/Agent (Please Print)

Signature



Site Plan Example - New Construction



Street/Road Name



Applicable Law Checklist

This form is used to confirm approvals from other agencies that are required before a building permit can be issued

Address	Application No.	Date Received		
			YES	NO
Zoning Bylaws ◆ Township of Cramahe Planning Department				
Is/was relief required to permit a minor zoning variance in your proposal?	<input type="checkbox"/>	<input type="checkbox"/>		
Is/was rezoning required to permit the proposed building or land use?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the project/development subject to a section 39 amendment?	<input type="checkbox"/>	<input type="checkbox"/>		
Is this property subject to a Minister's Zoning Order or Provincial Zoning Regulation?	<input type="checkbox"/>	<input type="checkbox"/>		
Is a land division or subdivision required and not yet fully completed?	<input type="checkbox"/>	<input type="checkbox"/>		
Are municipal services required but not yet completed or available?	<input type="checkbox"/>	<input type="checkbox"/>		
Planning Approval ◆ Township of Cramahe Planning Department				
Does this development require site plan approval from the Planning Department?	<input type="checkbox"/>	<input type="checkbox"/>		
Heritage ◆ Township of Cramahe Planning Department				
Are you demolishing a building that is listed on the Township's heritage inventory?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the building designated or in the process of being designated?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the property located in a heritage district or study area?	<input type="checkbox"/>	<input type="checkbox"/>		
Construction and Fill Permits ◆ Lower Trent Conservation				
Does the property abut Lake Ontario, watercourse, wetland or shoreline or is it located in a regulated area?	<input type="checkbox"/>	<input type="checkbox"/>		
Building & Land Use Permits ◆ Ontario Ministry of Transportation and Northumberland County				
Is the property on a County Road?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the property within 400 m of the 401 Highway?	<input type="checkbox"/>	<input type="checkbox"/>		
Is a septic permit required?	<input type="checkbox"/>	<input type="checkbox"/>		
Has a septic permit been issued by the County of Northumberland?	<input type="checkbox"/>	<input type="checkbox"/>		
Environmental Approvals ◆ Ontario Ministry of Environment, Conservation and Parks				
Is an Record of Site Condition required to be filed because of a change to more sensitive land use?	<input type="checkbox"/>	<input type="checkbox"/>		
Is the property a former or adjacent to a waste disposal site?	<input type="checkbox"/>	<input type="checkbox"/>		
Is this project a major industrial, commercial or government project?	<input type="checkbox"/>	<input type="checkbox"/>		
Is this a renewable energy project?	<input type="checkbox"/>	<input type="checkbox"/>		
Clean Water Act ◆ Trent Conservation Coalition Source Protection Region/LTC				
Is a Section 59 Clearance required to be issued by the Risk Management Official?	<input type="checkbox"/>	<input type="checkbox"/>		
Does the project involve construction of a new building or addition within a Well Head Protection Area?	<input type="checkbox"/>	<input type="checkbox"/>		
Agriculture and Farms ◆ Ontario Ministry of Agriculture, Food and Rural Affairs				
Is this a farm building that will house animals or manure?	<input type="checkbox"/>	<input type="checkbox"/>		
Is this property within 750 metres of a barn and/or manure storage?	<input type="checkbox"/>	<input type="checkbox"/>		
Education / Child Care Centres ◆ Ontario Ministry of Education				
Is a daycare proposed in any part of the building?	<input type="checkbox"/>	<input type="checkbox"/>		
Is this permit for the demolition of a school operated by the public or separate school boards?	<input type="checkbox"/>	<input type="checkbox"/>		
Seniors Centres ◆ Ontario Ministry of Community and Social Services				
Is this a seniors project where Ontario Government Funding is being sought?	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical Conductor Clearances ◆ Electrical Safety Authority				
Are any overhead electrical conductor wires within 3.7 m of the proposed building?	<input type="checkbox"/>	<input type="checkbox"/>		
DECLARATION				
I have considered the list of applicable laws in the Ontario Building Code and as described above, and do hereby declare that:				
<input type="checkbox"/>	1. None of these applicable law approvals apply to this project.			
<input type="checkbox"/>	2. Applicable laws checked with a 'yes' apply to this project, and approval documents are submitted with this application.			
<input type="checkbox"/>	3. Applicable laws checked with a 'yes' apply to this project, however all approval documents have not yet been obtained.			
The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation or partnership with respect to this application (if applicable).				
Name of Applicant:	Signature:	Date:		