



"A Place For All Seasons"

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BUILDING PERMIT APPLICATION CHECKLIST

Applicant & Owner: _____ Date: _____

Project Location: _____

The following documentation is required in order for a building permit application to be deemed complete:

- Building Permit Application** form with all fields completely filled in;
- Letter of Authorization** if applicant is not the property owner;
- Schedule 1: Designer Information** form filled out by a qualified designer with a Building Code Identification Number (BCIN) (Property owners are exempt from needing a BCIN, but are to complete the Schedule 1: Designer Information form if they are also the designer);
- Energy Efficiency Design Summary** form (if applicable);
- Building Permit Fees** as per Schedule "A" of Building By-Law 26-2007, as amended;
- Two Sets of Building Plans** including elevations, foundation plans, floor plans, structural details, and cross sections with insulation design;
- Engineered Lumber** (LVL, LSL, I-joists, etc.) specification sheets and layouts, engineered truss shop drawings (if applicable);
- HVAC Design** including heat loss calculations, duct design, and hydronic heating design (if applicable);
- Plumbing** layout including: labelling drain and vent sizing and cleanout locations (if applicable); **Note:** Plumbing layout is not required for a single-family dwelling.
- Site Plan** accurately drawn in relation to a copy of a survey showing the proposed building location complete with setbacks to all property lines, all other buildings on the property, right-of-ways, sewage system tank and bed, hydro lines, and highwater mark of any waterbody and watercourse;
- Copy of new **Sewage System Permit** or **Review of Existing Sewage System** form (if applicable);
- Municipal Water and Sewer Connection Application** (if applicable); and
- Entrance Permit** approval if the lot is currently vacant land.

NOTICE: Incomplete applications will not be reviewed until all required documents have been provided. Complete applications will be reviewed in the order that they are received.

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.	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): _____		

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)

- 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., 2nd Floor. Toronto, M5C 2E5 (416) 585-6666.

Energy Efficiency Design Summary: Prescriptive Method

(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 prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

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. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package): Package: _____ Table: _____

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____ 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
Area of W, S & G = _____ m ² or _____ ft ²	Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement
		<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit
		<input type="checkbox"/> Air Sourced Heat Pump (ASHP)
		<input type="checkbox"/> Ground Sourced Heat Pump (GSHP)

D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions

- ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))
- Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))

<input type="checkbox"/> Airtightness substitution(s)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____
Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____
	Required: _____ Permitted Substitution: _____

Building Component	Minimum RSI / R values or Maximum U-Value ⁽¹⁾	Building Component	Efficiency Ratings
Thermal Insulation	Nominal Effective	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 Heating System	

(1) U value to be provided in either W/(m²·K) or Btu/(h·ft²·F) but not both.

E. 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
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Guide to the Prescriptive Energy Efficiency Design Summary Form

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.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

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. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. 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. Under the SB-12 Prescriptive option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

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 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm ² /m ²	1.81 in ² /100ft ²	0.93 L/s/m ²	0.18 cfm50/ft ²
Attached dwelling	3.0	2.12 cm ² /m ²	3.06 in ² /100ft ²	1.32 L/s/m ²	0.26 cfm50/ft 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 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

E. 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.

THE CORPORATION OF THE TOWN OF BANCROFT

BY-LAW NO. 31-2015

Being a By-Law to amend By-Law 26-2007; being a By-Law Respecting Building Permit Classes, Applications Fees and Notices Required for Inspection.

WHEREAS By-Law 26-2007; and By-Law 31-2015 set out in Schedule "A" the Class of Permit and Prescribed Fees;

AND WHEREAS the Council of the Town of Bancroft deems it expedient to amend certain fees as set out in Schedule "A" of By-Law No. 26-2007

NOWHEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF BANCROFT HEREBY ENACTS AS FOLLOWS:

1. **THAT** Schedule "A" of By-Law 26-2007; be amended to read as follows:

<u>Class of Building or Structure</u>	<u>Cost per Square Foot</u>
Residential Buildings/Seasonal Dwellings, Guest & Additions	\$1.00 per sq. ft. per floor
Demolition Permit	\$200.00
Farm/Commercial/Industrial	\$0.60 per sq. ft. per floor
Garages, Decks, Porches, Accessory And Detached Buildings	\$0.50 per sq. ft. per floor
Renovations/Enlargements/Extensions (Estimated Value Based on CBO Evaluation)	1.5% construction value
MINIMUM BUILDING PERMIT FEE	\$100.00
Change of Use (Where no construction is carried out)	\$200.00
Plumbing	\$100.00 plus \$10.00 per fixture
Wood Burning Appliances & Chimney Installation	\$150.00
Swimming Pools (Private or Public in-ground only)	\$150.00
Solar Panels (Roof Mounts only)	\$100.00 + \$10.00 per \$1,000.00 of value
Communication Towers, Wind Turbines etc.	\$100.00 + 1.5% Construction Value

Sewage System

a) Class 2 System (grey water)	\$300.00
b) Class 3 System (cesspool)	\$300.00
c) Class 4, 5 System daily flow not > 4500 Litres	\$600.00
d) Class 4, 5 System daily flow 4500 liters to 10,000 liters	\$600.00
e) Repair to Sewage System (Tank or Bed)	\$300.00
Construction Started Without Permit	\$400.00
Requested Inspection or Re-inspection Fee (Work not completed for inspection)	\$100.00
Administration Fee (review application for completion)	\$150.00
Building Permit Renewal	\$150.00
Occupancy Permit	\$150.00

2. **THAT** Mayor and Clerk be and are hereby authorized to sign this By-Law and affix the corporate seal thereto.
3. **THAT** this By-Law is enacted upon the third and final reading hereof.

Read a first, second and third time, and be finally passed, signed, sealed and numbered By-Law 31-2015. this the 14th day of April, 2015.

Original Signature In File
BERNICE JENKINS, MAYOR

Original Signature In File
HAZEL LAMBE, CLERK