

Building in Seguin

Obtaining a Building Permit in Seguin is a 3 step process. By following the steps and associated checklist, you will greatly enhance the efficiency of obtaining your Permit. It is the Township of Seguin's goal to issue Building Permits in the most expeditious manner possible.

Ensure Compliance with all Zoning By-Laws

- All building activity must comply with Township of Seguin's Zoning By-Law 2006-125
- Zoning By-Law 2006-125 defines permitted uses, locations, lot coverage, limits, setbacks, etc
- Copies of the Zoning By-law are available online at www.seguin.ca or at the Township office

Ensure Compliance with all Other Applicable Law

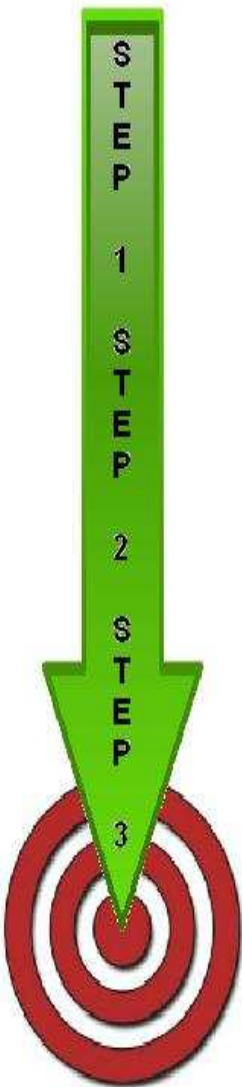
- Depending on activity, approvals from other Jurisdictions maybe required
- Examples include Entrance Permits, Department of Fisheries & Oceans, Ministry of Natural Resources, Ministry of Transportation, Planning Act

Ensure Compliance with the Ontario Building Code

- Provincial Legislation requires that all building activity must comply with the Ontario Building Code
- Seguin Township has the responsibility to ensure compliance within it's jurisdiction

BUILDING PERMIT ISSUED

"There are three participants in the above process: the Owner, the Designer and the Building Official. The obligation of the Building Official is to ensure compliance with the Ontario Building Code. The obligation of the designer is to take professional responsibility for the design and general review. The obligation of the owner is to provide a complete application and if necessary, to engage appropriate people to complete various tasks on their behalf."





CAUTION must be taken when doing any work within 20 meters of the shoreline or in Environmental Protection (EP) zones.

THE PRESERVATION OF OUR NATURAL ENVIRONMENT

Seguin Township's mission is to preserve the natural environment in the shoreline area of our lakes and rivers. In order to accomplish this, and in conjunction with the Official Plan and Zoning By-law we have implemented three Site Alteration By-laws; Blasting, Fill and Tree Cutting. These By-laws apply to areas within 20 meters of the shoreline or in lands zoned EP.

Each of these By-laws has a specific purpose as follows:

- **Tree Cutting By-law #2008-103** intent is to protect and preserve the water quality and visual environment by prohibiting the clear cutting of trees and vegetation on shoreline areas and on EP lands.
- **Blasting By-law #2008-104** intent is to protect and preserve the visual environment and the natural environment by prohibiting the blasting away of cliffs and areas of rock in shoreline areas and EP lands.
- **Fill By-law #2008-105** intent is to protect and preserve water quality by prohibiting the placing or removal of fill in shoreline areas and on EP lands.

In the past there has been excessive damage done to some of the shoreline areas on our lakes. With the help from these By-laws and our Seguin Residents we can prevent future damage and enjoy the natural beauty these lakes have to offer.

If you are planning any Shoreline Development projects, please contact By-law Enforcement @705-732-4300 or 1-877-473-4846 for a consultation and remember to always **respect the view from the canoe!**

For more information on these By-laws, please visit our website at www.seguin.ca or pick up a copy at our office.

GUIDE TO APPLYING FOR A BUILDING PERMIT:

The following information is provided to assist you when submitting an application for a building permit. We have attempted to describe the required information which may be required in support of the application.

The best way to expedite your application is to provide accurate and complete information.

Incomplete applications will not be accepted or held in the building department.

HOW TO COMPLETE THE APPLICATION FOR A PERMIT TO CONSTRUCT OR DEMOLISH

Section A) Provides information on the proposed project. If the property does not already have a building or unit number then one will be assigned at the Township Office. Remember to include your estimated value for this project.

Section B) Is used to describe the type of permit you are applying for. Check off the appropriate box and also describe the scope of the project.

Section C) This information pertains to the individual or corporation submitting the application. If the applicant is not the owner a letter of authorization must be provided. The letter of authorization must be specific to the type of building(s) being applied for.

Section D) Must be completed if the owner is anyone other than the applicant.

Section E) Provides information on the Builder (Building Contractor).

Section F) In general, a new home which is designed to be used on a year round basis and is going to be sold as a new home, or is constructed in its entirety by a contractor for the owner must be registered with the O.N.H.W.P or Tarion Warranty Corporation. Reference should be made to the O.N.H.W.P. Act for clarification of details. Section F must be completed whether the home is being registered or not.

Section G) (i). As of January 1st, 2006, Schedule 1, Designer Information must be completed and included with every application. For most applications, more than one Schedule 1 will be required. For example, a new house would require a Schedule 1 for: House, HVAC House and Plumbing House, unless one designer is qualified for all of these categories. For more information on these designer requirements, contact the Building Development Branch of the Ministry of Municipal Affairs and Housing at 416-585-6666.

Section G) (ii.) To be completed if a sewage system is to be installed, repaired, altered or replaced. (Sewage System Applications must be submitted to North Bay – Mattawa Conservation Authority in Parry Sound 705-746-7566).

Section H) (i). Your project must be complete and in the correct form by the owner or authorized agent, all fields have been completed on the application and all required schedules attached. Payment of all applicable fees must accompany the application.

Section H) (ii.) Requires you to include Plans and Specifications prescribed by By-Law 2011-016.

List of Plans or Working Drawings to Accompany Applications for Permits as per Schedule C of By-Law 2011-016 are as follows:

Site Plan Requirements

A site plan will be required in support of all applications. It may be based on a survey of the property or an accurate, to scale drawing:

1. Show the entire property including dimensioned property lines.
2. Show the location and size of all existing structures on the property.
3. Show the location and size of all proposed structures.
4. Show the distances (in feet or meters) from all existing and proposed structures to all property lines.
5. Show and identify all roads, rights-of- way, driveways, or access routes.
6. Show the location of any septic system and its distance to property lines, structures and wells.
7. Likewise show the location of the well and its distance to property lines and structures.
8. Indicate north on the site plan.
9. Include distances to all utilities, including overhead wires.

REQUIRED PERMIT DRAWINGS:

BUILDING PLANS: Two complete sets of structural drawings must be submitted with each application. The drawings shall contain sufficient details so that compliance with the Ontario Building Code can be determined when reviewed by the building department. Drawings must be large enough and clear enough to be legible.

The following information may be used as a guide when preparing drawings, for a project designed under Part 9 of the Ontario Building Code, which does not require professional design. Any project that requires design by an Architect and/or a Professional Engineer (Part 3 Buildings, such as assembly, institutional or large buildings over 600 square meters and multiple dwellings) will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.

The Designer that prepares the permit drawings is responsible to ensure that they provide sufficient information to the Builder to ensure compliance with the requirements of the Ontario Building Code. As of January 1st, 2006, all Designers will be required to show proof of meeting the qualifications required by the Ministry of Housing.

1. FLOOR PLANS:

- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows and plumbing fixtures and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plans for simple projects, as well as mechanical and electrical information. The plans must be dimensioned and to scale, with a separate plan for each storey, including the basement. If the project is an addition, the layout of the existing floor plan is also required.

2. FOUNDATION PLANS:

- The size and type of materials used for the foundation including damp proofing and insulation.
- The location of all footings, including column and pier footings.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added on this drawing.

3. FRAMING PLANS:

For simple projects, the framing can be shown on the floor plans.

- The size and location of all structural members must be clear.
- The size and spans for beams should be indicated.
- The specifications for engineered lumber must be provided (e.g. trusses, LVL beams).
- All loads must be directly transferred to the foundations; sufficient information must be provided on the drawings to verify this.

4. ROOF PLANS:

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.
- Design snow load to be noted on drawings.

5. SECTIONS AND DETAILS:

- Cross sections will illustrate all the materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of; insulation, air barrier, vapor barrier, structural members, sheathing, backfill height, bracing and required connections.

6. BUILDING ELEVATIONS:

- Show proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc., should be clearly illustrated.

7. ELECTRICAL DRAWINGS:

- Show location of smoke alarms, carbon monoxide detectors and 3-way switches

8. HEATING, VENTILATION AND AIR CONDITIONING DRAWINGS:

- Indicate locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design.
- Location and description of HVAC units and ventilation design summary.
- Indicate type and location of fire stops and/or rated closures when applicable.

9. TYPE AND LOCATION OF ANY FUEL BURNING APPLIANCES OR FIREPLACES:

- Include method of construction for fireplaces.
- Type of chimney and height above roof.

Section H (iii) & (iv). Documents establishing compliance with applicable law. A complete list maybe found in the Ontario Building Code. Some of the more common examples would be:

a. Planning Act

- Zoning By-Laws – permitted uses
- Lot coverage restriction
- Setbacks
- Height restrictions
- Site plan agreements – required on all commercial properties and in some residential zones.

b. Building Code Act

- sewage system permits, permits must be issued before a Building Permit
- Payment of fees

c. Municipal Act

- Entrance permits issued by the Seguin Township, Public Works Department if proposed driveway will be attached to a improved public street.

d. Public Land Act

- Ministry of Natural Resources approvals for crib docks exceeding 15m² (160 ft²) of cribbing
- Land Use Permit (letter of authorization to occupy the crown bed for any 1 1/2 storey boathouse.

e) Public Transportation and Highway Improvement Act

- A Building Land Use Permit is required if proposed structure is located within 45m (147.6') of a Highway or 180m (590.5') of the centre point of a intersection.
- Entrance permit if proposed driveway will be attached to a highway.

Your application will be processed and reviewed to ensure compliance with the Building Code, Zoning By-Law and any other Applicable Law. We will contact you if there are any problems or when the permit has been issued and is ready to pick up. The approved drawings must be kept on the project site and available to the building inspector at all times. The building permit must be posted at the project site in a visible location.

Please provide your building permit number when requesting inspections. It is up to you to notify us when your project is ready for any of the inspections listed. In general inspections are required before you cover something up that we will not be able to see later. **IMPORTANT – NO BUILDING CAN BE OCCUPIED OR USED UNTIL A FINAL INSPECTION OR OCCUPANCY INSPECTION HAS BEEN PASSED.**

List of Required Inspections

(Further inspections may be required for non-residential buildings)

- | | |
|---------------------------------------|---|
| - Pre Footings | - ICF Insulated Concrete Forms |
| - Pre Backfill | - Framing |
| - Plumbing (Above and Underground) | - HVAC (Heating Ventilation Air Conditioning) |
| - Insulation / Vapour and Air Barrier | - Solid Fuel Appliances |
| - Occupancy | - Final |
| - Other | - Final (demolition) |

AIRTIGHTNESS REQUIREMENTS FOR 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. A blower door test to verify the air tightness of the house must be conducted during construction if the NRCan EnerGuide80 option is used, or if the SB-12 Performance or Energy Star options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

Helpful Information

Septic Approval Contact

- North Bay – Mattawa Conservation Authority
69 Bowes St
Parry Sound ON P2A 2L5
705-746-7566
www.nbmca.on.ca

Electrical Permit / Inspections Contact

- Electrical Safety Authority
P.O. Box 24143
Pine Bush Postal Outlet
Cambridge ON N1R 8E6
1-877-372-7233
www.esainspection.net

Building Permit Fees

- You may calculate your **Permit Fee** pursuant to the **attached** Schedule to By-law 2011-016, being a By-law respecting construction, Demolition, Change of Use and Inspections. For more complicated and complex constructions, the fee will be calculated at the time of the Plans Examination and you will be advised, at that time, of the amount. Please be aware that a Building Permit may not be issued until the fee has been received.

ENTRANCE/DRIVEWAY APPROVAL

In order for your Building Permit Application to be considered complete, an approved entrance to a Township of Seguin approved public street is required. This is not required for existing sites where a principal building or structure and a previous approved entrance exists. If you do not have an entrance to your property, it is necessary to complete the Entrance Application forms.

The Entrance Approval will be in the form of a letter from the Public Works Department, which will approve the type of entrance required for the proposed lot development (i.e. an approval for a bush lot entrance may not be satisfactory for a proposed residential property).

Locations that do not have a principal building or structure, or that have an existing access but only minimal development, will require a site inspection from Public Works to determine the suitability of the entrance. If the entrance is suitable, the Building Department and the applicant will be notified of an approved entrance. If not, a new driveway application must be submitted, and the remediation work must be completed and approved by the Director of Public Works.

Approval will be subject to the Applicant meeting the current By-Law requirements for entrance onto Township of Seguin Roads. We provide for a commitment to customer service and will make every effort to respond to all Approval requests, in a timely manner.

Peter Koppisch P.Eng.
Director of Public Works

Please direct all inquiries to:

Public Works Department
Township of Seguin
5 Humphrey Drive RR 2
Parry Sound ON P2A 2W8
(705) 732-4300

Inspection Procedure

It is ***your*** responsibility to book the necessary inspections. In general, an inspection is required before covering something up.

All ***documents & plans*** stamped by the Township of Seguin ***must remain on site in*** order for the inspections to take place.

Please call **705-732-4300 ext 224** to book your inspection.

The following list outlines typical inspections. Other inspections may be required for non-residential structures.

- Readiness to construct the footings, prior to pouring
- Completion of the footings and foundation, installation of weeping tile and gravel cover, prior to backfilling
- Completion of Insulated Concrete Forms (ICF) foundations, prior to pouring
- Completion of structural framing
- Completion of the HVAC system
- Installation of underground and above ground plumbing systems. A pressure test is required to be **on** for observation by the inspector, prior to arrival.
- Completion of insulation/vapor barrier
- Occupancy - Conditions for residential occupancy generally include the following; required exits, handrails and guards, smoke detectors / carbon monoxide detectors, exhaust fume barriers and self closing devices. Water supply, sewage disposal, heating and lighting must all be operational.
- Final – (completion of the entire project)
- Solid Fuel Appliance
- Demolition

NOTE: NO BUILDING CAN BE OCCUPIED UNTIL AN OCCUPANCY OR FINAL INSPECTION HAS BEEN PASSED

THE CORPORATION OF THE TOWNSHIP OF SEGUIN

BY-LAW NO. 2011-016

SCHEDULE A

BUILDING PERMIT FEES

	<u>TYPE OF STRUCTURE</u>	<u>RATE TO DETERMINE \$ VALUE</u>	<u>FEE CALCULATION</u>
(A)(i)	Dwellings, boathouses (habitable space only), other habitable space up to and including 1,000 square feet Note: Includes sleeping cabins	\$125.00 per square foot of finished floor area	\$11.00 per \$1,000.00 of value or part thereof. Minimum \$100.00
(A)(ii)	Dwellings, boathouses (habitable space only), other habitable space over 1,000 square feet Note: Includes sleeping cabins	Total number of square feet minus (-) 1,000 sq ft x .025 plus (+) \$125. x total number of square feet	\$11.00 per \$1,000.00 of value or part thereof. Minimum \$100.00
(A)(iii)	Additions to Dwellings, boathouses (habitable space only), other habitable space where total square footage of building, after addition, is up to and including 1,000 square feet Note: Includes sleeping cabins	\$125.00 per square foot of finished floor area	\$11.00 per \$1,000.00 of value or part thereof. Minimum \$100.00
(A)(iv)	Additions to Dwellings, boathouses (habitable space only), other habitable space where total number of square footage of building, after addition, is more than 1,000 square feet Note: Includes sleeping cabins	Total number of square feet (after addition) minus (-) 1,000 sq ft x .025 plus (+) \$125. x total number of square feet of addition	\$11.00 per \$1,000.00 of value or part thereof.
(A)(v)	Dwellings, boathouses (habitable space only), other habitable space over 8,000 square feet Note: Includes sleeping cabins	\$300.00 per square foot of finished floor area	\$11.00 per \$1,000.00 of value or part thereof.
(A)(vi)	Commercial & Industrial Buildings	\$100.00 per square foot of total floor area.	\$11.00 per \$1,000.00 of value or part thereof. Minimum \$100.00
(B)	Garages, farm buildings, accessory buildings, enclosed porches, etc., and additions to these & Commercial & Industrial Storage buildings Fee for boathouse to be <u>added to</u> fee for dock. Calculation for the boathouse, first storey, to be total floor <u>including</u> slip area.	\$35.00 per square foot of total floor area (enclosed dock to be considered floor area including the area of the slips)	\$11.00 per \$1,000.00 of value or part thereof. Minimum \$50.00
(C)	Docks, decks, open porches and sheds over 108 square feet & Open Boat Storage buildings.	\$30.00 per square foot of total floor area	\$11.00 per \$1,000.00 of value or part thereof. Minimum \$50.00
(D)	Temporary Tents	\$7 per square foot of total floor area	\$11.00per \$1000.00 of value or part thereof
(E)	Solid Fuel Burning Appliances	Flat rate	\$50.00 per unit
(F)	Conditional		\$300.00 plus the Cost of permit for entire building as per above fees plus security deposit

(G)	Revisions to plans		\$50.00 per page or \$100.00 per page if required after inspection
(H)	Repairs or renovations, including new foundation to (A) or (B) or change of use	Value to be determined by Chief Building Official	\$11.00 per \$1,000.00 of value or part thereof. Minimum \$50.00
(I)	Demolition	Flat Rate	\$25.00
(J)	Plumbing (only)	\$5.00 per fixture	Minimum \$100.00
(K)	Building relocation, on same property	Flat Rate	\$150.00
(L)	Final Inspection (on permits issued 5 -10 years prior to request. Request must be in writing)	Flat Rate	\$150.00
	Final Inspection (on permits issued 10 years or more. Request must be in writing)	Flat Rate	\$300.00
(M)	General - a) At the discretion of the Chief Building Official, an Administrative Fee for Constructing prior to obtaining a Building Permit may be applied:		
	i) Any class of permit with a construction value of less than \$5,000.00	\$150.00	
	ii) Any class of permit with a construction value of between \$5,001.00 and \$15,000.00	\$250.00	
	iii) Any class of permit with a construction value of more than \$15,001.00.	\$350.00	
	b) <u>Additional Inspections:</u> The fee for inspections deemed necessary by the Chief Building Official or for a call-back inspection where the work is not complete (applicable to existing buildings or defective/deficient new buildings) shall be \$150.00 per inspection.		

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.

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Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

H. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
I. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()		Cell number ()
J. 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			
K. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><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.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Firm BCIN: _____</p> <p><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.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="padding-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 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. <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of Designer </p>			

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 authorization, 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: Sewage System Installer Information

L. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
M. Sewage system installer			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)
N. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
O. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
P. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="margin-left: 100px;">(print name)</p> <p><input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p><input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule 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. <p style="margin-top: 20px;">_____</p> <p style="display: flex; justify-content: space-between; width: 80%; margin-left: 20px;"> Date Signature of applicant </p>			

Schedule 3: Forming part of Application for Building Permit

TO: SEGUIN TOWNSHIP

5 Humphrey Dr RR2 Parry Sound ON P2A 2W8

Telephone: (705) 732-4300 Fax: (705) 732-6347

AUTHORIZATION

FOR AN APPLICATION FOR BUILDING PERMIT

BY A PERSON OTHER THAN THE LEGAL OWNER

I _____ being the legal owner
of property described as Lot _____, Concession _____, in the
Township of Seguin, formerly in the Township of _____, Plan
_____, Part # _____,
located at Civic Address _____,
and having Tax Assessment Roll # _____,
do hereby authorize _____, to
make Application to the Township of Seguin for a Building Permit to authorize the
construction of _____, on the above-
noted property.

Signature of Legal Owner

Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form is completed by the person responsible for the energy efficiency design of the project, and must be submitted with the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit will be refused. 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 at www.mah.gov.on.ca, or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the *SB-12 Prescriptive* design tables,
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *Energy Star* standards, or
4. Evaluate the design according to *EnerGuide* technical procedures and achieve a rating of 80 or more.

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 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- *SB-12 Performance* refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- *Energy Star* houses must be designed to *Energy Star* requirements and be labelled on completion by Enerquality or other agency. The *Energy Star* BOP form must be submitted with the permit documents.
- *EnerGuide80* houses are validated by NRCan authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with *EnerGuide* administrative and technical procedures.

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 and 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 2.1.1.1. 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, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the *SB-12 Prescriptive* option is being used.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.



Schedule 4: Forming part of Application for Building Permit Energy Efficiency Design Summary (Part 9 Residential)

This form to be completed & signed by the person who reviews and takes responsibility for the energy efficiency design of the project Information on completing this form is contained on the reverse

Q. For use by Principal Authority

Application No:	Model/Certification Number
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Project Information

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

B. Compliance Option

<input type="checkbox"/> <i>SB-12 Prescriptive</i> [SB-12 - 2.1.1.]	Table: _____ Package: _____
<input type="checkbox"/> <i>SB-12 Performance*</i> [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> <i>Energy Star®*</i> [SB-12 - 2.1.3.]	* Attach BOP form. House must be labeled on completion by Energy Star
<input type="checkbox"/> <i>EnerGuide 80®*</i>	* House must be evaluated by NRCan advisor and meet a rating of 80

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"/> ≥ 90% AFUE <input type="checkbox"/> ≥ 78% < 90% 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"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Windows+Skylights+Glass Doors		Other Building Conditions
Gross Wall Area = m ²	% Windows+ _____ %	<input type="checkbox"/> ICF Basement <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post&Beam
Gross Window+ Area = m ²		<input type="checkbox"/> ICF Above Grade <input type="checkbox"/> Slab-on-ground

D. Building Specifications

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors¹	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		Mechanicals	
Walls Above Grade		Space Heating Equip. ²	
Basement Walls		HRV Efficiency (%)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES	
Slab (all ≤600mm below grade, or heated)		1. Provide U-Value in W/m2.K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	

Performance Design Verification [complete applicable sections if *SB-12 Performance*, *Energy Star* or *EnerGuide80* options used]

SB-12 Performance:

The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ Gj (1 Gj =1000Mj)

The annual energy consumption of this house as designed is _____ Gj

The software used to simulate the annual energy use of the building is: _____

The building is being designed using an air leakage of _____ air changes per hour @50Pa.

Energy Star: BOP form attached. The house will be labeled on completion by:

Energy Star and EnerGuide80:

Evaluator/Advisor/Rater Name:

Evaluator/Advisor/Rater Licence #:

E. Declaration [by the person who reviews and takes responsibility for the energy efficiency design]

I certify that I have reviewed the design documents submitted with the permit application, that the information contained on this form is consistent with the design documents, and that information used in any annual energy use calculations, if applicable, is a true representation of the design documents.

Name

Signature

Date: