

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

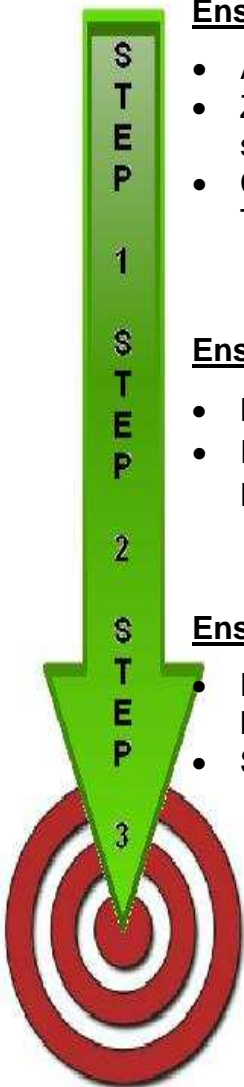
- Depending on activity, approvals from other Jurisdictions maybe required
- Examples include Entrance Permits, Department of Fisheries & Oceans, Ministry of Natural Resources, Ministry of Transportation, Planning Act

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."



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

Filling out Schedule 1 of the Building Permit Application

- **Schedule 1 Designer Information - *This Schedule must be completed and included with every Application.*** As of January 1st, 2006, Designer Information must be completed, indicating the proper Building Code identification Number(s) and included with every Application. If you are the owner and are taking responsibility for the design of the project, you must complete Schedule 1 and check the third box in Section D and write the explanation for your exemption as “Owner Design”.

Building Permit Fees

- You may calculate your **Permit Fee** pursuant to the **attached** Schedule to By-law 2005-054, 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

An Entrance Approved onto a Township of Seguin road is required in order to consider a Building Permit Application as complete for all new construction.

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

Where an entrance exists and no approval letter is available or the approval is more than one year old or where no entrance exists, the Applicant is required to make Application for approval of an Entrance/Driveway.

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.

Michelle Hendry, C.E.T.
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 502** 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
SCHEDULE "A" TO BY-LAW #2005-054

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 "boathouse", one storey, to be total floor area <u>including</u> slip area.	\$35.00 per square foot of total floor area (enclosed dock and slip area to be considered floor area)	\$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 (slip area to be considered floor area)	\$11.00 per \$1,000.00 of value or part thereof. Minimum \$50.00
(D)	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
(E)	Demolition	Flat Rate	\$25.00
(F)	Plumbing (only)	\$5.00 per fixture	Minimum \$100.00
(G)	Building relocation, on same property	Flat Rate	\$150.00
(H)	Final Inspection (on permits issued 5 -10	Flat Rate	\$150.00

	<u>TYPE OF STRUCTURE</u>	<u>RATE TO DETERMINE \$ VALUE</u>	<u>FEE CALCULATION</u>
	years prior to request. Request must be in writing) Final Inspection (on permits issued 10 years or more. Request must be in writing)	Flat Rate	\$300.00
(I)	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. 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 ()	
C. 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 ()	
D. 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 ()	
E. 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			

F. Tarion Warranty Corporation (Ontario New Home Warranty Program)

- i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G. Yes No
- ii. Is registration required under the *Ontario New Home Warranties Plan Act*? Yes No
- iii. If yes to (ii) provide registration number(s): _____

G. Attachments

- i. Attach documents establishing compliance with applicable law as set out in Article 1.4.1.3. of Division A.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

H. Declaration of applicant

I _____ certify 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.

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	E-mail
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 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.

Issuance Date: May 8, 2009

Revision Date:

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Schedule 2: Sewage System Installer Information

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. 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)
C. 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 ()	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that:</p> <p style="text-align: center;">(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> <p>1. The information contained in this schedule is true to the best of my knowledge.</p> <p>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</p> <p>_____</p> <p style="text-align: center;">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