FORM 1

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: The Township of Killaloe, Hagarty & Richards
(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 (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 *New Home Construction Licensing Act, 2017*? If no, go to section G.	☐ Yes	☐ No
ii. Is a licence required under the *New Home Construction Licensing Act, 2017*?	☐ 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).	☐ Yes	☐ No
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 *Building Code Act, 1992*, 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 *Building Code Act, 1992.*	☐ 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 *Building Code Act, 1992* 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)

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., 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	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]

☐ House	☐ HVAC – House	☐ Building Structural
☐ Small Buildings	☐ Building Services	☐ Plumbing – House
☐ Large Buildings	☐ Detection, Lighting and Power	☐ Plumbing – All Buildings
☐ Complex Buildings	☐ Fire Protection	☐ On-site Sewage Systems

Description of designer's work

D. Declaration of Designer

I _____ declare that (choose one as appropriate):

(print name)

☐ 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: _____

☐ 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: _____

☐ 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) (c).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 Professional Engineers Ontario.

Site Plan Requirements

Site plans are a requirement for most construction and demolition permits. Exemptions may include projects such as an interior renovation where square footage is not added or removed. Please contact building department to verify.
Applicants may use the form included in this document, or alternatively use other methods such as GIS Mapping software or registered plan of surveys. Please note, that the building official may require further information such as a registered survey of the property or drainage plan. Contact building official to verify.

Property lines must be identified on site for first inspection.

The following must be indicated on the site plan. See example of a site plan included in this document:

- Property lines
- Name of adjacent street(s)
- Properties civic address and/or legal description
- Location of all water bodies, water courses, etc.
- Location of existing buildings and proposed building locations on the lot
- Location of sewage system or proposed sewage system (tank and bed)
- Location of well
- Location of driveway
- Location of shoreline road allowances, as applicable
- Location of R.O.W.s, easements, etc
- If property is located on municipal services, indicate water/sewer lines on property
- Specify distances to hydro wires, sewage systems (tank and bed), waterways (lake, creek, river, etc), property lines (front, rear, side), private wells, R.O.W.S., easements, other structures on property, etc.

FORM 3

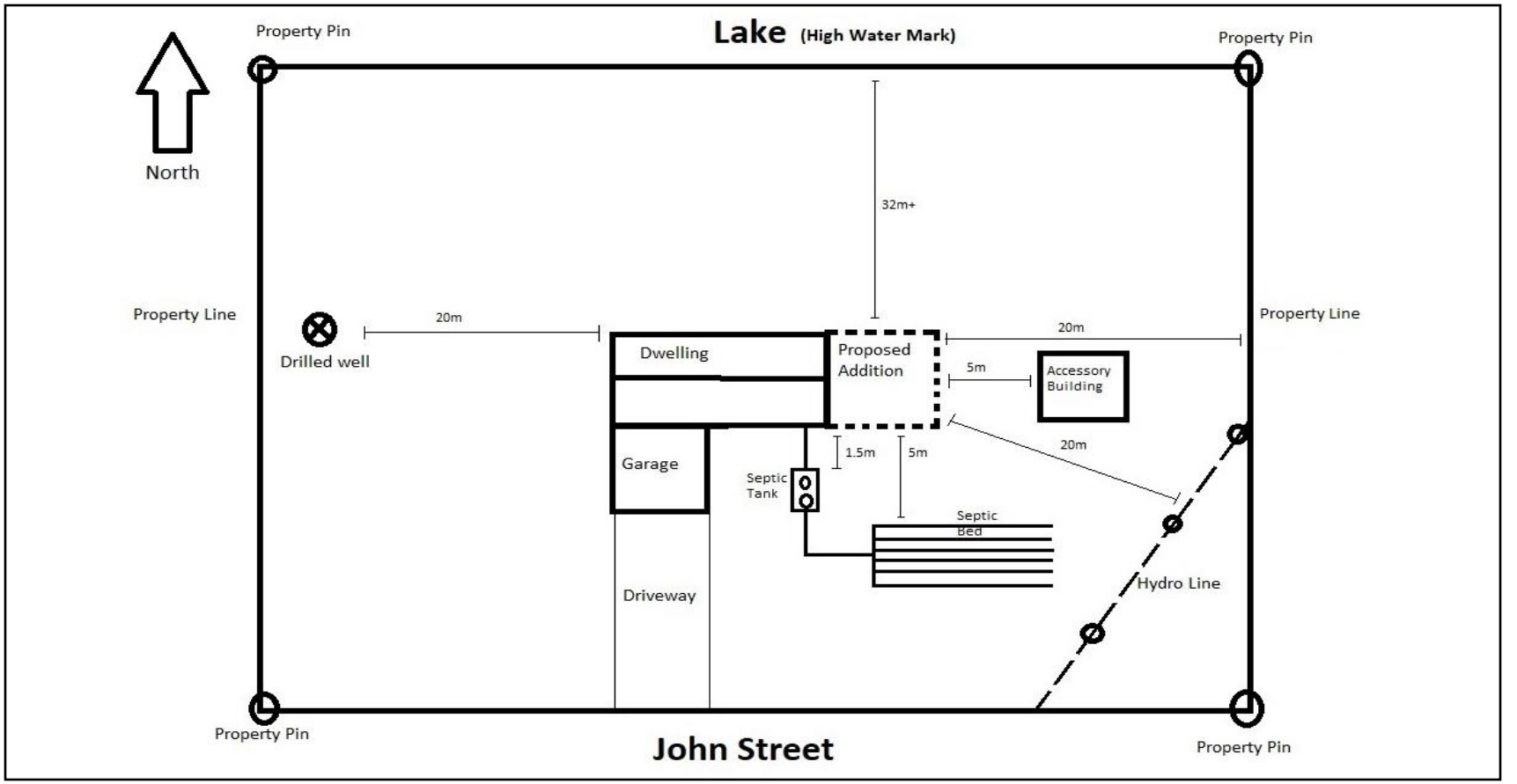
THE ACCURACY OF THE INFORMATION ON THIS FORM IS THE RESPONSIBILITY OF THE APPLICANT AND IS HEREBY MADE PART OF THIS APPLICATION. I HEREBY VERTIFY THAT THE INFORMATION APPEARING ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY ABILITY.

PROPERTY ADDRESS: _____

DATE: _____ OWNER(S) OR AUTHORIZED AGENT NAME: _____

FORM 3

SITE PLAN EXAMPLE – DWELLING ADDITION



THE ACCURACY OF THE INFORMATION ON THIS FORM IS THE RESPONSIBILITY OF THE APPLICANT AND IS HEREBY MADE PART OF THIS APPLICATION. I HEREBY VERTIFY THAT THE INFORMATION APPEARING ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY ABILITY.

PROPERTY ADDRESS: _____

DATE: _____ OWNER(S) OR AUTHORIZED AGENT NAME: _____

Application/Appeal #:
Taxation Year:

SECTION ☐ 357 / ☐ 358 / ☐ 359 APPLICATION TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Municipality: _____ Roll Number: __-___-___-____-____-____-__

Property Address: _____ Applicant Name: _____

Owner Name: _____ Contact Number: _____

Mailing Address: _____ Alternative Number: _____

_____ Email Address: _____

Reason for s357 application: (Check one box – applicable to s357 only)

- ☐ Ceases to be liable for tax at rate it was taxed – 357(1)(a)
- ☐ Became exempt – 357(1((c)
- ☐ Razed by fire, demolition or otherwise – 357(1)(d)(i)
- ☐ Damaged and substantially unusable – 357(1)(d)(ii)
- ☐ ~~Repairs/Reno's preventing normal use (min. 3 months) – 357(1)(g)~~
- ☐ Became vacant or excess land – 357(1)(b)
- ☐ Sickness or extreme poverty – 357(1)(d.1)
- ☐ Mobile unit removed – 357(1)(e)
- ☐ Gross or manifest clerical/factual error – 357(1)(f)

Details of Reason for s357, s358 or s359 application: _____

Effective from: __/__/__ to __/__/__ (MM/DD/YY) Applicant Signature: _____ Date: __/__/__ (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY

Assessment Roll As Returned

Revised Since Roll Return ☐

Enter Revisions Below

TREASURER'S RECOMMENDATION TO COUNCIL

Assessment Report School Bd: ☐ Eng ☐ Fr ☐ Other

☐ No Change in Assessment ☐ S357 Required for Next Year

RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
~~Revised~~								

Reason for Change: _____

Reason Original Assessment Revised: _____

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy

Recommended : ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount _____

Comments: _____

Treasury Position: _____ Signature: _____ Date: __/__/__

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION: Hearing Date (MM/DD/YY): __/__/__

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason: _____

Appeared for Applicant: _____ Appeared for Municipality: _____

Signature of Council/ARB Member: _____ Name/Title: _____

FORM 7

1 John St., P.O. Box 39
Killaloe ON K0J 2A0
Telephone: 613-757-2300 Fax: 613-757-3634
Email: info@khrtownship.ca
Website: www.killaloe-hagarty-richards.ca

Building Permit Deposit Release Form

As per Section 10.2 of the *Ontario Building Code Act*, *1992, S.O. 1992, C.23,* as amended, it is the sole responsibility of a building permit holder to request the required prescribed inspections from the Building Official throughout the duration of the project. The Township of Killaloe, Hagarty & Richards has implemented a building permit deposit system, which is collected in conjunction with the building permit fee payment, and is returned to the permit holder upon successful completion of the project, as determined by the Chief Building Official. The fee is determined in accordance with Schedule "D" of the User Fees and Charges By-Law.

If an inspection has not been requested within 12 months of the previous inspection, the building permit may, at the discretion of the Chief Building Official, be considered expired, revoked, or abandoned and the deposit may retained by the municipality.

I, (Print Name) _____, as the permit holder of a building permit, understand it is my sole responsibility to request all prescribed inspections, including finalization/occupancy, for the purposes of a building permit.

Signature of Permit Holder: **Date:**

For Principal Authority Only:

Permit No:	**Roll Number:**
Address:	
Deposit Paid By:	
Project Finalization Date:	**Deposit Return Date:**
CBO Signature:	**Date:**