

TOWNSHIP OF ASPHODEL- NORWOOD BUILDING DEPARTMENT



HOMEOWNER'S GUIDE TO BUILDING PERMITS

February 2012

What projects require a building permit?

In accordance with the *Ontario Building Code Act*, a building permit is required for the construction or alteration of any structure with a building area of over 10 square meters (108 square feet). Any construction which is attached to an existing building is required to have a building permit. It is the property owner's responsibility to obtain a permit.

The following is a list of some typical projects that require a building permit:

decks	new fireplaces
completion of rough-in fireplaces	installation of wood-burning stoves
porches	sunrooms and solariums
carports	attached or detached garages, sheds
dormers or finishing of attic spaces	additions
finishing a basement	interior structural alterations
agricultural buildings	replacement of brick veneer
roof mounted solar panels greater than 5 square meters (53.8 square feet)	
structural alterations to windows or doors	
adding or removing most walls, ie creating different room sizes and/or uses	
basement or main floor walkout alterations	
insulating of exterior walls	

*Any slab for a garage larger than 55 square meters (592 square feet) must be designed by a professional engineer.

*Projects which are started prior to obtaining a building permit are subject to an **additional \$250. fee.**

*Permits for pools are required for any swimming pool which can contain water more than 45.7 cm (18 inches) in depth.

What projects do NOT require a building permit?

A building permit is not required for a detached accessory structure which measures less than 10 square meters (108 square feet) although it must comply with the set-back requirements in the Township Zoning By-Law.

The following is a list of some typical projects that do NOT require a building permit:

decks less than 600 mm (24 inches) above finished grade	
air conditioning units or heat pumps added to existing force-air furnace	
pool heaters	painting and decorating
landscaping	asphalt roof shingling
eavestrough	minor repairs to masonry
kitchen or bathroom cupboards without plumbing	
replacing siding or windows (provided there are no structural changes)	

What projects require a plumbing permit?

plumbing and/or drains (except replacing fixtures)
installation, repair of storm, sanitary and water service
installation of clean-outs
conversion from septic to sanitary sewer

Energy Efficiency

Should you apply for a permit to build a house on or after January 1, 2012, the permit must comply with the energy efficiency performance level that is equal to a rating of 80 or more when evaluated in accordance with EnerGuide* or conform to the Supplementary Standard SB-12, which is referenced in the Ontario Building Code. The alternative compliance paths set out in this Supplementary Standard are referenced in an amendment to the Ontario Building Code which came into force on January 1, 2010.

How long does it take to get a building permit?

Upon receipt of a complete application for a permit, the Building Department will review your submission. Full payment of all applicable fees, including development charges, at the time the completed application is submitted, is required. Please allow up to ten days for the permit to be issued.

Demolition Permits

A demolition permit is required to demolish any structure over 10 square meters (108 square feet).

Building permit applications can be denied when:

- application is incomplete
- fees are not paid in full
- compliance with "other applicable law" is not met
- proposed contractor for a new dwelling is not registered with TARION

What is required to obtain a permit?

- Completed permit application form (see attached)
- Energy Efficiency Design Summary (if applicable, also attached)
- Health Unit sewage disposal permit
- ORCA permit (if applicable)
- MTO/County/Township entrance permit (if applicable)
- Residential mechanical heating ventilation (HVAC) design/layout
- Engineered drawing from truss manufacturer
- Site Plan showing location of new home/addition with respect to zoning provisions (see sample attached)
- 2 sets of scaled drawings prepared by a qualified person (see sample attached)
- Full payment of all applicable fees including development charges at the time the completed application is submitted

(*DEBIT/CREDIT CARD PAYMENT IS NOT ACCEPTED)

Inspections – When are they required?

- 1) **Footing inspection** – prior to placing concrete
- 2) **Backfill inspection** – prior to backfilling
- 3) **Building services inspection** – prior to covering
- 4) **Plumbing under slab** – prior to covering
- 5) **Framing inspection** - prior to insulating
- 6) **Plumbing rough-in** – prior to covering
- 7) **HVAC inspection** – prior to covering
- 8) **Insulation and vapour barrier inspection** – prior to covering
- 9) **Occupancy inspection** – prior to occupancy
- 10) **Final inspection** – project completed

***48 hour minimum
notice required for
scheduling an inspection**

Contacts

Township of Asphodel-Norwood – Chief Building Official 705 639 5343 extension 206
Building Inspector 705 639 5343 extension 203

Peterborough County-City Health Unit - sewage disposal permit – 705 743 1000

Ministry of Transportation 905 885 6381

Peterborough County Roads Department 705 743 0380

Township of Asphodel-Norwood Public Works Department 705 639 5492

Ministry of Natural Resources 1 800 667 1940 or 705 755 2001

Otonabee Region Conservation Authority 705 745 5791

Trent-Severn Waterway 705 750 4900

Electrical Safety Authority - Peterborough Processing Centre 1 877 372 7233

Ontario One Call 1 800 400 2255

Bell 310 2355

Reminder: the information in this booklet is general in nature and additional requirements may be determined for your specific project.

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: ☐ Owner or ☐ Authorized agent of owner

Last name	First name	Corporation or partnership
Street address	Unit number	Lot/con.
Municipality	Postal code	Province
Telephone number ()	Fax ()	E-mail ()

D. Owner (if different from applicant)

Last name	First name	Corporation or partnership
Street address	Unit number	Lot/con.
Municipality	Postal code	Province
Telephone number ()	Fax ()	E-mail ()

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.

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"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings		<input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection	
		<input type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <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:

- 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.
- 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.

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="display: flex; justify-content: space-between;"> Date Signature of applicant </p>			

Energy Efficiency Design Summary

(Part 9 Residential)

This form is used to summarize the energy efficiency design of the project. Information on completing this form is on the reverse

For use by Principal Authority	
Application No:	Model/Certification Number

A. 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: A B C D E F G H I J K L M (circle one)
<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
<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"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<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 [provide values and ratings of the energy efficiency components proposed, or attach *Energy Star* BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors ¹	
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 1. Provide U-Value in W/m2.K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	
Slab (all ≤600mm below grade, or heated)			

E. 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 #:

F. Designers [names of designers who are responsible for the building code design and whose plans accompany the permit application]

Architectural	Mechanical
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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 must accompany the building permit application. The information on this form **MUST** reflect the drawings and specifications being submitted, or the building permit may 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 (such as 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

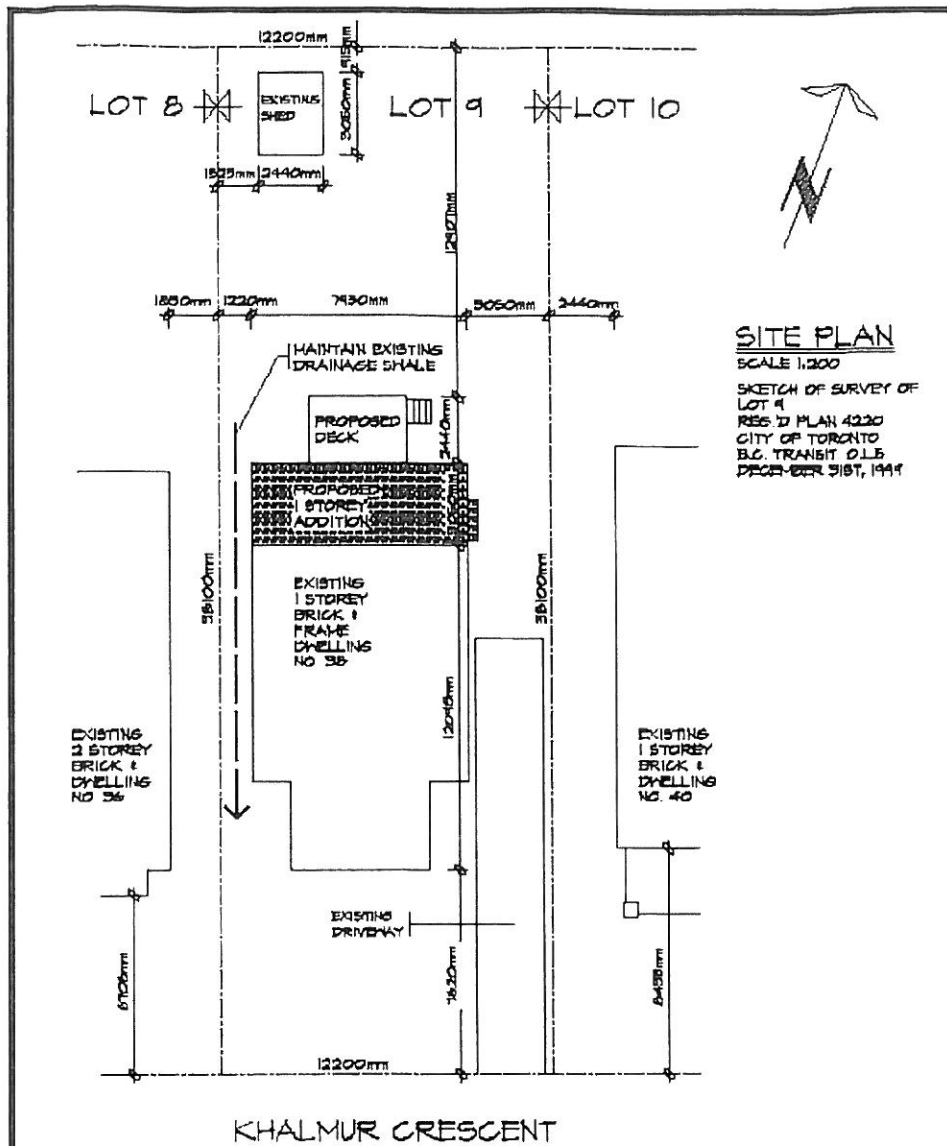
This section is not required to be completed if the SB-12 Prescriptive option is being used.

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.

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.



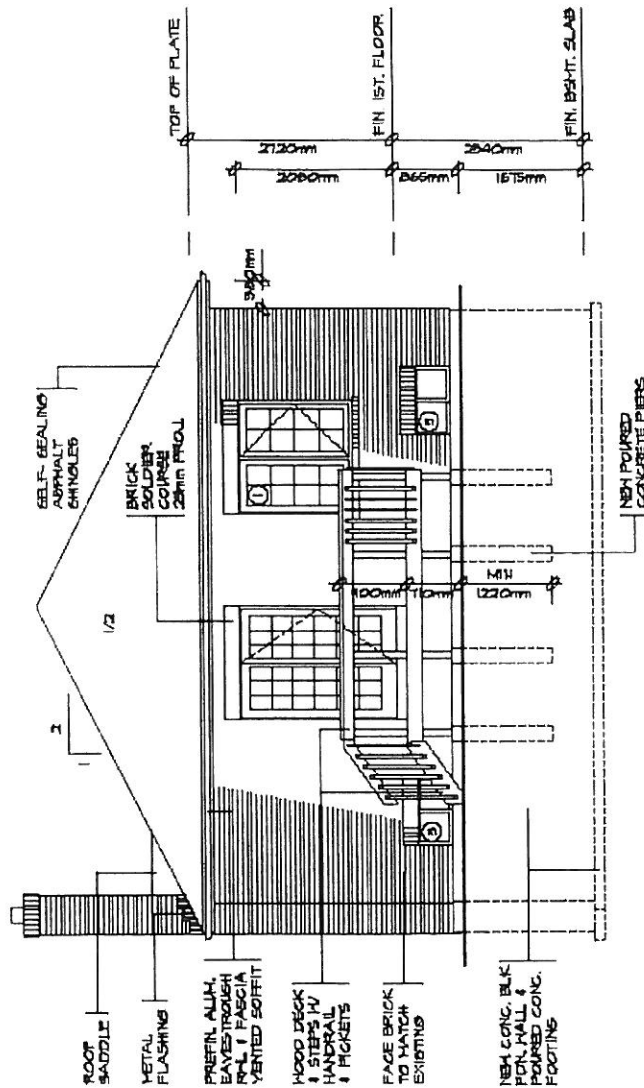
CONV NO 20.8	LOT NO LOT 4	PLAN NO 4220	LOT AREA 350.4m ²	LOT FRONTAGE 120.0mm	LOT DEPTH 381.0mm
DESCRIPTION	EXISTING	ADDITION	TOTAL	% ALLOWED	% SETBACKS
LOT COVERAGE	86.33m ²	34.13m ²	110.46m ²	19.0	FRONT YARD
BRIDGE FLOOR AREA	86.33m ²	34.13m ²	110.46m ²	19.0	REAR YARD
LANDSCAPED AREA	—	—	—	—	INTERIOR SIDE (east)
NO. OF STOREY HEIGHT	1 STOREY 4.80mm	1 STOREY 4.80mm	1 STOREY 4.80mm	1000mm	INTERIOR SIDE (west)
BOTH	7.93mm	7.93mm	7.93mm	—	EXTERIOR
DEPTH	120.0mm	381.0mm	501.0mm	7000mm	
PARKING	—	—	—	—	

NOTE: ZONING RESTRICTIONS VARY IN EVERY MUNICIPALITY. CONTACT YOUR LOCAL MUNICIPAL OFFICE FOR SPECIFIC SETBACKS AND OTHER LIMITATIONS IN YOUR AREA.

TACBOC
STANDARD DETAIL

TITLE
SAMPLE DRAWING
SITE PLAN

DWG. NO.
A03a
2007



NORTH ELEVATION
SCALE 1/50

TACBOC
STANDARD DETAIL

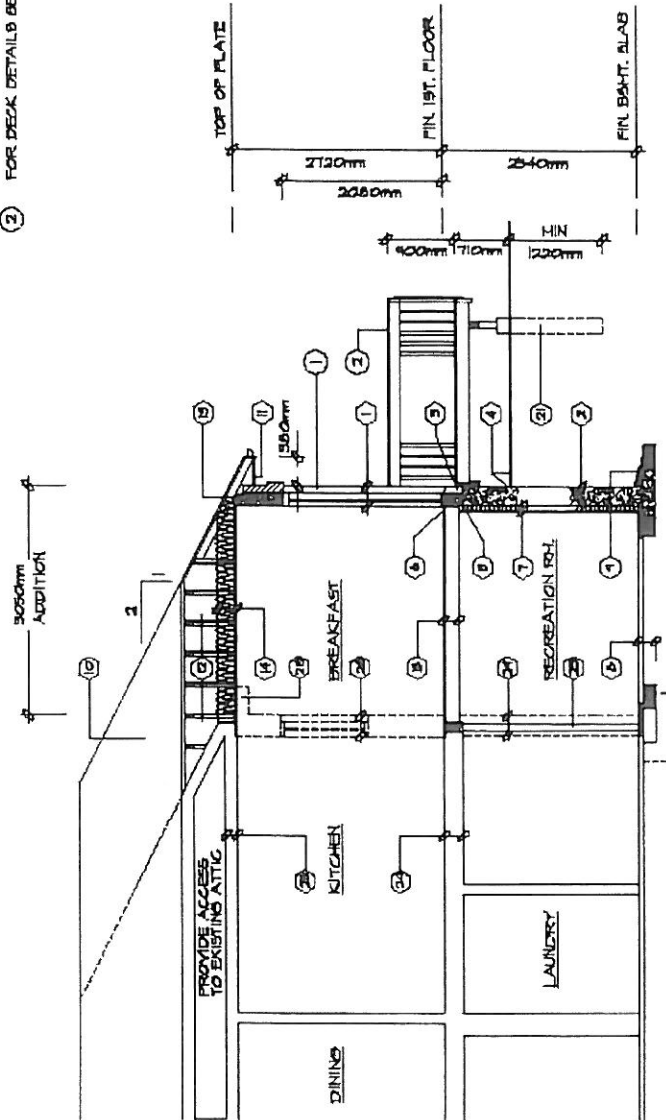
TITLE
SAMPLE DRAWING
ELEVATION

DWG. NO.

A03d

2007

- ① FOR HALL SECTION SEE 1402
 ② FOR DECK DETAILS SEE 1018 - 1019



SECTION A-A
 SCALE 1:50

TACBOC
 STANDARD DETAIL

TITLE
 SAMPLE DRAWING
 CROSS SECTION

DWG NO.
A039
 2007