

Permit Acquisition Package: Province of Ontario

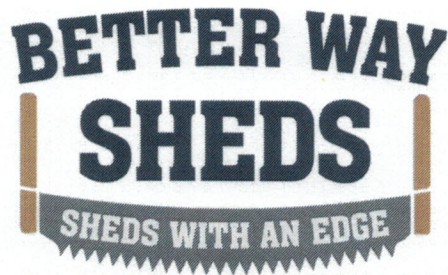
~ Assisting our valued customers every step of the way ~



Contents:

- *General information sheet (for property owner)*
- *Property owner (applicant) site-plan worksheet*
- *Current 'Schedule 1' (address and signature of applicant required)*
- *'Application to construct' (address and signature of applicant required)*
 - *Information on anchorage, if applicable*

(note: stamped engineered drawings available upon request)

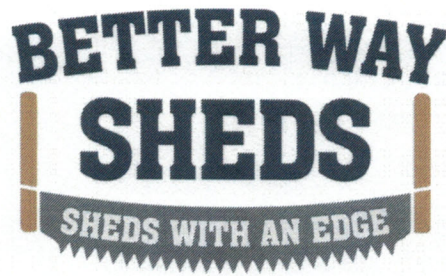


Information on permit acquisition in Province of Ontario ...in layman's terms :)

- For all our products, both prefab and on-site custom builds, we strive to follow the Ontario Building Code.
- We offer "semi-generic" stamped engineered drawings, upon request, for our customers. The reason we use "semi-generic" drawings is because, while we maintain the same quality building standards for each unit, we do offer a wide range of sizes for each style of buildings and therefore much of the information would be redundant.

If you inquire with your local municipality about acquiring a permit here are a few helpful tips to keep in mind:

- In Ontario, buildings under 108sqft do not require a permit
- Permits generally cost \$10 per thousand you are spending (pre-HST)
- If you are within 100' of water it will take more paper-work and time on your part to acquire a permit.



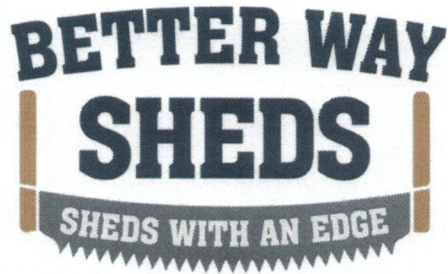
Your Municipality will be looking for at least 4 things:

1. Sketch of your property

- Because you, the home-owner, are applying, this sketch can be hand written and it does not usually need to be professionally done.
- They will want an aerial-view sketch of your property. This needs to show property lines, existing buildings and proposed location of your structure. You will need to add in measurements (feet or meters) from the property lines to existing buildings and also to your proposed structure. Keep in mind minimal distances (easement) to property lines and to your house will be required (3-4 feet from property line and 4 feet from your house are generally accepted distances.)

2. Drawings of your proposed structure

(Again, because you, the home-owner are applying, professional drawings are not required, though when you do provide stamped engineered drawings the process will go more smoothly because the liability for your project moves from the municipality to the engineering firm who stamped the drawings.)



3. A completed 'Application for Permit to Construct'

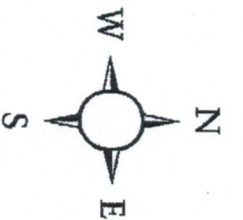
- This can be found at your local office or, better yet, on-line via this link: <http://www.mah.gov.on.ca/Asset12410.aspx?method=1>
- The application is the same for anywhere in Ontario and consists of 2 pages, though your municipality may require additional paperwork.

4. A completed 'Schedule 1: Designer Information'

- This form accompanies your Building permit application.
- Better Way Sheds can provide this, filled out form, upon request.

*(Note: An additional form, 'Schedule 2: Sewage System Installer Information', which accompanies the permit application can be disregarded **if you are having nothing to do with the installation or manipulation of your sewage system during the building process.**)*

SITE PLAN WORKSHEET



Property line

A large, empty rectangular box with a black border, intended for a site plan sketch. The box is oriented horizontally and occupies most of the page area below the header and above the footer.

Property line

- SKETCH IN EXISTING BUILDINGS WITH PROXIMITY TO PROPERTY LINES
- SKETCH IN PROPOSED LOCATION OF NEW STRUCTURES WITH MEASUREMENTS TO EXISTING BUILDINGS AND PROPERTY LINES.
- ALL MEASUREMENTS SHOULD BE IN METERS

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority

Application number:

Permit number (if different):

Date received:

Roll number:

Application submitted to: _____
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information

Building number, street name

Unit number

Lot/con.

Municipality

Postal code

Plan number/other description

Project value est. \$

Area of work (m²)

B. Purpose of application

☒ New construction ☐ Addition to an existing building ☐ Alteration/repair ☐ Demolition ☐ Conditional Permit

Proposed use of building

STORAGE

Current use of building

Description of proposed work

STORAGE SHED

C. Applicant

Applicant is: ☐ Owner or ☐ Authorized agent of owner

Last name

First name

Corporation or partnership

Street address

Unit number

Lot/con.

Municipality

Postal code

Province

E-mail

Telephone number

Fax

Cell number

D. Owner (if different from applicant)

Last name

First name

Corporation or partnership

Street address

Unit number

Lot/con.

Municipality

Postal code

Province

E-mail

Telephone number

Fax

Cell number

E. Builder (optional)

Last name		First name	Corporation or partnership (if applicable) BETTER WAY SHEDS	
Street address 2105 WALLBRIDGE-LOYALIST RD.			Unit number	Lot/con.
Municipality FOXBORO	Postal code K0K2B0	Province ON	E-mail betterwaysheds@gmail.com	
Telephone number 613-848-5521	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 checked="" type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?	<input type="checkbox"/> Yes	<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

I. Declaration of applicant

I _____ declare that:

(print name)

- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date

Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, 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 JESSE MACDONALD		Firm BETTER WAY SHEDS	
Street address 2105 WALLBRIDGE-LOYALIST RD.		Unit no.	Lot/con.
Municipality FOXBORO	Postal code K0K2B0	Province ON	E-mail betterwaysheds@gmail.com
Telephone number 613-848-5521	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 checked="" 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 **STORAGE SHED**

D. Declaration of Designer

I BETTER WAY SHEDS C/O JESSE MACDONALD 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: DRAWINGS PROVIDED

I certify that:

- The information contained in this schedule is true to the best of my knowledge.
- I have submitted this application with the knowledge and consent of the firm.

JAN 1, 2018

Date

Signature of Designer

NOTE:

- 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.
- 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.