

Requirements to obtain a building permit for a **NEW HOME / INDUSTRIAL / COMMERCIAL**

1. Completed application form. (Boxes A, B, C, D & E if applicable F and I)
2. Proof of Ownership (New Development Only, Copy of Deed or Tax Bill)
3. Sufficient drawings, specifications and documents as deemed necessary to determine compliance with the Ontario Building Code and other applicable laws. Two copies of drawings/plans of at least 11'x17' in size. One electronic copy emailed to the Chief Building Official (rhopkins@twpec.ca). Supply engineered drawings where required.
4. Site plan depicting lot lines, location of buildings, building setback measurements location of proposed well and septic, proximity to existing agricultural structures.
5. Proposed lot grading plan.
6. Septic system permit from the Health Unit: 613-345-5685.
7. Energy Efficiency Summary Form submitted by Designer.
8. HVAC System Submitted by Designer
9. Entrance permit. If on Township road, see attached application, if on a County Road, call 613-802-0142.
10. Tarion new home warranty registration if applicable.
11. Payment of all applicable fees for building, entrance 911 sign, water and sewer or other possible planning or administration charges as applicable. An invoice will be sent after submission of application has been reviewed.
12. Please note that depending on soil conditions a report from a qualified geotechnical engineer may be required prior to any building taking place.
13. Consultation with South Nation Conservation Authority and/or the Ministry of Natural Resources may be required of there is presence of provincially significant wetland or building on the waterfront.

Any questions regarding building or zoning matters can be directed to the
Chief Building Official at 613-658-3055 X102

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: TOWNSHIP OF EDWARDSBURGH/CARDINAL <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small> | | | |
| 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 these 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 | | | |
| <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="margin-top: 20px;"> </p> <p style="margin-top: 5px;"> 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)(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 practice, a limited license to practice, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

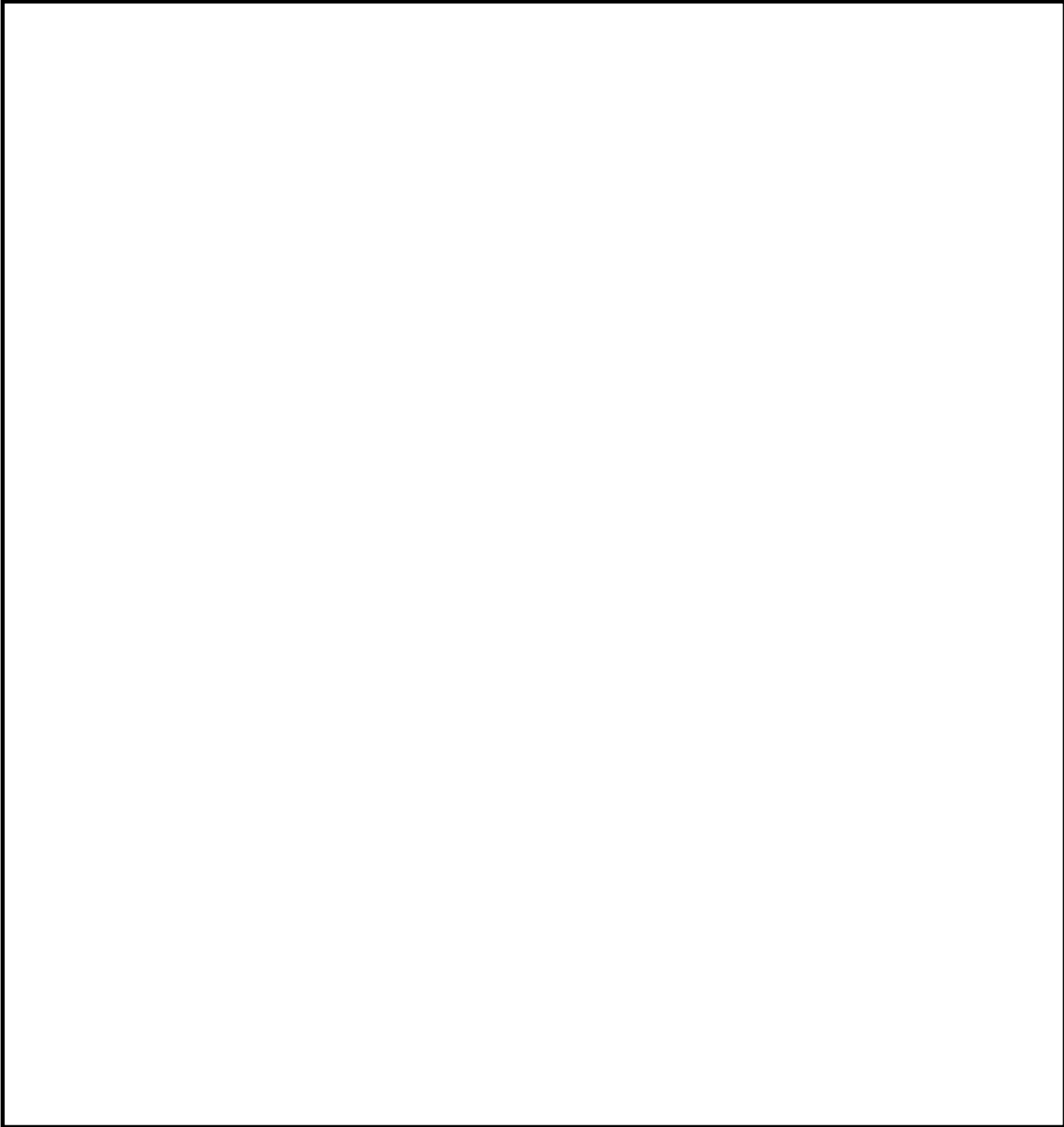
Schedule 2: Sewage System Installer Information

| 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="margin-left: 40px;">(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="margin-left: 40px;">Date</p> <p style="margin-left: 300px;">_____</p> <p style="margin-left: 150px;">Signature of applicant</p> | | | |

BUILDING PERMIT SITE PLAN

Show the following information on the drawing: * IN IMPERIAL MEASUREMENTS *

- House location
- Accessory building location
- Proposed addition/deck/accessory building location
- Setbacks from property lines for proposed construction



TOWNSHIP OF EDWARDSBURGH/CARDINAL
CIVIC ADDRESS APPLICATION

NAME: _____

LOT & CON: _____

ROAD NAME: _____

APPLICANT SIGNATURE _____

DATE: _____

| | OFFICE USE ONLY |
|---------------------------|-----------------|
| BUILDING PERMIT # | |
| ROLL # | |
| CIVIC ADDRESS ASSIGNED | |

CHIEF BUILDING OFFICIAL _____

DATE: _____

**TOWNSHIP OF EDWARDSBURGH/CARDINAL
APPLICATION FOR ENTRANCEWAY**

ENTRANCE PERMIT#: _____ BUILDING PERMIT#: _____

APPLICANT: _____

MAILING ADDRESS: _____

PHONE #: _____

PROPERTY INFORMATION

ROAD NAME: _____

LOT: _____ CON: _____ ROLL #: _____

- The fee for a typical entrance installation is \$800 for an 18" culvert approx. 26' long.
- Where no culvert is required, the entrance fee is \$100.
- All proposed entranceways are subject to inspection and approval prior to installation by the Township Road Superintendent, and additional costs may be required.
- In order to determine the location of the proposed entrance, the owner shall place a stake at the center of the proposed entrance prior to the Township installing the culvert.

REMARKS: _____

Signature of Owner or Authorized Agent DATE

Chief Building Official DATE

Road Superintendent DATE

REMARKS: _____

Energy Efficiency Design Summary: Performance & Other Acceptable Compliance Methods

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the Performance or Other Acceptable Compliance Methods described in Subsections 3.1.2. and 3.1.3. of SB-12,

This form must accurately reflect the information contained on the drawings and specifications being submitted. 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 or the municipal building department.

| 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 [indicate the building code compliance option being employed in this house design]

| | |
|--|--|
| <input type="checkbox"/> <i>SB-12 Performance</i> * [SB-12 - 3.1.2.] | * Attach energy performance results using an approved software (see guide) |
| <input type="checkbox"/> <i>ENERGY STAR</i> ®* [SB-12 - 3.1.3.] | * Attach Builder Option Package [BOP] form |
| <input type="checkbox"/> <i>R-2000</i> ®* [SB-12 - 3.1.3.] | * Attach R-2000 HOT2000 Report |

C. Project Building Design Conditions

| Climatic Zone (SB-1): | Heating Equipment Efficiency | Space Heating Fuel Source |
|---|---|--|
| <input type="checkbox"/> Zone 1 (< 5000 degree days) | <input type="checkbox"/> ≥ 92% 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"/> ≥ 84% < 92% AFUE | <input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy |
| Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area | | Other Building Characteristics |
| Area of walls = _____m ² or _____ft ² | W, S & G % = _____ | <input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement <input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit <input type="checkbox"/> Air Source Heat Pump (ASHP) <input type="checkbox"/> Ground Source Heat Pump (GSHP) |
| Area of W, S & G = _____m ² or _____ft ² | | |
| SB-12 Performance Reference Building Design Package indicating the prescriptive package to be compared for compliance | | |
| SB-12 Referenced Building Package (input design package): Package:_____ Table:_____ | | |

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach ENERGY STAR BOP form]

| Building Component | Minimum RSI / R values or Maximum U-Value ⁽¹⁾ | Building Component | Efficiency Ratings |
|--|--|--|--------------------|
| Thermal Insulation | Nominal Effective | Windows & Doors Provide U-Value ⁽¹⁾ or ER rating | |
| Ceiling with Attic Space | | Windows/Sliding Glass Doors | |
| Ceiling without Attic Space | | Skylights/Glazed Roofs | |
| Exposed Floor | | Mechanicals | |
| Walls Above Grade | | Heating Equip.(AFUE) | |
| Basement Walls | | HRV Efficiency (SRE% at 0° C) | |
| Slab (all >600mm below grade) | | DHW Heater (EF) | |
| Slab (edge only ≤600mm below grade) | | DWHR (CSA B55.1 (min. 42% efficiency)) | # Showers_____ |
| Slab (all ≤600mm below grade, or heated) | | Combined Space / Dom. Water Heating | |

(1) U value to be provided in either W/(m²·K) or Btu/(h·ft²·F) but not both.

E. Performance Design Verification [Subsection 3.1.2. Performance Compliance]

The annual energy consumption using Subsection 3.1.1. SB-12 Reference Building 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 tightness baseline of:

- OBC reference ACH, NLA or NLR default values (no depressurization test required)
- Targeted ACH, NLA or NLR. Depressurization test to meet _____ACH50 or NLR or NLA

- Reduction of overall thermal performance of the proposed building envelope is not more than 25% of the envelope of the compliance package it is compared against (3.1.2.1.(6)).
- Standard Operating Conditions Applied (A-3.1.2.1 - 4.6.2)
- Reduced Operating Conditions for Zero-rated homes Applied (A-3.1.2.1 - 4.6.2.5)

- On Site Renewable(s): Solar: _____
Other Types: _____

F. ENERGY STAR or R-2000 Performance Design Verification [Subsection 3.1.3. Other Acceptable Compliance Methods]

- The NRCan “ENERGY STAR for New Homes Standard Version 12.6 ” technical requirements, applied to this building design result in the building performance meeting or exceeding the prescriptive performance requirements of the Supplementary Standard SB12 (A-3.1.3.1).
- The NRCan, “2012 R-2000 Standard ” technical requirements, applied to this building design result in the building performance meeting or exceeding the prescriptive performance requirements of the Supplementary Standard SB12 (A-3.1.3.1).

Performance Energy Modeling Professional

Energy Evaluator/Advisor/Rater/CEM Name and company:

Accreditation or Evaluator/Advisor/Rater License #

ENERGY STAR or R-2000

Energy Evaluator/Advisor/Rater/ Name and company:

Evaluator/Advisor/Rater License #

G. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer: Declaration of designer to have reviewed and take responsibility for the design work.

| Name | BCIN | Signature |
|------|------|-----------|
| | | |

Guide to the Energy Efficiency Design Summary Form for Performance & Other Acceptable Compliance Methods

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- *SB-12 Performance* refers to the method of compliance in Subsection 3.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V10.51 or newer), and submit documents which show that the annual energy use of the proposed building is equal to or less than a prescriptive (referenced) building package.
- *ENERGY STAR* houses must be designed to *ENERGY STAR* requirements and verified on completion by a licensed energy evaluator and/or service organization. The *ENERGY STAR* BOP form must be submitted with the permit documents.
- *R-2000* houses must be designed to the *R-2000 Standard* and verified on completion by a licensed energy evaluator and/or service organization. The HOT2000 report must be submitted with the permit documents.

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, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. 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. Refer to SB-12 for further details.

E. Performance Design Summary

A summary of the performance design applicable only to the *SB-12 Performance* option.

F. ENERGY STAR or R-2000 Performance Method

Design to ENERGY STAR or R-2000 Standards.

G. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN 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.

The air leakage rates in Table 3.1.2.1. are not requirements. The Table is not intended to require or suggest that the building meet those airtightness targets. They are provided only as default or reference values for the purpose of annual energy simulations, should the builder/owner decide to perform such simulations. They are given in three different metrics; ACH, NLA, NLR. Any one of them can be used. They can be used as a default values for both a reference and proposed building or, where an air leakage test is conducted and credit for airtightness is claimed, the airtightness values in Table 3.1.2.1. can be used for the reference building and the actual leakage rates obtained from the air leakage test can be used as inputs for the proposed building.

OBC Reference Default Air Leakage Rates (Table 3.1.2.1.)

| | | | |
|-------------------|-----------|--|-----------------------------|
| Detached dwelling | 3.0 ACH50 | NLA 2.12 cm ² /m ² | NLR 1.32 L/s/m ² |
| Attached dwelling | 3.5 ACH50 | NLA 2.27 cm ² /m ² | NLR 1.44 L/s/m ² |

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the *SB-12 Performance* option is used and an air tightness of less than 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

ENERGY STAR and R-2000 may issue labels for new homes constructed under their energy efficiency programs. The building code does not currently regulate or require new home labeling.