BUILDING PERMIT APPLICATION CHECKLIST

PLANNING APPROVAL FORMS

☐ **LSRCA APPROVAL IF APPLICABLE**

Information regarding the LSRCA's permtting procees can be found on their website. Please note that the Township cannot issue a permit without the approval of the LSRCA.

https://www.lsrca.on.ca/permits/need-permit

Alternatively, you can email info@LSRCA.on.ca or call at 1-800-465-0437

☐ **Residential Site Plan Approval:** This form must be complete and submitted with two hard copies of the lot grading plan (a site plan that includes drainage, elevations etc.) and one pdf copy. The fee is $300.00 for the initial review and $200 for each subsequent review, if you are in a site plan control area. Please note that there is an additional fee if the property is on municipal services. Please contact our Planning Department if you are unsure if the property is in a site plan controlled area. All waterfront properties and most properties in Lagoon City, Bayshore Village, Atherley, Brechin, Udney and Washago are under site plan control.

OR

☐ **Pre-permit Zoning Review:** Only the top of this form is required to be completed by the applicant. This form along with two copies of your site plan or sketch must be submitted to the Planning Department. Once your review has been completed and approved, you will be contacted to inform you this process is complete and you may proceed with applying for your building permit. There is no cost for the zoning check process.

BUILDING PERMIT APPLICATION FORMS 2
COPIES OF BUILDING DRAWINGS

☐ **Application for a Permit to Construct of Demolish:** This is the main form which you must fill out to apply for a permit to construct or demolish. The application form is the main portion of your application; there are many other pieces of information that must accompany this application before it can be accepted.

☐ **Schedule 1: Designer Information:** This form must be completed by the person who designed your building. They and/or the company they work for must be a registered designer and have a BCIN. If, as an owner, you have done your own drawings you have the authority to complete this form.

Energy Efficiency Summary: This form must be completed by the person who designed your building. This became a requirement in the Building Code on January 1, 2012. This form must be complete and submitted to be considered a complete building application.

IF APPLICABLE

Application for a Sewage System Permit: Theses forms are required to be filled out in its entirety for all new septic systems, upgrades or replacements. Schedule 1 and 2 refers to designer information and must be filled out by the owner or installer/designer. Test holes are required to assess the onsite subsoil profile and ground water conditions below grade at the proposed location of the leaching bed. The test holes must be 1.8 meters deep, must be open and available for inspection purposes. Ensure that the test holes are protected for safety reasons. Test holes must be dug at least 24 hours prior to inspection.

Application for Water Service: Municipal water service for properties within Brechin, Lagoon City, Bayshore Village, Heritage Farms, Val Harbour, Park Lane Crescent, Davy Drive, and Bayview Drive. Once permit is issued you are ready a water meter package can be picked up at our office and installed by your plumber. Attached to this form is a list of materials and a diagram showing how the meter is to be installed. The meter must be installed and activated prior to occupancy being granted on your home.

Property Owner(s) Authorization: This form is required anytime someone other than the owner(s) of the property is applying for your permit.

Application for Rural Mailbox Location Permit: In the event you are developing a vacant lot that will requires the installation of the rural mailbox; this form must be completed and submitted to the Public Works Department. You may keep the bylaw portion which indicates the proper locations for your mailbox. There is no cost for this process.

911 Municipal Addressing: In the event you are developing a vacant lot which does not already have a 911 municipal address you are required to complete this form in its entirety. The fee for the new installation will be collected with your permit fees.

Application for the Construction of Driveway Entrances: This form is used when you require either a driveway or a culvert. You must stake out the driveway before Works/Water Departments can do a locate check. A fee will be determined by the Works Department, which will include the cost of the installation of the culvert if applicable

DRAWING DETAIL CHECKLIST

LEGAL SURVEY AND/OR SITE PLAN:

This is only applicable if you are not within our site plan control area. Please contact our planning department to determine if you are within the site plan control area and what will be required for your approval.

- Size and location of all existing and proposed site structures, this drawing must be to scale (including any deck-porch-pool-shed areas)
- Provide all setbacks on existing and proposed structures, and sewage system clearances
- Calculate proposed lot coverage percent (%)
- All site service utilities/hook-ups to be located (septic or sewer/ well or waterline)

FOUNDATION (BASEMENT) PLAN:

- Any existing/new basement layout (finished/unfinished) must show all plumbing fixtures
- All structural footing details (width or diameter by depth) including deck footings
- All structural column and/or post details (means of attachment and spacing)
- All main floor framing details, as seen above basement
- Identify finished or unfinished basement, if finished or partially finished provide detail
- If there is just a crawlspace specify if it is heated or unheated
- Slab on grade foundations over 55m^2 or for buildings more than 1 storey require a P.Eng stamped design.

MAIN (GROUND) AND/OR SECOND (UPPER) FLOOR PLANS:

- Any existing floor layout details including all plumbing fixtures
- All structural beam, post and lintel sizes over all openings (specifications)
- Engineered floor systems require layout and detail sheets stamped by P.Eng
- All plumbing fixtures and all room names (ie. bedroom, bathroom, living room)
- All roof and ceiling framing details above main floor or second floor framing details
- Submit heat loss calculations and duct design drawings

ROOF PLAN:

- Any existing roof layout details
- All roof lines including pitch to be drawn over profile of building below
- Conventional roof details or P. Eng stamped truss plans with truss layout sheet

- **BUILDING CROSS SECTION(S):**
  - Any existing construction details as it relates to the new construction
  - Detail full-height building cross section(s) (dimensions floor-to-floor & building height)
  - Detail foundation, exterior wall & roof construction (backfill height, insulation values/ air and vapour barriers)

- **HEATING AND VENTILATION:**
  - Completed Energy Efficiency Design Summary Sheet
  - Total ventilation capacity worksheet
  - Heat Loss Calculations
  - Duct layout drawings
  - Furnace size and specifications

PLEASE ENSURE ALL ELECTRONIC DRAWINGS FROM DESIGNERS ARE UNLOCKED AND READY FOR ELECTRONIC MARKUP TO AVOID UNECCESSARY DELAYS

SCHEDULE "A" TO BYLAW 2011.21
CLASSES OF PERMITS AND PERMIT FEES

		$ Per ft²	$ Min Fee
Group A & B Occupancies (Assembly / Institutional Use)	New or Additions	0.85	387.00
	Internal Renovations / Floor Layout	0.45	387.00
Group C Occupancies (Residential Use)	New or Additions	1.05	387.00
	Internal Renovations / Floor Layout	0.55	387.00
	Attached Garages	0.35	304.00
	Car Port Attached to House	0.30	304.00
	Accessory Buildings	0.55	304.00
	Decks/ Landings < 108ft²		166.00
	Decks/ Landings > 108ft²	0.15	304.00
	Porch (with roof but unenclosed walls)	0.25	304.00
	Finished Basements – Creation of new living space in a Single Family Dwelling only	0.25	277.00
Group D & E Occupancies (Commercial / Office Use)	New or Additions	0.80	387.00
	Internal Renovations	0.30	387.00
Group F Occupancies (Industrial Use)	Shell	0.50	387.00
	Internal Fit Up	0.55	387.00
	Parking Garages	0.55	387.00
Farm Buildings	New or Addition	0.35	387.00
	Tarp/ Tent Structures	0.15	387.00
Transfer Permit	To be used to issue a new owner a permit where ownership changes occur during or prior to the expiration of any permit previously issued.		111.00
File Opening Fee	Administrative		28.00

STRUCTURES

		Rate
Retaining Walls	Exceeding 1000 mm in exposed height adjacent to public property, access to a building, or private property to which the public is admitted.	$7.20 per Lineal Meter Minimum $138.00
Storage Tanks	Aboveground and Underground	$221.00 per tank
New Foundation	Per Project	$221.00
New Roof Structure	Per Project	$221.00
Signs	a) A ground sign that exceeds 7.5 m is height above the adjacent ground, or b) A projecting sign that weighs more than 115 kg, or c) A roof sign that has a face that is more than 10 m²	$138.00 per sign. Where multiple signs are to be installed on the same property at the same time, the applicable permit fee noted shall be applied to only 1 sign. The other signs shall be charged ½ the applicable permit fee noted above.
Temporary Structures	Tents occupying an area greater than 60 m²	$138.00 per tent
	Construction and Sales Trailers	$138.00
Exhaust Ventilation Hood	Commercial Equipment	$221.00
Windmill	Having a rated output ≥ 3 km	$221.00
Solar Collector	Mounted on a building and has a face area ≥ 5 m²	$221.00
Communication Tower	Exceeding 16.2 m above ground level	$221.00
Crane Runway		$221.00
Dish Antenna	Mounted on a building and has a face area ≥ 5 m²	$221.00
Outdoor Pool	With a depth ≥ 3.5 m at any point	$304.00
Pedestrian Bridge	Appurtenant to a building	$304.00
Dust Collector		$221.00

MISCELLANEOUS

Demolition	Demolition of all or part of a building or structure	$138.00 per structure $83.00 fire or natural disaster
Change of Use (Pursuant to section 10.(1) of the Building Code Act)	Application review	$166.00
	Where a building permit is not required	$83.00 refund
	Where a building permit is issued (with no construction)	No refund
	Where a building permit is issued (with construction)	Applicable permit fees apply less application review fee stated above
Heating Ventilation and Air Conditioning	Where no other construction is proposed	$221.00
Life Safety Systems Retrofit other than Residential	Fire alarms	$221.00
	Sprinklers	$0.05 per ft² Minimum $138.00
	Emergency lighting	$33.00 each Minimum $138.00
	Emergency power	$221.00
	Fire suppression system other than a sprinkler system	$138.00 per system
Masonry or Prefab. Steel Chimney	Replacement of existing units only	$138.00 per flue
Solid Fuel Burning Appliance	Fireplace, woodstove, etc.	$221.00 each
LCBO Inspection		$138.00

ON SITE SEWAGE AND PLUMBING SYSTEMS

New Installation		Class 4 sewage system (per system)	$443.00
		Class 2,3 or 5 sewage system (per system)	$304.00
Change of Use to Property	"Type 1" A detailed review required	Where no alteration to existing sewage system is required	$166.00
		Alteration to existing sewage system required	$304.00
		Where a new sewage system is required	$443.00
	"Type 2"	Simple confirmation via file records	$55.00
Mandatory On-Site Sewage Maintenance Inspection Program (O/reg 315/10)		Administration fee and inspection	$150.00
Note: All Type 1 Change of Use permit applications shall be accompanied by a base amount of $166.00, additional fees where required, will be due prior to the issuance of the permit.			
Alteration or Repair		Where no change of use is proposed	$304.00
Plumbing Permit (To be used in the compliance with Part 7 of the Ontario Building Code)		Basic fee	$111.00
		Fixtures	$13.00 each
		Water service connection fee	$138.00
		Drains/sewer connection fee	$138.00
		Conversion from septic	$138.00
		Stack	$11.00 each
		Private servicing sanitary	$2.20 per linier meter
		Private servicing storm	$2.20 per linier meter
		Manhole	$22.00 each
		Catch basin	$22.00 each
		Domestic water service	$2.20 per linier meter
		Fire main	$2.20 per linier meter
		Fire hydrant	$22.00 each
		Backflow preventer	$166.00 device

Ontario

Ministry of Labour

Ontario.ca

MINISTRY OF LABOUR | HEALTH AND SAFETY

Notice of Project

Notice of Project requirements

The constructor must provide a Notice of Project to the Ministry of Labour prior to starting projects that meet the standards set out in section 6(1) of the Regulation for Construction Projects, O. Reg 213/91.

A Notice of Project is required if:

- The project has a total cost of labour and materials expected to exceed $50,000;
- The work is the erection or structural alteration of a building more than two storeys or more than 7.5 metres high;
- The work is the demolition of a building at least 4 metres high with a floor area of at least 30 square metres;
- The work is the erection, structural alteration or structural repair of a bridge, an earth-retaining structure or a water-retaining structure more than 3 metres high or of a silo, chimney or a similar structure more than 7.5 metres high;
- Work in compressed air is to be done at the project;
- A tunnel, caisson, cofferdam or well into which a person may enter is to be constructed at the project;
- A trench into which a person may enter is to be excavated at the project and the trench is more than 300 metres long or more than 1.2 metres deep and over 30 metres long;
- The work is the construction, over frozen water, slush or wetlands, of an ice road for vehicles, machinery or equipment; or
- A part of the permanent or temporary work is required by this Regulation to be designed by a professional engineer.

You must have a signed copy of the Notice of Project posted at the project or available at the project for review.

Note

Remember that while complying with occupational health and safety laws, you are also required to comply with applicable environmental laws.

Paper copies of the Notice of Project form can be obtained from ServiceOntario Publications.

The estimated total cost of labour and materials for the project must be entered on the Notice of Project form but the dollar amount will NOT be printed on your copy of the Notice of Project.

Last Modified: May 15, 2016

TOWNSHIP OF RAMARA

2297 Highway 12,
PO Box 130
Brechin, Ontario L0K 1B0
p.705-484-5374
f. 705-484-0441

October 30, 2020 DEVELOPMENT CHARGE SUMMARY - BY-LAW 2020.21

The charge is effective to anyone who applies for a building permit commencing October 30, 2020

	Single/Semi	Rows & Other Multiples	Apartment	Non-Residential Sq. Ft.	Institutional Sq. Ft.	Farm
Municipal General	7,186.30	5,877.74	5,583.66	3.5047	0.00	0.00
County General	9,760.00	8,092.00	5,508.00	3.4328	0.00	0.00
School Boards TOTAL	3,259.00	3,259.00	3,259.00	0.5400	0.00	0.00
Total - General and School	**20,205.30**	**17,228.74**	**14,350.66**	**7.4775**	**0.00**	**0.00**
SCHOOL BOARD BREAKDOWN						
School Boards PUBLIC	2,211.00	2,211.00	2,211.00	0.4100	0.00	0.00
School Boards CATHOLIC	1,048.00	1,048.00	1,048.00	0.1300	0.00	0.00
BAYSHORE						
Sewer	5,347.53					
Water	1,871.24					
Total - General, School, Bayshore Water and Sewer	**27,424.07**					
BRECHIN/LAGOON CITY						
Sewer	17,188.00	14,147.00	13,439.00	6.5710	6.5710	0.00
Water	879.00	723.00	687.00	0.3354	0.3354	0.00
Total - General, School, Brechin/Lagoon City Water and Sewer	**38,272.30**	**32,098.74**	**28,476.66**	**14.3839**	**6.91**	**0.00**

Bylaw 2010.35
CHARGE FOR CAPITAL COSTS OF WATERWORKS TO BENEFITING USERS

The charge is effective to anyone who applies for a building permit commencing January 1, 2019

Capital Charge 1,947.28

Affected Water Systems

South Ramara
(Heritage Farms and Mara Shores)
Val Harbour
Davy Drive
Parklane Crescent
Somerset Park

DATE: _____

TOWNSHIP OF RAMARA APPLICATION FOR RESIDENTIAL SITE PLAN APPROVAL BYLAW #2019.69

LOCATION OF SUBJECT LANDS:

Street Address: _____

Legal Description: _____

REGISTERED OWNER:

Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Note: Consent or authorization of the owner must accompany this application if applicant is not the registered owner of the property.

NAME OF APPLICANT:

Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

AGENT

Company Name: _____

Contact: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Fax: _____

Email: _____

Communication to be sent to: ☐ Owner ☐ Applicant ☐ Agent

*****MUST BE COMPLETED IN FULL*****

Site Details

Site Area (sq.m)		
Number of Storeys		
Building Height (m)		
Gross Floor Area (sq.m)	**Existing**	**Proposed**
Number of Accessory Buildings	**Existing**	**Proposed**

Servicing: *Check all that apply*

Sewage Disposal	**Existing**	**Proposed**
Municipal Sewers		
Communal Septic System		
Private Septic System		
Privy		
Holding Tank		

Water Supply	**Existing**	**Proposed**
Municipal Water Supply		
Communal Well		
Private Well		
Lake/River		
Other		

Present Official Plan Designation _____

Present Zoning and Bylaw # _____

Detailed description of the proposal:_____

_____

Estimated Construction Cost:_____

Is this property subject to the Clean Water Act? Yes ☐ No ☐

ACKNOWLEDGEMENT

OWNER/APPLICANT/AGENT

I/WE, _____hereby acknowledge receipt of a copy of Bylaw #2020.15 for the Corporation of the Township of Ramara, being a bylaw to establish a Tariff of Fees for the Processing of Planning applications, and agree to be bound by the terms thereof.

I/WE hereby agree to pay all advertising costs, consulting fees, ie. Planning and Engineering, and any legal fees incurred by the Township of Ramara in connection with the processing this Residential Site Plan Application.

I/WE acknowledge that the deposit money I/WE have paid, as required by Bylaw #2020.15, will be held by the Township until completion of all matters pertaining to this application. I further acknowledge that all expenses incurred by the Township regarding this application will be invoiced to ME/US and will be paid by ME/US within 30 days of the Township's invoice date.

DATED this _____day of _____, 20__

_____ _____
Signature Date

_____ _____
Signature Date

****<u>**SEPTIC DESIGN AND DRAWINGS TO BE SUBMITTED WITH SITE PLAN**</u>***

The following information must be included on the detailed site plan prepared by an Ontario Land Surveyor or Professional Engineer, submitted with the application:

Drawing Requirements -Residential Prior to application for a building permit, individual lot grading plans for each lot shall be approved by the Developer's Consultant prior to submission to the Township Engineer. Two (2) copies of the lot grading plans shall be provided to the Township and display the following information:

1) Lot description including Registered Plan Number;
2) Dimensioned property limits and house outline location with all setbacks shown;
3) House type; normal, side split, back split, etc.;
4) Finished first floor elevation;
5) Finished garage floor elevation;
6) Finished and original grades over septic tile beds;
7) Finished basement floor elevation (all locations);
8) Elevation of underside of footings;
9) Top of foundation wall (all locations);
10) Existing and proposed lot grades for each of the corners of the lot and intermediate points of grade change;
11) Existing trees to be maintained;
12) Driveway locations, widths and proposed grades;
13) Finished road grades adjacent to lot;
14) Location of house entrances;
15) Location of walkways;
16) Arrows indicating the direction of all surface drainage and swales;
17) Location and elevation of swales;
18) Patios, decks and/or porches;
19) Terraces, retaining walls and tree wells;
20) Location of accessories (propane tanks, *ale* unit, generators, hot tubs, pools etc.);
21) Location and dimensions of all easements;
22) All yard catch basins with rim and invert elevations;
23) Curb cut locations;
24) Hydrants, street lights, Bell and cable TV pedestals, hydro transformers;
25) Location and type of any private sewage disposal system and reserve areas and private wells (water/sewer lines if applicable);
26) Location of neighbouring wells and sewage disposal systems;
27) Location of all road features along frontage and flankage of lots (curb lines, Catch basins, sidewalks, etc.);
28) Lot grading certificate by Developer's Engineer in accordance with the Subdivision Agreement requirements;
29) Site benchmark as shown on approved Engineering Drawings;

30) Proposed driveway culverts with size, type, invert and slope information;
31) Number of front and rear entry step risers;
32) Engineered fill level is to be shown where applicable;
33) Minimum setback from building to Average Annual High Water (AAHW) mark of all water bodies within the Lake Simcoe watershed (where applicable);
34) Minimum naturalized buffer from the MHW (where applicable);
35) Accessory buildings.

Prior to a building's superstructure proceeding, the Developer's Engineer or OLS must certify that the final footing and foundation elevations conform to the site grading plans and the Building Code.

Prior to pouring building footings, in "Settlement Areas" and "Shoreline Residential Areas" as defined in the Official Plan, an Ontario Land Surveyor must install survey pins in order to accurately locate the foundation.

Pre-Permit Zoning Proposal Review

TO BE COMPLETED BY OWNER

OWNER'S DETAILS Date:_____

Owner's Name: _____Phone No.:_____

Project Address: _____

Legal Description:_____ Roll No.: _____

Mailing Address: _____

E-Mail: _____

PROPOSED CONSTRUCTION:

This form is for Zoning purposes only – Please apply for a Building Permit once Zoning has been approved

PROPERTY'S DETAILS ***(OFFICE USE)*** **Zoning:**_____

Provision	Required	Proposed	Meets Bylaw Requirement	
			Yes	No
Required Minimum (m^2)				
Front Yard Setback (m)				
Rear Yard Setback (m)				
Exterior Sideyard Setback (m)				
Interior Sideyard Setback (m)				
Setback from Water (m)				
Maximum Height (m)				
Maximum Lot Coverage (%)				

Staff's Notes :

OTHER REQUIREMENTS	YES	NO
Municipal Services		
Committee of Adjustment Required		
Subject to Clean Water Act		
Conservation Authority Required		
M.D.S Calculation Required		
Applied for Building Permit?		

Reviewed By: _____

Date: _____

P.O Box 130, Brechin ON L0K 1B0, (705) 484-5374 Fax:(705) 484-0441
Email: ramara@ramara.ca Website: www.ramara.ca

TOWNSHIP OF RAMARA
2297 HIGHWAY 12 P.O. BOX 130 BRECHIN ONTARIO
L0K 1B0
TEL: 705-484-5374

OWNER/DESIGNER DECLARATION

I the undersigned acknowledge that I am an owner/designer and under 2012 Building Code, Division C – Part 3 Clause 3.2.5.1.(3) am exempt from the requirement of being qualified as a designer under the Building Code Act.

I understand that with this exemption, I am taking responsibility for the design and construction being in conformance with the Building Code, and will not rely on the permit process to discover every latent deficiency or derogation on the plans or construction.

I will, or have, familiarized myself with the applicable regulations and am satisfied that my interests are protected as if I had hired a registered designer.

Further, I acknowledge that I will not be given special consideration as a result of my not being qualified, and will respond to any request made of me by an inspector after having consulted with the applicable regulations.

Name:_____

Date:_____

Project Address:_____

Permit Number (If known) :_____

Signature:_____

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 (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 (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 *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. 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., 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]

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 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?

Yes (Continue to Section C) No (Continue to Section E) 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:

I _____ declare that:
(print name)

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;

OR

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.

I certify that:

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.

_____ _____
Date Signature of applicant

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]

☐ *SB-12 Performance** [SB-12 - 3.1.2.]	* Attach energy performance results using an approved software (see guide)
☐ *ENERGY STAR®** [SB-12 - 3.1.3.]	* Attach Builder Option Package [BOP] form
☐ *R-2000®* *[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**
□ Zone 1 (< 5000 degree days)	□ ≥ 92% AFUE	□ Gas □ Propane □ Solid Fuel
□ Zone 2 (≥ 5000 degree days)	□ ≥ 84% < 92% AFUE	□ Oil □ Electric □ 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 % = _____	□ Log/Post&Beam □ ICF Above Grade □ ICF Basement □ Slab-on-ground □ Walkout Basement □ Air Conditioning □ Combo Unit □ Air Source Heat Pump (ASHP) □ 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/(m^2•K) or Btu/(h•ft^2•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.

Energy Efficiency Design Summary: Prescriptive Method

(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 prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

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. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package): Package: _____ Table:_____

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source		
□ Zone 1 (< 5000 degree days)	□ ≥ 92% AFUE	□ Gas	□ Propane	□ Solid Fuel
□ Zone 2 (≥ 5000 degree days)	□ ≥ 84% < 92% AFUE	□ Oil	□ Electric	□ 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 % = _____	□ Log/Post&Beam □ ICF Above Grade □ ICF Basement □ Slab-on-ground □ Walkout Basement □ Air Conditioning □ Combo Unit □ Air Sourced Heat Pump (ASHP) □ Ground Sourced Heat Pump (GSHP)
Area of W, S & G = _____m^2 **or**_____ft^2	Utilize window averaging: □Yes □No	

D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions

□ ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))

□ Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))

□ Airtightness substitution(s)		
Airtightness test required (Refer to Design Guide Attached)	□ Table 3.1.1.4.B Required:_____	Permitted Substitution:_____
	□ Table 3.1.1.4.C Required:_____	Permitted Substitution:_____
	Required:_____	Permitted Substitution:_____

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 Heating System		

(1) U value to be provided in either W/(m^2•K) or Btu/(h•ft^2•F) but not both.

E. 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 Prescriptive Energy Efficiency Design Summary Form

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.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the *SB-12 Prescriptive* design tables (this form is for this option (Option 1)),
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *Energy Star, or*
4. Design to *R2000* standards.

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 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

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. 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 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. Under the *SB-12 Prescriptive* option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

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 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used.

OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm^2/m^2	1.81 $in^2/100ft^2$	0.93 $L/s/m^2$	0.18 $cfm50/ft^2$
Attached dwelling	3.0	2.12 cm^2/m^2	3.06 $in^2/100ft^2$	1.32 $L/s/m^2$	0.26 $cfm50/ft^2$

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 Prescriptive* option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

E. 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.

Form authorized by OHBA, OBOA, LMCBO. Revised November 30, 2016.

Septic Setback Requirements

As per 8.2.1.6 2012 Building Code Compendium

8.1.2.6. Clearances for a Class 4 or 5 Sewage System

(1) Except as provided in Sentences 8.2.1.4.(1) and (2), *a treatment unit* shall not be located closer than the minimum horizontal distances set out in Table 8.2.1.6.A.

Table 8.2.1.6.A.
Minimum Clearances for Treatment Units
Forming Part of Sentence 8.2.1.6.(1)

Object	Minimum Clearance, m
Structure	1.5
Well	15
Lake	15
Pond	15
Reservoir	15
River	15
Spring	15
Stream	15
Property Line	3
Column 1	2

(2) Except as provided in Sentences 8.2.1.4.(1) and (2) a *distribution pipe* shall not be located closer than the minimum horizontal distances set out in Table 8.2.1.6.B. and these distances shall be increased when required by Sentence 8.7.4.2.(11).

Table 8.2.1.6.B.
Minimum Clearance for Distribution Piping
Forming Part of Sentence 8.2.1.6.(2)

Object	Minimum Clearance, m
Structure	5
Well with a watertight casing to a depth of at least 6m	15
Any other well	30
Lake	15
Pond	15
Reservoir	15
River	15
Spring not used as a source of potable water	15
Stream	15
Property Line	3
Column 1	2

Design of On-Site Sewage System

Schedule D to Bylaw No. 2011.21

Class of System ☐ 2 or 3 ☐4 ☐5 ☐New Install ☐Alter/Repair

Water Supply ☐ Existing or ☐ Proposed
☐ Drilled Well
☐ Dug Well
☐ Lake/ River
☐ Other: _____

Fixture Unit Type	# of Fixtures	Fixture Unit Value	Total
3pc Bathroom Group		6	
Flush Tank Toilet		4	
Lavatory		1	
Bathtub		1.5	
Shower (1 head)		1.5	
Bidet		1	
Urinal		1.5	
Kitchen Sinks (dbl)		1.5	
Laundry Tub		1.5	
Clothes Washer		1.5	
Dishwasher (0 if connected to sink drain)		1.5	
Floor Drain 4”		4	
Other			
		Total Fixture Units:	

Number of Bedrooms	Volume (L)
1 Bedroom	750
2 Bedrooms	1100
3 Bedrooms	1600
4 Bedrooms	2000
5 Bedrooms	2500

Daily Design Sanitary Sewage Flow Calculations (Q)

A. Base Flow from Number of Bedrooms: _____ L (max 5)
B. Additional Bedrooms over 5: _____ x 500 = _____ L
C. Each Additional Fixture over 20: _____x 50 = _____ L
D. Additional Living Space over 200sqm
- **i.** Each 10sqm over 200sqm up to 400sqm: _____ x 100 = _____ L
- **ii.** Each 10sqm over 400sqm up to 600sqm: _____ x 75 = _____ L
- **iii.** Each 10sqm greater than 600sqm: _____ x 50 = _____ L

Daily Sewage Flow (Q) = A plus the greater of B or C or D = _____ L/day

Tank(s)
Minimum Size Septic Tank 3600L
Minimum Size Holding Tank 9000L

Septic Tank Size (residential) Q x 2 = _____ L, Proposed: _____ L
Septic Tank Size (non-residential) Q x 3 = _____ L, Proposed: _____ L

Holding Tank Size Q x 7 = _____ L, Proposed: _____ L

Sewage Bed Design

☐ **Conventional Trench**
Trench Bed Sizing (native soil percolation time = T)
- QT/200

_____ x _____ /200 = _____m; Proposed: _____m

☐ **Raised Trench Bed**
Trench Bed Sizing (imported soil percolation time = T)
- QT/200

_____ x _____ /200 = _____m; Proposed: _____m
Daily Loading Area (native soil percolation time = T)
- Q/Loading Rate Factor (chart below)

_____ / _____ = _____ sqm, Proposed: _____ sqm

Receiving Soil Percolation Rate	Loading Rate Factor
1 ≤ 20	10
20 ≤ 35	8
35 ≤ 50	6
greater than 50	4

☐ **Filter Bed**
Filter Bed Area
- 3000L/day or less = Q/75, *or*
- 3000L/day or more = Q/50

_____ / _____ = _____ sqm, Proposed: _____ sqm
Contact Area (native soil percolation time = T)
- QT/850

_____ x _____/850 = _____ sqm, Proposed: _____ sqm
Daily Loading Area (native soil percolation time = T)
- Q/Loading Rate Factor (chart above)

_____ / _____ = _____ sqm, Proposed: _____ sqm

☐ **Copy of Maintenance agreement if using any of the below is required**

☐ **Alternative Treatment Unit**
Manufacturer: _____ Model: _____
BMEC/BNQ#: _____ No. of Units (if applicable): _____

☐ **Type A Dispersal Bed/ BMEC Area Bed**
Stone Area
- 3000L/day or less = Q/75, *or*
- 3000L/day or more = Q/50

_____ / _____ = _____ sqm, Proposed: _____ sqm
Sand Area (native soil percolation time = T)
- T less than 15 = QT/850
- T greater than 15 = QT/400

_____ x _____/_____ = _____ sqm, Proposed: _____ sqm

☐ **Type B Dispersal Bed**
Dispersal Area (native soil percolation time = T)
- QT/400 *or*
- Q/Loading Rate (using table 2-8 o BCMOH)

_____ / _____ = _____ sqm, Proposed: _____ sqm
Linear Loading Rate (native soil percolation time = T)
- T less than 24 = Q/40 *or*
- T greater than 24 = Q/50 *or*
- From Table 2-11 of BCMOH where required

_____ / _____ = _____ m, Proposed: _____ sqm

Class 2 or 3 Systems
Size _____ sqm;
Configured as Length _____ m x Width _____ m x Height _____ m
Wall Structure_____; Type of Cover _____

Lot Diagram
As part of the application a lot diagram is required, this must indicate north and show the following required information with proposed or existing **setbacks:**
☐ Sewage System Components (tank, bed, loading area, mantle area)
☐ Existing Sewage Systems
☐ Structures (proposed or existing, incl. pools)
☐ Property Lines
☐ Topographical Features (steep slopes, low lands)
☐ Water Supplies (incl. neighbours) and other water features (lakes, streams, etc.)
☐ Driveways
☐ Direction of Slope

TOWNSHIP OF RAMARA	Date:_____ Project:_____

TOWNSHIP OF RAMARA

APPLICATION FOR WATER SERVICE

NAME: _____

ADDRESS: _____

TELEPHONE #: _____

ADDRESS OF SERVICE: _____

PROPERTY ROLL #: _____

CONC: _____ LOT:_____PLAN:_____ LOT:_____

YOU MUST INDICATE WHERE THE SERVICE RUNS

RESIDENTIAL: _____

COMMERCIAL: _____

SIZE OF SERVICE: _____

The undersigned hereby makes application to The Corporation of the Township of Ramara for permission to connect to the water service located at the above noted location.

The undersigned hereby agrees and will follow Bylaw No 2010.59 Section 4 and Schedule B for water meter installation.

The undersigned hereby agrees to pay the annual user charge for water when and as billed by The Corporation of the Township of Ramara.

_____ _____

DATE APPLICANT'S SIGNATURE

BUILDING DEPARTMENT USE

_____ _____

RECEIPT DATE RECEIPT NUMBER

_____ _____

WATER METER # DATE METER WAS RECEIVED BY OWNER

_____ _____

DATE INSPECTED PLUMBING INSPECTOR

Township of Ramara
Sewer/Water Lateral Requirement List

Below is a list of the sewer/water service materials required for installation of sewer and/or water lateral hook-ups, the cost of which is the responsibility of the homeowner or his/her agent.

QTY.	MATERIALS REQUIRED FOR SEWER SERVICE
1.	4" x 4" SDR PVC TEE BxBxB gasket
2.	43143 4" SDR 28 PVC LS 45 degree elbow B x S gasket
3.	43304 4" x 4" SDR 28 PVC WYE BxBxB gasket
4.	BDS PVC Clean out plug 40924
5.	SDR 28 PVC 4" 4 meter in length gasket sewer pipe
6.	BDS PVC FTG clean out L!plug 40954

QTY.	MATERIALS REQUIRED FOR WATER SERVICE
1.	160 PSI %" service line tubing (or equivalent in copper)
2.	504281 %" SS insert (if poly pipe is used)

PIPE BEDDING- For all subdivisions

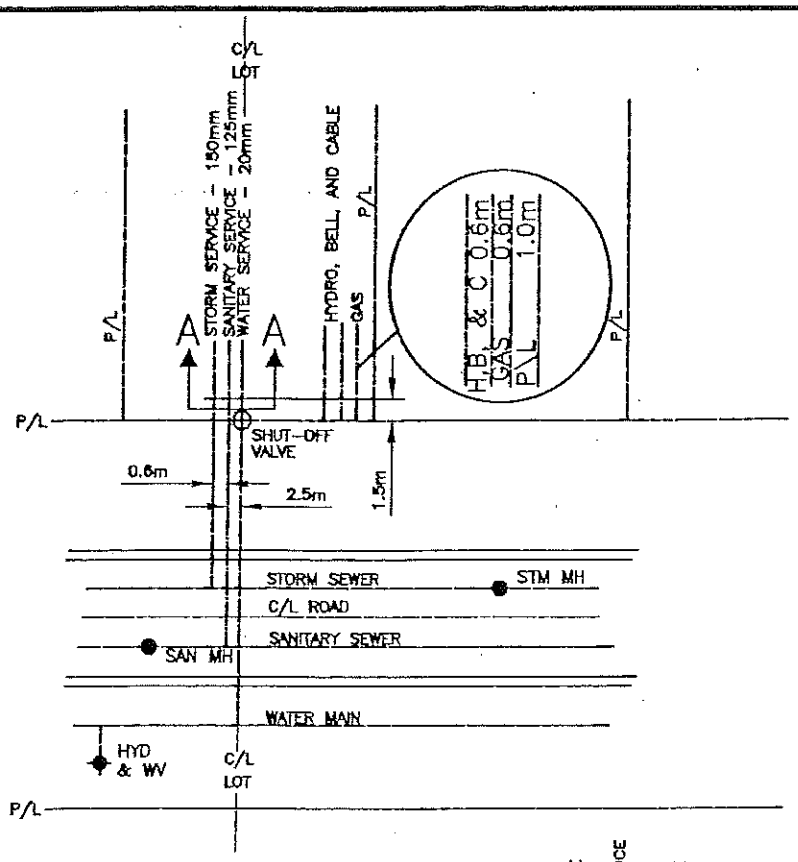
WATER METER IS REQUIRED FOR ALL BUILDINGS ON MUNICIPAL WATER SERVICE. METER AND EXPANSION TANK WILL BE SUPPLIED BY THE TOWNSHIP OF RAMARA.

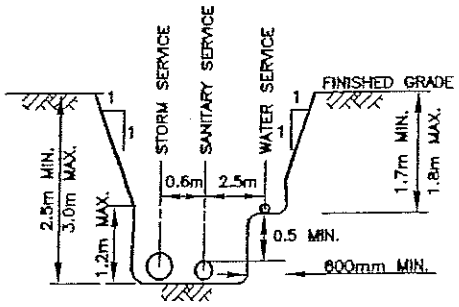
When general soil conditions are present 6" or 15.24cm of compacted crusher run limestone bedding shall be used. The cover shall be 6" or 15.24cm of crusher run limestone. The stone shall not be larger than .78" or 20mm.

Where poor soil conditions and/or high ground water levels are present 6" or 15.24cm of crushed clear limestone bedding shall be used. The cover shall be 6" or 15.24cm of crushed clear limestone. The cover shall be 6" or 15.24cm of crushed clear limestone. The stone shall not be larger than .78 or 20mm.

Where water services are installed separately, pipe bedding and cover requirements of .78" or 20mm of screened **fill** is acceptable.

Where sanitary and water servicing are to be located within the same trench, water servicing must be elevated to not less than 1.7m minimum or more than 1.8m maximum from the finished grade. (Please other sheet- drawing No. 120 and water meter installation drawing)





SECTION A–A

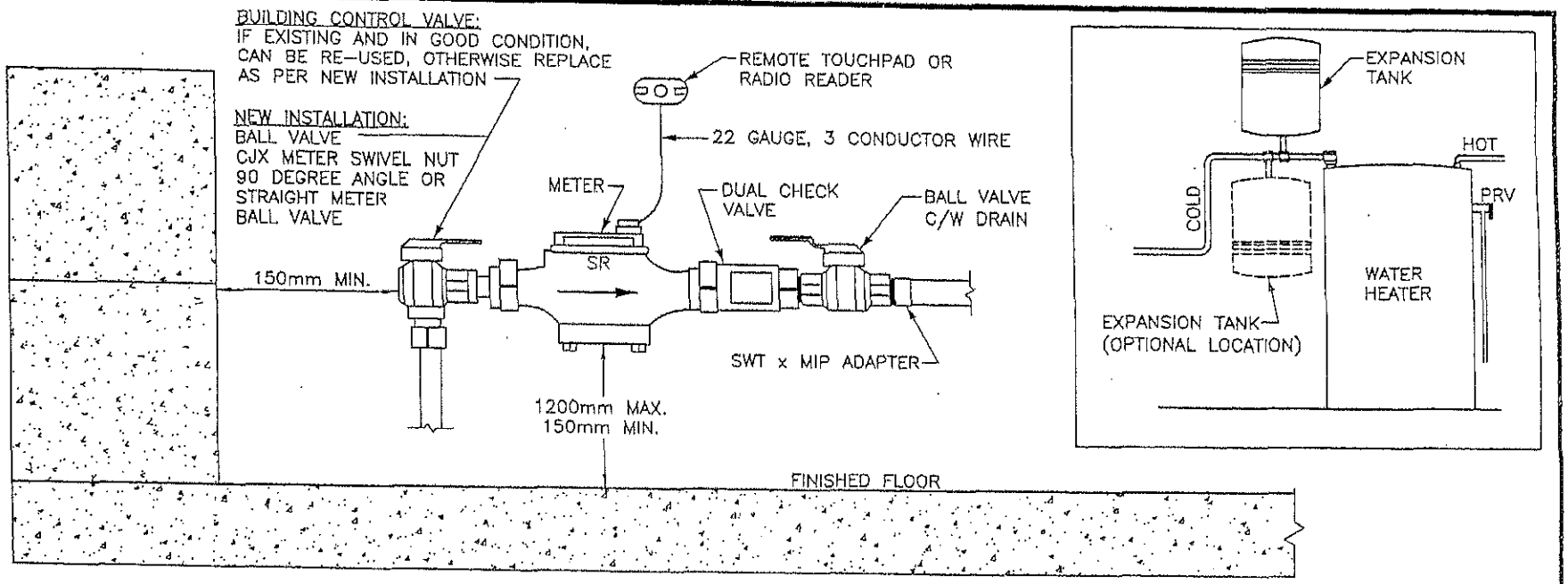
SCALE: NTS

NOTES:

1. SERVICE TO EXTEND 1.5m INSIDE PROPERTY LINE.
2. UNDER NO CIRCUMSTANCE SHALL SERVICES CROSS ONE ANOTHER.
3. EACH HOUSE MUST BE SUPPLIED WITH A SEPARATE 150mmø STORM SEWER SERVICE LATERAL. COMMON SERVICE CONNECTIONS WITH Y's WILL NOT BE PERMITTED. P.V.C. PIPE TO BE OTHER THAN WHITE.
4. THE MINIMUM SIZE FOR STORM DRAIN CONNECTION SHALL BE 150mmø INSTALLED AT A MINIMUM GRADE OF 2% FROM THE STORM SEWER TO THE BUILDING ENVELOPE.
5. THE MINIMUM SIZE FOR SANITARY LATERALS SHALL BE 125mmø INSTALLED AT A MINIMUM GRADE OF 2% FROM THE SANITARY SEWER TO THE BUILDING ENVELOPE. P.V.C. PIPE TO BE WHITE.
6. ALL UNDERGROUND SERVICE CABLES TO BE PLACED MINIMUM 1.0m BELOW FINISHED GRADE AT LOTS.
7. SHUT-OFF VALVES TO BE PLACED ON PROPERTY LINE.
8. ALL DIMENSIONS ARE IN MILLIMETERS OR METERS UNLESS OTHERWISE SPECIFIED.

NO.	REVISION	APR'D	DATE

TOWNSHIP OF RAMARA	APR'D:	DATE: NOV/06
	DRAWN:	SCALE: NTS
SERVICE LOCATION SINGLE FAMILY RESIDENTIAL	STD. No.	120



NOTES:

1. METER TO BE INSTALLED NOT LESS THAN 150mm FROM ANY OBJECT. AVERAGE SIZE PERSON SHOULD BE ABLE TO ACCESS METER.
2. EXPANSION TANK TO BE INSTALLED ON THE COLD WATER LINE BETWEEN THE WATER METER PACKAGE AND THE WATER HEATER. WHEN FULL, THESE TANKS WEIGH 50 POUNDS. TANK OR PIPEWORK MAY NEED SUPPORT. TANK TO BE NSF 61 CERTIFIED AND SIZED APPROPRIATELY FOR WATER HEATER SIZE IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS. AT A MINIMUM TANK TO BE A ST-12 BY AMTROL OR APPROVED EQUIVALENT.
3. PROVIDE SUPPORT FOR THE METER TO SUIT.
4. ENSURE PROPER DIRECTION OF FLOW FOR INSTALLATION OF DUAL CHECK VALVE. VALVE TO COMPLY WITH CSA STANDARD B64.
5. TOUCH PAD (IF INCLUDED) TO BE MOUNTED OUTSIDE BESIDE HYDRO METER, OR ON NEAREST EXTERIOR WALL TO WATER METER IF HYDRO METER IS INSIDE BUILDING. ELEVATION OF TOUCHPAD ON OUTER WALL TO BE BETWEEN 1.2m AND 1.5m ABOVE FINISHED GROUND ELEVATION.
6. NO BRANCHES OR TAPS PERMITTED UPSTREAM OF METER.
7. ISOLATION VALVES (BALL VALVE) TO COMPLY WITH AWWA C800 AND/OR PART 7 OF THE ONTARIO BUILDING CODE.

NO.	REVISION	APR'D	DATE	TOWNSHIP OF RAMARA	APR'D:	DATE: JAN/10
					DRAWN:	SCALE: NTS
				WATER METER INSTALLATION PACKAGE	STD. No.	901

PROPERTY OWNER'S AUTHORIZATION

TO WHOM IT MAY CONCERN

RE: MUNICIPAL ADDRESS: _____

LEGAL DESCRIPTION: _____

_____

FILE NUMBER/PERMIT APPLICATION: _____

(if applicable)

Please be advised that: _____

is hereby authorized to act as agent/applicant in respect to the above referenced application.

_____ _____

Date Owner

_____

Owner

BYLAW 2005.68

APPLICATION FOR RURAL MAIL BOX LOCATION PERMIT

TO BE FILLED OUT BY APPLICANT/OWNER

Name: _____

Property Roll #: _____

Municipal Address: _____

Telephone Number: _____

E-mail Address: _____

Date location was staked: _____

NOTE: Picture of approved mailbox location will be illustrated below.
OFFICE USE ONLY

NOTE: Prior to installation, the property owner must mark the proposed mailbox location clearly with a stake and notify the municipal works department when staked. Prior to issuing the permit, the staked location will be inspected. The property owner agrees to comply with the requirements of the municipality with regards to the conditions of mail box placement.

NOTE: Please note that it is the responsibility of the resident/business to advise their local post office and comply with any Canada Post stipulations.

It is understood that all works will be constructed, altered, maintained, or operated at the expense of the undersigned. The issuance of a Permit by the Township does not relieve the owner of the responsibility of complying with relevant municipal bylaws. In consideration of any permit issued in respect of this application, we, the applicant/owner for ourselves, our heirs, executors, administrators, successors and assigns, hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless, the Township of Ramara as represented by the Manager of Municipal Works or his designated, from and against all loss, cost, changes, damages, whatsoever to which may be put or which the Township may suffer or sustain or for which the Township may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.

_____ _____

Date Signature of Property Owner

_____ _____

Date issued Manager of Municipal Works

CONDITIONS OF RURAL MAIL BOX PLACEMENT

1. The said rural mail box shall be located on the same side of the road as existing rural mailboxes, in a position where the courier can reach and service it from his/her vehicle without having an impediment to pedestrian or vehicular traffic, and at a location site that the Manager of Municipal Works or his designate may require.

2. The said rural mail box shall be erected, placed, repaired and maintained so that:

   a) The box is securely attached to a fixed post or cantilever arm or equivalent so that the mail box does not protrude closer to the road than the rounding of the shoulder, and;

   b) The bottom of the box is at least 1.1 meters (3.5 feet) above the roadway, and;

   c) The post (standard wooden post with a maximum 150 mm. diameter or a 50 mm. diameter hollow steel pipe or equivalent) are to be erected, placed, repaired and maintained so that the mail box itself is sitting at the prescribed height, and such posts shall be erected at the rounding of the shoulder area so that the opening to the mail box is at the outside edge of the shoulder, and;

   d) The mailbox does not obstruct, or obscure other mail boxes nearby, or be an impediment, in itself or in its mounting, to affecting ready delivery or collection of mail or the continued maintenance of Township roads.

   e) A location sketch is shown as Exhibit “A”.

   f) Any designs that vary from a simple post and box configuration will only be permitted if they do not constitute a hazard and have been approved by the Manager of Municipal Works. Under no circumstance will masonry structures be permitted.

3. The box holder or owner is responsible to keep the mail box level and clear of snow and other obstructions at all times.

4. The box holder/owner is responsible for all maintenance and repair, and all mail boxes and supports must be kept in good repair and properly erected at all times so as to help minimize the possibility of becoming a traffic hazard by the nature of its design and construction.

5. The Township employee(s), contractor(s), agent(s), owned equipment, rented equipment, leased equipment shall not be responsible for the replacement, maintenance, repair or otherwise to the said mail box and supports as a result of snow removal, maintenance or construction operations by the owner.

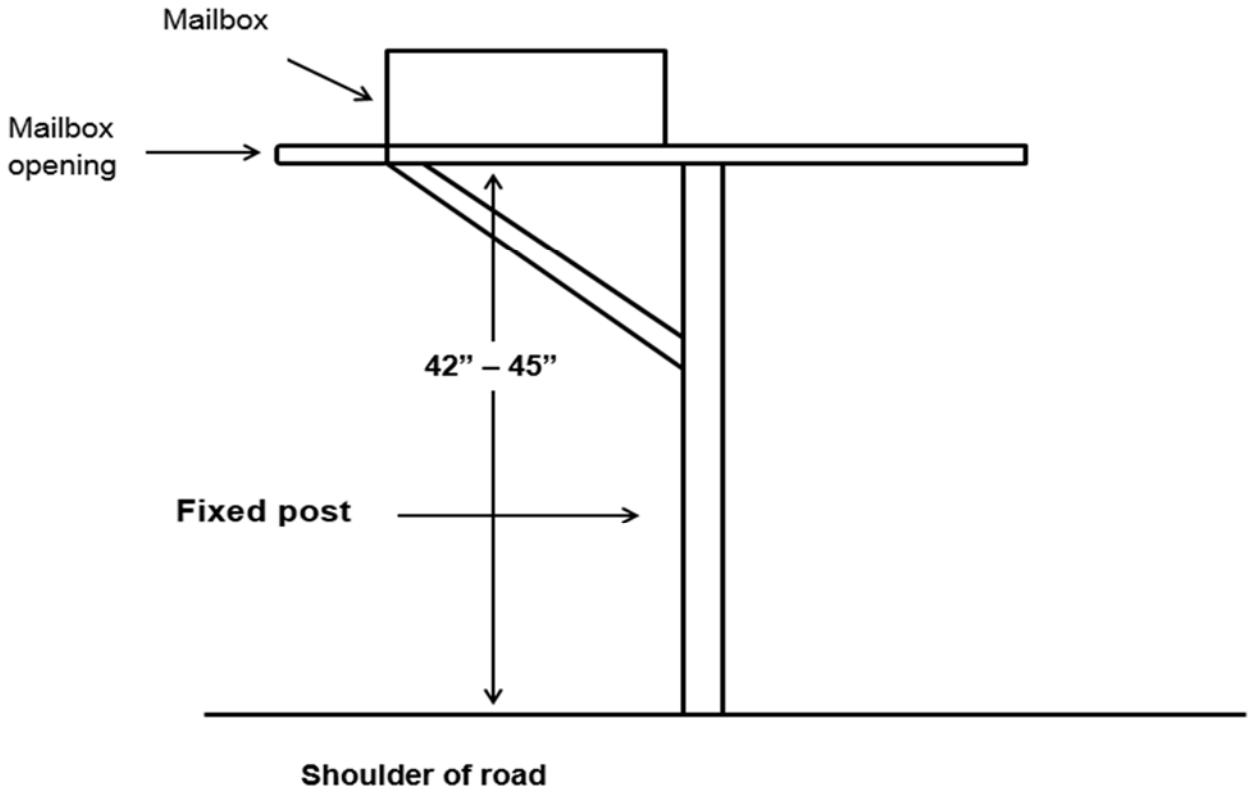
6. A rural mail box placed or caused to be placed on a Township Road Allowance is deemed to be a privilege and not a right.

7. This permit, issued by the Township of Ramara under the provisions of Bylaw No. 2005.68 does not relieve the holder of that permit of the responsibility of procuring the permits or licences required by other authorities under other Acts, Regulations, etc. If during the life of the Permit any Bylaw or Regulations are adopted which affect the privileges herein granted, the said Bylaws or Regulations shall be applicable to this permit from the date on which they came into force.

8. This Permit may be cancelled at any time by the Township for breach of the regulations or conditions of the Permit or for such reasons as the Township in its discretion deems proper.

EXHIBIT "A" TO CONDITIONS OF RURAL MAIL BOX PLACEMENT

Postal Standards for Rural Mailboxes
PREFERRED METHOD



SCHEDULE "C" TO BYLAW 2005.68

SHORT FORM WORDING AND SET FINES

Item #	Short Form Wording	Set Fine
1.	Erect a rural mail box without a permit	$105.00
2.	Failure to maintain a rural mail box	$105.00

9-1-1 MUNICIPAL ADDRESSING APPLICATION

OWNER: _____

PROPERTY ROLL #: _____

PROPERTY DESCRIPTION: **CONC:** _____ **LOT:**_____ **PLAN:**_____ **LOT:**_____

MUNICIPAL ADDRESS: _____

_____

TELEPHONE #: _____

E-mail: _____

□	Cost of new installation	$300.00
□	Plus, drilling costs	$ _____
□	Blade only supplied to owner	$50.00
□	Post only supplied to owner	$25.00
□	Replacement blade installed by Township	$150.00
□	Blade and post installed by Township	$300.00

Sub Total $_____

HST $_____

TOTAL $_____

_____ _____

DATE of PAYMENT RECEIPT NO.

_____ _____

DATE PICK UP PICK UP SIGNATURE

□ Forward to Works Department for installation

_____ _____

DATE INSTALLED INSPECTOR'S SIGNATURE

APPLICATION FOR THE CONSTRUCTION OF DRIVEWAY ENTRANCES

Name of Owner _____ Roll # _____
(print name)

Municipal Address _____

Concession _____ Lot _____ Plan _____ Lot _____ Telephone _____

E-mail: _____Length of Culvert preferred: _____ *Staked _____
Date required: _____ Reasons: _____

* **NOTE:** A minimum of seven working days is required **after permit is paid**.
* **NOTE**: Lots subject to site plan control must have site plan approval first.
* **NOTE**: The property owner must mark the location prior to submission and provide a sketch in the area below or attach a file. To attach a file, click on the area below and follow instructions.

UNDER THE AUTHORITY OF BYLAW NO. 2017.43 THE OWNER AGREES TO COMPLY WITH THE REQUIREMENTS OF THE MUNICIPALITY WITH REGARDS TO DRIVEWAY ENTRANCES. IT IS THE RESPONSBILITY OF THE OWNER TO MAINTAIN AND KEEP ENDS OF THE CULVERTS OPEN AT ALL TIMES*. SEE BYLAW FOR OTHER RESTRICTIONS.*

BYLAW NO. 2017.43, (s.5.3), REQUIRES THAT ALL NEW ENTRANCES IN THE SUBDIVISIONS OF BAYSHORE VILLAGE, DAVY DRIVE, HERITAGE FARMS AND VAL HARBOUR SHALL BE INSTALLED AT A WIDTH OF 30 FEET.

Signature of Owner: _____ Date: _____

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Office Use Only

Date Application was received by Township_____Received by: _____

Is the property subject to site plan control □ yes □ no
If yes, has the site plan been approved □ yes □ no **Attach a copy of the approved site plan**

Date of approval: _____

Revised November 14, 2017
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FEES AND CHARGES

$300.00 for first two inspections, subsequent inspections $300.00 each.

$1000.00 deposit only refunded when entrance meets all standards set by the Township.

Paid: $ _____ (cash, cheque, debit)	**Date: _____**	**Receipt # _____ Attach Receipt**	**Initial: _____**
Deposit Amount _____ Deposit Date Paid _____		**Deposit Refunded Amount_____ Deposit Issue Date _____ Cheque Number _____**	
Name of Contractor _____ **WSIB attached: yes ☐ no ☐** **Liability insurance attached: yes ☐ no ☐** **Traffic plan attached: yes ☐ no ☐**			
Inspection Date: _____ **1st Inspection Comments: _____** **Installation Date: _____**		**1st Inspector's Signature: _____** **2nd Inspector's Signature: _____**	
Completion Picture Attached ☐		**Comments:_____**	
Size: _____ x_____ diameter length		**Type: CSP ☐ Plastic ☐**	
Manager's Final Approval ☐ **Manager's Final Approval Date_____** **Distribution** **1. Keystone ☐** **2. Ticket System ☐** **3. Property File ☐** **4. Owner ☐**			

Revised November 14, 2017

BUILDING PLANS

When submitting building plans to your local municipality for approval, be sure to:

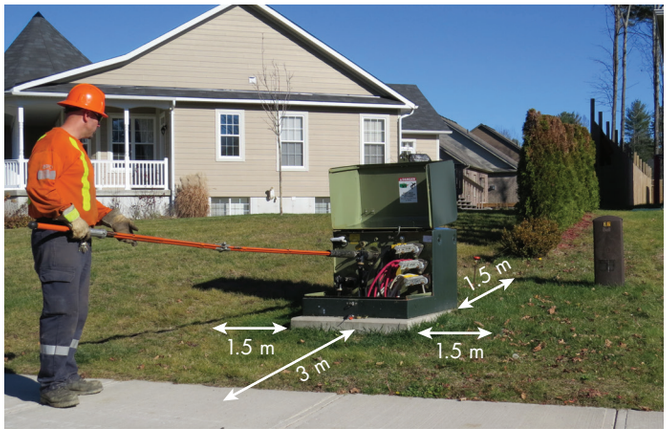
- Include in your drawings any overhead power lines on or in immediate proximity to the property
- Clearly indicate any buildings, overhangs, swimming pools, antennas, flag poles, or any other permanent above ground structures within the required setback of the power lines

Failure to comply with required setbacks can pose public safety risks and will result in the relocation of any buildings, structures or power lines at the property owner's expense.

SETBACKS FROM UNDERGROUND AND PADMOUNT TRANSFORMERS

If power lines are located underground, you may notice a green padmount transformer box. You must comply with setback requirements to ensure public safety and accessibility by Hydro One personnel. The diagram below outlines the required minimum setbacks.

Note: A 3 m minimum setback is required on the side that hinges open. This can typically be identified as the side with the padlock.



HOW TO REACH US

Facilities and Real Estate:
Unregistered Easement Inquiries
Monday to Friday
7:30 a.m to 4:30 p.m. ET
1-800-387-1946

For Power Outages and Emergencies:
24 hours a day, 7 days a week
1-800-434-1235

Call Centre:
For General Inquiries
Monday to Friday
7:30 a.m to 8:00 p.m. ET
1-888-664-9376

Mail:
Hydro One Networks Inc.
P.O. Box 5700
Markham ON
L3R 1C8

www.HydroOne.com

@HydroOne

FSC Product group from well-controlled sources and recycled wood o

hydro one
Partners in Powerful Communities

BUILDING NEAR POWER LINES

hydro one
Partners in Powerful Communities

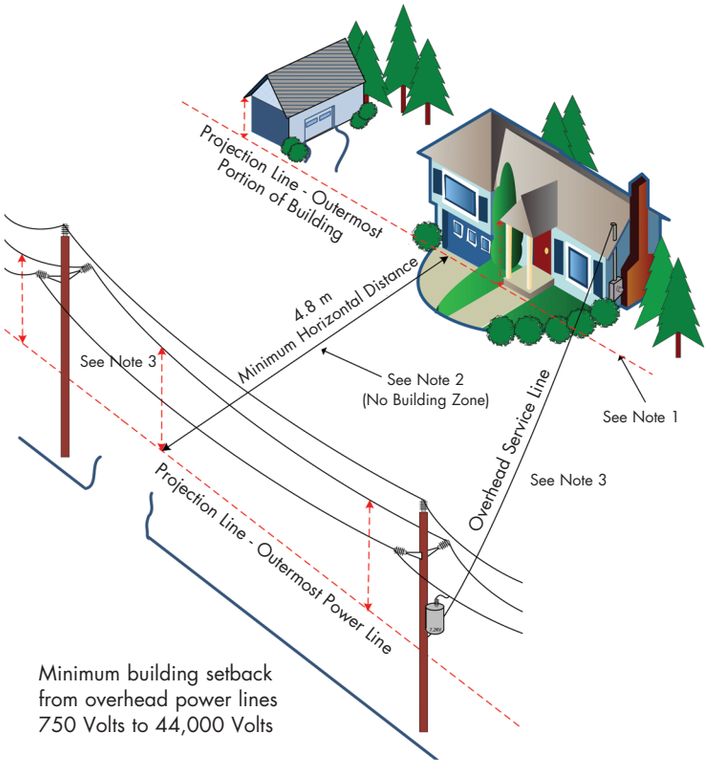
PUBLIC AND WORKER SAFETY IS OUR TOP PRIORITY.

One of the most common hazards identified by Ministry of Labour Inspectors is working too close to power lines.
The best way to eliminate this risk is to establish and maintain safety clearances and setbacks.

New building and/or extensions to buildings must maintain a required setback from overhead and underground power lines and padmount transformers. Setbacks and minimum clearances are identified in safety regulations such as the Ontario Electrical Safety Code, the Ontario Building Code, and Hydro One Distribution Standards.

PLANNING TO BUILD ON YOUR PROPERTY?

The diagram below represents the minimum building setback from overhead power lines.



Minimum building setback from overhead power lines 750 Volts to 44,000 Volts

Notes

1. The minimum horizontal distance is measured from the projection line of the outermost power line, to the projection line of the outermost portion of any building including a roof overhang, balcony, deck, or fire escape.
2. To ensure compliance with all applicable standards and regulations, a minimum horizontal distance (setback) of 4.8 m is required.
3. No building is permitted under a power line or overhead service line. Overhead service lines attached to a building are exempt from the minimum horizontal clearance requirements.

EASEMENTS

An easement is a legal right acquired from property owners which allows Hydro One to construct, operate, access and maintain its facilities on lands it does not own. Easements can be registered or unregistered, which equally grant Hydro One rights to use the property. Unregistered easements will not appear on the title of your property, however you can find out if one exists on your land by visiting: **https://www.services.HydroOne.com/lvr/welcome.html**

An easement contains restrictions to uses such as, but not limited to, the construction of a building or the storage of materials.

SETBACKS

A setback is the horizontal allowable distance that any building or structure, including balconies and overhangs, must maintain from a Hydro One overhead power line. Everyone must comply with setback requirements.

To ensure compliance with all applicable standards and regulations, a minimum 4.8 m setback is required. This takes into account the maximum distance a power line might swing on a windy day.