

For Use by Township Staff (Principal Authority)

Application Number:

Date Received:

Permit Number (if different):

Application Submitted to: **Township of West Lincoln**

A. Project information

Street Address:

Unit No.

Lot/Con:

Municipality:

Postal Code:

Plan Number:

Estimated Project Value: \$

Area of Work (m²):

B. Purpose of application

New Construction Addition to Existing Building Alteration / Repair Demolition Conditional Permit

Proposed Use of Building:

Current Use of Building:

If house is a model already on file, Model Name:

reversed

modifications attached

Description of Proposed Work:

C. Applicant

Applicant is: Owner or Authorized Agent of Owner (if selected complete and attach authorization form)

Last Name:

First Name:

Corporation or Partnership:

Street Address:

Unit No.

Lot/Con:

Municipality:

Postal Code:

Province:

Telephone Number:

Cell Number:

Email:

D. Owner (if different from applicant)

Last Name:

First Name:

Corporation or Partnership:

Street Address:

Unit No.

Lot/Con:

Municipality:

Postal Code:

Province:

Telephone Number:

Cell Number:

Email:

E. Builder (optional)

Last Name:

First Name:

Corporation or Partnership:

Street Address:

Unit No.

Lot/Con:

Municipality:

Postal Code:

Province:

Telephone Number:

Cell Number:

Email:

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*? 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 schedule

Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.

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
- 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. (attached) Yes No

I. Declaration of applicant

I, _____ declare that:

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: _____

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 or 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.

Use one from for each individual who reviews and takes responsibility for design activities with respect to the project

A. Project information

Street Address: _____ Unit No. _____ Lot/Con: _____
Municipality: _____ Postal Code: _____ Plan Number: _____

B. Individual who reviews and takes responsibility for design activities

Name: _____ Firm: _____
Street Address: _____ Unit No. _____ Lot/Con: _____
Municipality: _____ Postal Code: _____ Province: _____
Telephone Number: _____ Cell Number: _____ Email: _____

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

I, _____ declare that (choose one as appropriate):

- 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 purpose of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of 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.

A. Project information

Street Address: _____ Unit No.: _____ Lot/Con: _____

B. Form of correspondence

Please select the form in which you wish for the Building & Enforcement Department to correspond with you regarding the following components of the building permit process (please choose only one for each):

Plans Examination Reports (if any): by mail, pick up or digitally – email address:

Issuance of the Building Permit: by mail, pick up or digitally – email address:

Building Inspection reports (prepared digitally): pick up or digitally – email address:

C. Planning information

Check all that apply to the subject property where construction is proposed:

easement(s) / encumbrance(s) minor variance severance rezoning designated historic / resource

Lot No.: _____ Plan No.: _____ Part Lot: _____ Concession No.: _____
Reference Plan: _____ Lot Area: _____ m² Lot Frontage: _____ m Lot Depth: _____ m

Corner Lot: Yes No Municipal Services: sanitary storm water Onsite overhead hydro wires: Yes No

D. Building Details – All Buildings

Please select the applicable Occupancy Type(s), check all that apply:

A – Assembly, Division: B – Care / Detention, Division: C - Residential D – Business / Personal Service
 E – Mercantile F – Industrial, Division:

Detail	Existing	New	Total
Number of Suites / Units			
Building Area	m ²	m ²	m ²
Gross Floor Area	m ²	m ²	m ²
Area to be renovated or altered	m ²	m ²	m ²
Area of Basement	m ²	m ²	m ²
Area of Basement to be finished	m ²	m ²	m ²
Area of Accessory Building	m ²	m ²	m ²
Area of attached / detached deck	m ²	m ²	m ²
Area of deck that is covered by a roof	m ²	m ²	m ²
Number of Stories Above Grade			
Occupant Load			
Lot Coverage	%	%	%
Number of Seats (Dining / Drinking Establishments)			

A. Project information

Street Address: _____ Unit No. _____ Lot/Con: _____

B. Compliance option (indicate the chosen compliance option chosen for the house design and complete applicable sections below)

Prescriptive SB-12 Table 3.1.1.2 A, B, or C Package: 1, 2, 3, 4, 5, or 6
 SB-12 Table 3.1.1.11 – Addition to an existing dwelling

OR

Performance SB-12 Performance [SB-12 – 3.1.2] ● attach energy performance calculation using an approved software
 Energy Star® [SB-12 – 3.1.3] ● attach Building Option Package [BOP] form
 R-2000® [SB-12 – 3.1.3] ● attach R-2000 Hot2000 Report

C. Project design conditions – Climactic Zone for Smithville is ZONE 1

Heat Equipment Efficiency: ≥ 92% AFUE or ≥ 84% < 92% AFUE or < 84%

Space Heating Fuel Source: gas propane oil electric solid fuel earth energy

Windows, Skylights & Glass to Wall Ratio:

Gross Area of W, S & G: m² / **Gross Area of Wall** m² = **Percent of Glazing:** %

Other Building Conditions: ICF basement ICF above grade walkout basement slab on grade log/post & beam
 air conditioning combo unit air source heat pump ground source heat pump

D. Thermal insulation (provide minimum RSI / R value for each space)

Building Component	nominal	effective
ceiling with attic space		
ceiling without attic space		
exposed floor		
walls above grade		
basement walls		
slab (all > 600mm below grade)		
slab (edge only ≤ 600mm below grade)		
slab (all ≤ 600mm below grade)		

E. Windows and Doors (provide U-Value in W/m²•K, or Btu/h•ft²•F but not both)

Building Component	Efficiency Rating
windows / sliding glass doors	
skylights / glazed roofs	

F. Mechanicals

Building Component	Efficiency Rating
heating equipment (AFUE)	
HRV efficiency (SRE% at 0°C)	
DHW Heater (EF)	
DHWR (CSA B55.1 – minimum 42% efficiency) → provide number of showers:	
combined space / domestic water heating	

G. Energy efficiency substitutions – PRESCRIPTIVE METHODS ONLY

Prescriptive trade-off: ICF [SB-12 – 3.1.1.2(5)&(6)] Combined Space Heating & Domestic Water System [SB-12 – 3.1.1.2(7)]

Airtightness substitutions: Table 3.1.1.4.B Required: _____ Permitted Substitution: _____

Table 3.1.1.4.C Required: _____ Permitted Substitution: _____

H. Design verification – PERFORMANCE METHODS ONLY

SB-12 referenced building package: Table 3.1.1.2 A, B, or C Package: 1, 2, 3, 4, 5, or 6

The Annual Energy Consumption for the:

above referenced prescriptive building package is _____ GJ, while the proposed dwelling as designed is: _____ GJ

The software used to simulate the energy use of the buildings is:

The proposed dwelling 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, as referenced above [3.1.2.1.(6)] yes no

The applied operating conditions were: standard [A-3.1.2.1 – 4.6.2] Reduced for zero-rated homes [A-3.1.2.1 – 4.6.2.5]

On site renewable energy sources: solar: _____ other types: _____

I. Energy Star® or R-2000® Performance design verification – OTHER ACCEPTABLE COMPLIANCE METHODS ONLY

The technical requirements of the standard selected below have been applied to this building design and result in the building performance meeting or exceeding the prescriptive performance requirements of Supplementary Standard SB-12 A-3.1.3.1.

NRCan “ENERGY STAR for New Homes Standard Version 12.6”

NRCan “2012 R-2000 Standard”

Performance Energy Modeling Professional → Name: _____ Licence No. _____

Energy Star® or R-2000® Evaluator / Rater → Name: _____ Licence No. _____

J. Declaration (by the person who reviews and takes responsibility for the energy efficiency design)

I, _____, certify that I have reviewed the design documents submitted with the permit application, that the information contained on this form is consistent with the design documents, and the information used in any annual energy use calculations, if applicable is a true representation of the design documents.

Name: _____ BCIN: _____ Signature: _____

Completing this Form

B. Compliance options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conform 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 build is not required under this option. Certain Trade-Off options are permitted however when used, applicable airtightness targets in Table 3.1.1.4.A must be met.
- 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 usage of the building as proposed is equal to or less than a referenced prescriptive building design package.
- Energy Star® houses must be designed to Energy Star® requirements and be 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

- **Windows, Skylights and Glass Doors:** If the ratio of 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 to determine which SB-12 Prescriptive compliance package table applies.
- **Other Building Conditions:** These construction conditions affect SB-12 Prescriptive compliance requirements.

D. Thermal Insulation, E. Windows and Doors, F. Mechanicals

- Requires completion of the table to identify the proposed RSI or R-value and energy efficiency ratings for various assemblies, windows and doors and mechanicals where they may apply to the house design.

G. Energy Efficiency Substitutions – PRESCRIPTIVE METHOD ONLY

- This section is applicable for use with the prescriptive method only. When using the prescriptive method, the use of specific substitutions are permitted provided other design elements satisfy increased design standards. Additional supporting documentation may be requested by the Chief Building Official where required to confirm compliance with the increased design standards. The air leakage rates provided in SB-12 3.1.1.4 and associated tables, are not requirements. The provided rates are voluntary provisions and are applicable only when it is intended to claim airtightness credits as substitutions for other required provisions. The table provides airtightness targets in three different metrics; ACH, NLA, or NLR. Any one of these can be used. Table SB-12 3.1.1.4.A is provided below for reference.

building type	airtightness targets				
	ACH @ 50Pa	NLA @ 10 Pa		NLR @ 50 Pa	
		cm ² / m ²	in ² / 100ft ²	L/s/m ²	cfm/ft ²
detached dwelling	2.5	1.26	1.81	0.93	0.18
attached dwelling	3.0	2.12	3.06	1.32	0.26

H. Design Verification – PERFORMANCE METHOD ONLY

- This section is applicable for use with the performance method only. When using the performance method, the information requested in this section provides the necessary values to confirm meeting or exceeding the designed standards of the compared prescriptive package. The air leakage rates of Table SB-12 3.1.2.1 (shown below), are not requirements. The provided rates are intended for use as reference values for annual energy simulations, should such simulations be required for the chosen method. They can be used as a default value for both reference and proposed buildings or, where airtightness credits are claimed, the values in the table can be used as the inputs for the referenced building. The table provides leakage rates in three different metrics; ACH, NLA, or NLR. Any one of these can be used.

building type	air leakage		
	ACH @ 50Pa	NLA @ 10 Pa	NLR @ 50 Pa
detached dwelling	3.0	2.12 cm ² / m ²	1.32 L/s/m ²
attached dwelling	3.5	2.27 cm ² / m ²	1.44 L/s/m ²

I. Energy Star® or R-2000®

- This section is applicable for use with the other applicable compliance methods only. These methods are documented performance standards with specific requirements that must be satisfied to qualify for certification with the selected design standard. Both Energy Star® and R-2000® may issue labels for new homes which are qualified through their program however the OBC does not require new home labelling.

J. Declaration

- The declaration takes the place of the completion of the designer form for the purpose of the HVAC design. Through completion of this form and signing of the declaration, the HVAC designer is not required to submit a separate designer information form. Where the designer is an architect or engineer, the declaration confirms the completion of the form and supporting documentation by a qualified professional.

A. Project information

Street Address: _____ Unit No. _____ Lot/Con: _____

This form describes conditions where approvals from various other agencies are required before a building permit can be issued. It is recommended that these approvals be completed prior to applying for a building permit, since they may delay or prevent permit issuance. For assistance with the individual approvals listed consult with the applicable agency. Further information with regard to the individual agencies and contact for such is contained at the conclusion of this form.

B. Heritage – Township of West Lincoln Planning Department

Are you proposing to demolish, alter, add to or otherwise modify a building that is listed on the Township of West Lincoln heritage inventory? Yes No

Is the building / property designated or in the process of being designated? Yes No

Is the property located in a Heritage District or study area? Yes No

C. Zoning – Niagara Escarpment Commission

Does the property exist within the jurisdiction of the Niagara Escarpment Commission? Yes No

D. Wetlands, Shorelines & Watercourses – Niagara Peninsula Conservation Authority

Does the property abut a ravine, watercourse, wetland or shoreline? Yes No

E. Transportation Routes – Ontario Ministry of Transportation

Is the property within 45m of a highway or 180m from any highway intersection? Yes No

Is the property within 395m of a controlled highway intersection? Yes No

Is this a major traffic generating project located within 800m of a highway? Yes No

F. Environmental Approvals – Ontario Ministry of the Environment

Is the property an industrial or commercial property being changed to a more sensitive use? Yes No

Is the property a former waste disposal site? Yes No

Is the project a major industrial, commercial or government project? Yes No

Is this a renewable energy project? Yes No

G. Agriculture and Farms – Ontario Ministry of Agriculture and Food

Is the proposed building a farm building that will house animals or manure, or is it a milk processing plant? Yes No

H. Education and Child Care Centres – Ontario Ministry of Education

Does the project involve the demolition of a school or is a daycare proposed in any portion of the building? Yes No

I. Seniors / Long Term Care Centres & X-Ray Equipment – Ontario Ministry of Community and Social Services

Is the project a Seniors / Long term Care project whereby Government funding is being sought? Yes No

Does the project include spaces for the use of X-Ray equipment? Yes No

J. Funeral Home – Ontario Ministry of Consumer and Business Services

Does the project involve any building in which funeral services are conducted? Yes No

K. Declaration of Owner

I, _____, certify that the information provided on this document is true to the best of my knowledge and that all required approvals related to the relevant applicable laws have been enclosed and submitted with the application for permit for this project.

Date:

Signature:

Personal information contained in this form 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 the Chief Building Official of the Township of West Lincoln.

Completing this Form**B. Heritage - Ontario Heritage Act, s. 27, 30, 33, 34, 40.1 & 42**

The Township of West Lincoln has designated certain heritage buildings and maintains a list of building of heritage interests. Planning and/or Town Council approval for demolition, alteration and construction is required if the subject property is affected.

Contact: Township of West Lincoln Planning Department, Brian Treble, 905 957 5138, btreble@westlincoln.ca

C. Zoning - Niagara Escarpment Planning and Development Act

Where construction is proposed in the area under the jurisdiction of the Niagara Escarpment Commission and development permit is required to before a building permit can be issued.

Contact: Niagara Escarpment Commission, Martin Killian, 905 877 7524, martin.killian@ontario.ca

D. Wetlands, Shorelines & Watercourses - Conservation Authorities Act s.28, regulation 166/06

Development within certain conservation regulated areas requires construction and fill permits from the conservation authority before a building permit can be issued.

Contact: Niagara Peninsula Conservation Authority, 905 788 3135, info@npca.ca

E. Transportation Routes - Public Transportation Act s. 34/38

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. Where major developments will generate significant amounts of traffic, such as a shopping centre, the distance is extended to 800m.

Contact: Ministry of Transportation, www.mto.gov.on.ca

F. Environmental - Conservation Authorities Act s.28 (1)(c), regulation 166/06

Development within certain conservation regulated areas requires construction and fill permits from the conservation authority before a building permit can be issued.

Contact: Ministry of Environment. 1 800 461 6290

G. Agriculture and Farms - Nutrient Management Act 2002 s.11 regulation 267/03, Milk Act s.14

Buildings or structures that house animals or store manure may require a nutrient management strategy approved by the Ministry. The Ministry must also determine that a milk processing plant is necessary and authorize it before a building permit can be issued

Contact: Ministry of Agriculture Food and Rural Affairs, 1 877 424 1300

H. Education and Child Care Centres - Education Act s.194, Day Nurseries Act, s.5 or regulation 262

The Minister must approve the demolition of all school buildings. Ministry plan approval is required if a new or existing building is proposed to be used or altered / renovated to be used as a day nursery, or if an existing day nursery is altered or renovated.

Contact: Ministry of Education, 905 895 9192

I. Seniors / Long Term Care Centres and X-Ray Equipment - Elderly Persons Centres Act s.6, Healing Arts Radiation Act

Reports must be submitted to and approved by the Minister for all seniors centres to which government funding applies. Where X-Ray equipment is used for primary exposure to humans approvals are required before a building permit can be issued.

Contact: Ontario Ministry of Community and Social Services, 1 888 789 4199

J. Funeral Home - Funeral Directors and Establishments Act, regulation 469

Where a building houses a funeral establishment necessary approvals are required to be obtained before a building permit can be issued.

Contact: Ontario Ministry of Consumer and Business Services, 1 800 387 4458

A. Project information

Street Address: _____ Unit No. _____ Lot/Con: _____

B. Party to be authorized

Last Name: _____ First Name: _____ Corporation or Partnership: _____
Street Address: _____ Unit No. _____ Lot/Con: _____
Municipality: _____ Postal Code: _____ Province: _____
Telephone Number: _____ Cell Number: _____ Email: _____

C. Declaration of Owner

I, _____, being the Registered Owner of the above property hereby authorize the party stated in Section B of this form to make application for permit on my behalf to Building and Enforcement Department of the Township of West Lincoln in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

Date: _____ Signature: _____

The Ontario Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession".

Personal information contained in this form 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 the Chief Building Official of the Township of West Lincoln.