

**CORPORATION OF THE TOWNSHIP OF ALFRED AND PLANTAGENET
BY-LAW No. 2006-44**

BEING a By-law under the Building Code Act, 1992 respecting Permits and related matters;

WHEREAS Section 7 of the Building Code Act, 1992, S.O 1992, Chapter 23, authorizes a municipal council to pass by-laws concerning the issuance of Permits and related matters;

NOW THEREFORE the Corporation of the Township of Alfred and Plantagenet enacts as follows:

1.0 SHORT TITLE

1.1 This By-Law may be cited as the "Building Permits By-law".

2.0 DEFINITIONS AND WORD USAGE in this By-law:

- 2.1 "Act" means the Building Code Act, 1992, S.O 1992, Chapter 23, as amended;
- 2.2 "Applicant" means the Owner of a Building or property who applies for a Permit or any person authorized in writing by the Owner to apply for a Permit on the Owner's behalf, or any person or corporation empowered by statute to cause the demolition of a Building or Buildings and anyone acting under the authority of such person or corporation;
- 2.3 "As Constructed Plans" means "As Constructed Plans" as defined in the Building Code;
- 2.4 "Building" means a "Building" as defined in subsection 1(1) of the Act;
- 2.5 "Building Code" means the regulations made under Section 34 of the Act;
- 2.6 "Construct" means to "Construct" as defined in section 1(1) of the Act;
- 2.7 "Chief Building Official" means the Chief Building Official or their designate appointed pursuant to section 3(2) of the Act and by by-law of the Corporation of The Township of Alfred and Plantagenet for the purpose of enforcement of the Act;
- 2.8 "Corporation" means The Corporation of The Township of Alfred and Plantagenet;
- 2.9 "Demolish" means to "Demolish" as defined in subsection 1(1) of the Act;
- 2.10 "Planning Administrator" means the Planning Administrator or their designate appointed by by-law of the Corporation of The Township of Alfred and Plantagenet;
- 2.11 "Road Superintendent" means the Road Superintendent or their designate appointed by by-law of the Corporation of The Township of Alfred and Plantagenet;

- 2.12 "Farm Building" means a "Farm Building" as defined in the Building Code;
- 2.13 "Inspector" means an inspector appointed pursuant to subsection 3(2) of the Act and by by-law of the Corporation of the Township of Alfred and Plantagenet;
- 2.14 "Municipality" means the Corporation of the Township of Alfred and Plantagenet;
- 2.15 "Owner" means the registered Owner of the land and includes a lessee, mortgagee in possession, and the person in charge of the property;
- 2.16 "Permit" means permission or authorization given in writing by the Chief Building Official to perform specific Work regulated by this by-law, the Act, and the Building Code, or to occupy a Building or part thereof, or to change the use of a Building or part of a Building or parts thereof as regulated by the Act;
- 2.17 "Permit Holder" means the person to whom the Permit has been issued and who assumes the primary responsibility for complying with the Act and the Building Code;
- 2.18 "Plumbing" means "Plumbing" as defined in subsection 1(1) of the Act;
- 2.19 "Project" means to do anything in the construction or demolition or change of use or plumbing for a building which is regulated by the Act and/or the Building Code.
- 2.20 "Work" means to do anything in the construction or demolition or change of use or plumbing for a building which is regulated by the Act and/or the Building Code.

Terms not defined in this By-Law shall have the meaning ascribed to them in the Act or the Building Code.

3. CLASSES OF PERMITS

- 3.1 Classes of Permits required for Work are set forth in Schedule "A" appended to and forming part of this By-law.
- 3.2 Permits for work other than that referred to in this By-law shall be obtained from the appropriate authority having jurisdiction in accordance with the by-laws of the Corporation and any applicable laws. Such permits may include but are not limited to: encroachments, culverts, water and sewer services, street cuts and electricity.

4.0 PERMITS

- 4.1 To obtain a Permit, the Applicant, shall file an application in writing by completing the prescribed form available from the office of the Chief Building Official as set out in Schedule "C" of this By-law or from the Building Code website www.obc.mah.gov.on.ca and shall supply any

other information relating to the application as required by the Chief Building Official.

- a) Every application for a Building Permit shall be submitted to the Chief Building Official, and shall contain but is not limited to the required items listed on the Municipal Building Permit checklist for the appropriate Work type as set out in Schedule "C" of this by-law and shall be signed by the Applicant who shall certify the truth of the contents of the application.
- 4.2 Where an application is made for a construction Permit under subsection 8(1) of the Act, the application shall include the completed prescribed provincial application form "Application for a Permit to Construct or Demolish", said form being attached hereto in Schedule "C" and the required information set out in section 4 of this By-law.
- 4.3 Where an application is made for a demolition Permit under section 8(1) of the Act, the Applicant shall include the completed prescribed Provincial application form "Application for a Permit to Construct or Demolish", said form being attached hereto in Schedule "C" and the required information set out in section 4 of this By-law.
- 4.4 Where an application is made for a conditional Permit under section 8(3) of the Act, the Applicant shall:
- a) include the completed prescribed provincial application form, "Application for a Permit to Construct or Demolish", said form being attached hereto in Schedule "C".
 - b) include complete plans and specifications, documents and other information as required by the Act, the Building Code or this By-Law for the Work to be covered by the Permit;
 - c) state the reasons why the Applicant believes that unreasonable delays in Work would occur if a conditional Permit is not granted;
 - d) state necessary approvals which must be obtained in respect of the proposed Building and the time in which such approvals will be obtained;
 - e) state the time in which plans and specifications of the complete Building will be filed with the Chief Building Official; and
 - f) be accompanied by a written agreement between the Owner and the Council of the Corporation which shall include the matters provided for in Article 8(3)(c) of the Act and such other matters as may be required by the Corporation.
- 4.5 Where an application is made for a change of use Permit under section 10(1) of the Act, the application shall:
- a) include the completed prescribed provincial application form, "Application for a Permit to Construct or Demolish", said form being attached hereto in Schedule "C".
 - b) include plans and specifications which:

-describe the Building or part thereof in which the occupancy is to be changed;

-identify and describe in detail the current and proposed occupancies of the Building or part of a Building for which the application is made; and

-contain sufficient information to establish compliance with the requirements of the Building Code including floor plans, details of wall, floor and roof assemblies identifying required fire resistance ratings and load bearing capacities.

4.6 In addition to the requirements of subsection 4.2 of this By-law, where a Permit for part of a Building is desired prior to the issuance of a Permit for the entire Project:

- a) application shall be made and fees paid for the entire Project;
- b) include plans and specifications covering the part of the Work for which more expeditious approval is desired, together with such information pertaining to the remainder of the Work as may be required by the Chief Building Official; and
- c) where a Permit is issued for part of a Building Project, the holder of such Permit may proceed, but the issuance shall not be construed to authorize Work beyond the plans for which the approval was given or as a guarantee that the approval will necessarily be granted for the entire Building or Project.

4.7 Where an application for a Permit or for authorization to make a material change to a plan, specification, document or other information on the basis of which a Permit was issued, contains an equivalent material, system or Building design for which authorization under Section 9 of the Act is requested, the following information shall be provided:

- a) a description of the proposed material, system or Building design for which authorization under section 9 of the Act is requested;
- b) any applicable provisions of the Building Code; and
- c) evidence that the proposed material, system or Building design will provide the level of performance required by the Building Code.

4.8 The Chief Building Official may, where the requirements of this By-law have been met, issue a Permit or a conditional Permit for the Work in question, subject to compliance with the Act, the Building Code and any applicable law.

4.9 The Chief Building Official shall not, by reason of the issuance of a Permit or Permits for a part or parts of the Building issued under subsection 4.6 be under any obligation to grant any further Permit or Permits therefore.

4.10 Where an application for a Permit remains inactive for six months after it is made, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given to the Applicant.

- 4.11 The Chief Building Official, subject to the provisions outlined in subsection 8(10) of the Act, has the authority to revoke a Permit issued under the Act.
- 4.12 No application for a Permit shall be received by the Municipality if it is deemed incomplete by the Chief Building Official.

5. PLANS AND SPECIFICATIONS

- 5.1 Every Applicant shall furnish sufficient information with each application for a Permit to enable the Chief Building Official to determine whether or not the proposed Work will conform with the Act, the Building Code and any applicable law including but not limited to all the required items as set out in the Building application checklists which form part of Schedule "C" to this By-law and other pertinent information required by Section 5 of this By-law.
- 5.2 Plans shall:
- a) include such working drawings as set out in the Building application checklists which form part of Schedule "C" to this By-law unless otherwise specified by the Chief Building Official;
 - b) be drawn to scale upon paper or other substantial material;
 - c) be legible and durable;
 - d) indicate the nature and extent of Work or proposed occupancy in sufficient detail to establish that the completed Work will conform to the Act, the Building Code, and any other applicable law;
 - e) The Chief Building Official shall determine the number of plans, specifications, documents and other information required to be furnished with an application for Permit having regard for the requirements of the Act, the Building Code and any applicable laws, regulation or By-law respecting the examination or circulation of the application;
 - f) On completion of the construction of a Building, the Chief Building Official may require that a set of As Constructed Plans of a Building or any class of Buildings, including a plan of survey showing the location of the Building, be filed with the Chief Building Official;
 - g) Plans and specifications furnished according to this By-law or otherwise required by the Act or Building Code become the property of the Corporation and will be disposed of or retained in accordance with the policies of the Municipality and any applicable laws;
 - h) In lieu of separate specifications, the Chief Building Official may allow the essential information to be shown on the plans, but in no case shall such terms as "in accordance with the Act" or "legal", or such similar terms be used as a substitute for specific information;
 - i) Without restricting the generality of Section 5, every application for a permit with respect to the construction of a building in

whole or in part on the lands as herein defined shall be accompanied by a document prepared, signed and sealed by a professional engineer as herein defined, setting forth the slope stability of the land and the measures to be taken, if any, to minimize the effect of soil movement on the building and its existing or proposed sewage system as the case may be.

- a) In this paragraph "Professional Engineer" means a professional engineer as that term is defined in the "The Professional Engineer Act", R.S.O., 1990, Chapter P. 28, holding a certificate issued by the Association of Professional Engineers of the Province of Ontario, and competent in the field of geotechnical investigations and soil testing.
- b) In this paragraph "lands" means the area of unstable slopes as defined on Schedule "C" hereto annexed, forming part of this by-law.

5.3 A site plan referenced to a current plan of survey certified by a registered Ontario Land Surveyor and a copy of such a survey shall be filed with the Corporation unless this requirement is waived because the **Chief Building Official** is able, without having a current plan of survey, to determine whether the proposed work conforms to the Act, the Building Code and any other applicable law. Site plan will include:

- a) lot size and dimensions of property;
- b) setbacks from existing and proposed buildings to property boundaries and to each other;
- c) existing and finished ground levels, grades elevation of bottom or underside of footing and top of foundation, drainage flows and direction, drainage outlet; and
- d) existing right-of-way, easements and municipal services;
- e) the location, size and capacity of all municipal services where such services are affected by the proposed Work and the size and location of all connections of services to the Building or Buildings and the invert level of the Building or sewer drain. "Services" shall be deemed to include sanitary sewers, storm water sewers, municipal drains, water drains, and electrical power lines. Where permitted, properties serviced by private sewage and water services shall show the location of septic tanks, tile beds, wells and connections to the Building they serve;
- f) the existence of any soil condition which may, in any manner, affect the use or safety of the proposed Building or facility.
- g) where required by the Chief Building Official or the Road Superintendent, the Applicant shall submit a lot grading plan which shall identify the drainage course and which grades of adjacent land and grades of centre line of the road at each extremity of the said lot for review and approval.

6.0 FEES

- 6.1 Fees for a required Permit shall be as set out in Schedule 'A' attached to and forming part of this By-law and are due and payable at or before the issuance of any class of Permit, unless otherwise specified by the Chief Building Official or appointed designate. Where fees are due and are unpaid, the Chief Building Official may refuse to issue the Permit. For a conditional Permit, the Permit may be paid for the complete Project or for the actual component or part of the Building for which the Permit is issued at the sole discretion of the Chief Building Official.
- 6.2 In addition to the fees due in accordance with section 6.1 above, each application for a Permit shall also be subject to a fee which is refundable (the "Administration Performance Deposit") as set out in Schedule 'B' to this by-law. The Administration Performance Deposit shall be paid at or before the issuance of any class of Permit and shall be in addition to other Permit fees set out in section 6.1. Where a Administration Performance Deposit is due and unpaid, the Chief Building Official may refuse to issue the Permit. The Administration Performance Deposit may be refunded to the Applicant in accordance with the provisions of Schedule "B".
- 6.3 Permit Fees as set out in Schedule "A" are calculated as either a flat fee or a combination of a minimum flat fee based on a specified floor area plus a graduated fee for a Building whose size exceeds the specified floor area.
- 6.4 Permit fees and the Administration Performance Deposit shall be calculated by the Chief Building Official or appointed designate.
- 6.5 Where the fees payable in respect of an application for Work or conditional Permit are based on the floor area of the Building, floor area shall mean the gross floor space of all storeys above grade (or below grade for an underground Building or residence) measured between the exterior faces of the exterior walls of the Building and where there are no walls (i.e. deck), the total area of a floor within the outer perimeter of the floor. For a change of use Permit, the fees shall be based on the floor area of all storeys or floor space which are subject to the change of use.

7.0 REFUND

- 7.1 In the case of abandonment of all or a portion of the Work or of the non-commencement of any Project, the Chief Building Official shall determine the amount of refund of Permit fees, if any, that may be returned to the Permit Holder, in accordance with subsection 7.2 hereof.
- 7.2 The fees that may be refunded shall be a percentage of the Permit fees payable under this By-law, as follows:
 - a) eighty (80%) percent if application is filed and no processing or review functions have been performed;
 - b) seventy (70%) percent if administrative and zoning functions only have been performed;

- c) sixty (60%) percent if administrative zoning and plan examination functions have been performed,
 - d) forty (50%) percent if the Permit has been issued and no field inspections have been performed subsequent to Permit issuance.
 - e) five (5%) percent shall additionally be deducted for each field inspection that has been performed after the Permit has been issued.
- 7.3 Despite subsection 7.2 and subject to section 7.4 hereof, no refund shall be made when the amount is calculated to be one hundred dollars (\$100.00) or less.
- 7.4 The fee for the transfer of a Permit is non-refundable.
- 7.5 Subject to subsection 11.1 hereof, there shall be no refund of Permit fees where a Permit has been revoked.

8.0 REVISION TO PERMIT

- 8.1 After the issuance of a Permit under the Act, notice of any material change to a plan, specification, document or other information on the basis of which the Permit was issued, must be given in writing, to the Chief Building Official together with the details of such change, which change is not to be made without the Chief Building Official's written authorization.

9.0 RESTRICTED PERMIT FOR A TEMPORARY BUILDING

- 9.1 A restricted Permit for a temporary Building may be issued by the Chief Building Official authorizing, for a limited time only, the erection and existence of a Building or part thereof.
- 9.2 A Permit for a temporary Building may be extended provided permission in writing is granted by the Chief Building Official.

10.0 RENEWAL OF PERMIT

- 10.1 The Chief Building Official may issue a renewal of a Permit, or of a revoked Permit, provided the required fee is paid for such renewal and the plans and specifications are made to comply with all the requirements of the Act, the Building Code and any other applicable law in effect at the time the application for a renewal of Permit is made.

11.0 PERMIT REVOCATION, DEFERRAL OF REVOCATION AND TRANSFER

11.1 Revocation of Permit

- a) Prior to revoking a Permit under Clauses 8(10)(b) and (c) of the Act, the Chief Building Official shall give written notice of

the intention to revoke to the Permit Holder at his last known address and if on the expiration of thirty (30) days from the date of such notice, the ground for revocation continues to exist, the Permit may be revoked without further notice and all submitted plans and other information may be disposed of.

- b) Notification under subsection 11.1(a) shall be served either personally or by registered mail. Where notification is by registered mail, it shall be deemed to have been served on the third business day after the date of mailing.

11.2 Deferral of Revocation

- a) On receipt of a notice of intention to revoke a Permit under subsections 8(10)(b) and (c), a Permit Holder may request in writing within thirty (30) days from the date thereof that the Chief Building Official defer such revocation of the Permit.
- b) A request for deferral shall set out the reasons why the Permit should not be revoked and the date by which the Work will be commenced or resumed.
- c) Having considered the circumstances of the request and having determined that there have been no changes to the Act and the Building Code and any other applicable law which would have prevented the issuance of the original Permit, the Chief Building Official may allow a deferral to a prescribed date and shall notify the Permit Holder.

11.3 Transfer of Permit

- a) Permits are transferable only upon the new Owner completing a Permit application pursuant to the requirements of Section 4 of this By-law.
- b) A fee, as prescribed in Schedule "A" shall be payable on transfer of Permit by the new Owner who shall thenceforth be the Permit Holder for the purpose of the Act and the Building Code.
- c) Any fees or monies being held such as, but not limited to, the Administration Performance Deposit, will be deemed to be transferable to the new Permit Holder, without any further notice upon issuing the new Permit.

12.0 NOTIFICATIONS

- 12.1 With respect to prescribed notices under article 2.4.5.1 of the Building Code, the Permit Holder or their authorized agent shall notify the Chief Building Official or his/her designate that the Work is ready for inspection.
- 12.2 With respect to notices given as per subsection 12.1 of this By-law, an Inspector shall undertake a site inspection of the Building to which notice relates within the time frame stipulated within article 2.4.5.3 of the Building Code.

12.3 With respect to "additional notices" under article 2.4.5.2 of the Building Code, the Permit Holder or authorized agent shall notify the Chief Building Official with the same notice as per article 2.4.5.3 of the Building Code prior to each stage of Work for which notice in advance is required under the Building Code.

12.4 A notice pursuant to this section is not effective until written or oral notice is received by the Chief Building Official or their designate with such notice to be provided at or to the municipal offices.

13.0 REGISTERED CODE AGENCIES

13.1 The Chief Building Official is authorized to negotiate and execute service agreements with a Registered Code Agency to perform specified functions pursuant to section 4.1 of the Act provided that the Registered Code Agency meets all requirements of the Act and the Building Code and funds are available within the operating budget.

14.0 DOCUMENTS ON SITE

14.1 During the Work, the Permit Holder shall keep:

- a) posted in a conspicuous place on the property in respect to which the Permit was issued, a copy of the Permit or a poster, or placard in lieu thereof and,
- b) a copy of the approved drawings and specifications referred to in the application for a Permit, on the property in respect to which the Permit was issued and,
- c) a sign, poster or placard that is visible from the street indicating the civic address for the property in respect to which the Permit was issued.

15.0 PRESCRIBED FORMS

15.1 The forms prescribed for use as applications for Permits and administrative matters shall be as set out in Schedule "C" attached to and forming part of this By-law.

16.0 SEVERABILITY

16.1 Should any section, subsection, clause or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-Law as a whole or any part thereof, other than the part so declared to be invalid.

17.0 OFFENCE

17.1 Any person who contravenes any provisions of this By-law is guilty of an offence as provided for in section 36 of the Act.

18.0 SCHEDULES TO BY-LAW

18.1 Schedules "A", "B" and "C" to this By-law are deemed to form part of this By-law.

19.0 REPEAL

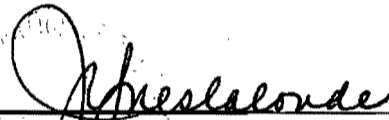
19.1 By-laws #52-97 and #48-2001, are hereby repealed.

20.0 EFFECTIVE DATE


20.1 This by-law shall come into force and effect on May 15th, 2006.

Read a first, second and third time this 15th day of May, 2006.

Read a third time and passed this 15th day of May 2006.



Jean-Yves Lalonde
Mayor



Diane Thauvette
Clerk-Treasurer

**SCHEDULE "A" TO BUILDING BY-LAW NUMBER 2006-44
CONSTRUCTION VALUE, APPLICATION & PERMIT FEES**

<i>APPLICATION FEE</i>		<i>\$ 50.00</i>		
<i>Class of Permit</i>	<i>Value of Construction per sq./ft.</i>		<i>Permit fee</i>	<i>Minimum Fee</i>
Residential (pre-fab) new construction and additions	Deluxe (brick, stone, stucco or log home) \$ 90.00	Standard (alum. or vinyl siding) \$ 85.00	\$ 9.25 / \$ 1,000.00 of the value	\$ 950.00 for new dwellings \$ 125.00 for additions
Basement (new construction)	\$ 20.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 200.00
Residential dwelling moved from elsewhere	Deluxe \$ 80.00	Standard \$ 75.00	\$ 9.25 / \$ 1,000.00 of the value	\$ 650.00
Mobile homes New foundation	\$ 50.00 \$ 25.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 450.00
Creation of new unit in existing dwelling	\$ 50.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 450.00
Garages & sheds attached or detached	\$ 35.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 100.00
Carport	\$ 20.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 100.00
Renovation	\$ 15.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 100.00
Open deck without roof	\$ 15.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 100.00
Gazebos & verandas roofed	\$ 20.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 100.00
HVAC systems, Wood-stove or Fireplace	N/A		\$ 9.25 / \$ 1,000.00 of the value	\$ 100.00
Pool above/underground	N/A		\$ 9.25 / \$ 1,000.00 of the value	\$ 100.00
Indoor pool	\$ 25.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 200.00
Plumbing	N/A		\$ 10.00 per fixture	\$ 100.00
Institutional, commercial, assembly & Industrial buildings	\$ 65.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 950.00 for new buildings \$ 125.00 for additions
Storage buildings for commercial & industrial	\$ 25.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 500.00
Barns, piggeries, henneries or addition	\$ 25.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 100.00
Agriculture machinery shed & storage building	\$ 15.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 100.00
Cover all shelter	\$ 10.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 100.00
Silos	Fixed fee of \$100.00			
Green houses	\$ 7.00		\$ 9.25 / \$ 1,000.00 of the value	\$ 100.00
Inspection for Code compliance	Fixed fee of \$100.00			
Change of Use or Demolition Permit	Fixed fee of \$100.00			
Temporary Permit	\$100.00 per six (6) month period if approved by C.B.O.			
Transfer of Permit section 11.3	Fixed fee of \$100.00			
Renewal of Permit section 10	Fixed fee of \$100.00			

Schedule "B" to Building By-Law number 2006-44
Administration Performance Deposit

<i>Value of Construction</i>	<i>Administration Performance Deposit</i>
Value less than \$ 50,000.00	\$ 200.00
Value between \$ 50,000.00 and \$ 99,999.99	\$ 500.00
Value between \$ 100,000.00 and \$ 249,999.99	\$ 1,000.00
Value equal to or over \$ 250,000.00	\$ 2,000.00

Notes to Schedule "B"

- a. The administration performance deposit will be refunded in whole or in part to the permit holder in accordance with the following provisions;
- i. One hundred (100%) per cent of the administration performance deposit is to be refunded if construction is fully completed within one (1) year of the date of the issuance of the building permit.
 - ii. Seventy five (75%) per cent of the administration performance deposit is to be refunded if construction is fully completed within two (2) years of the date of the issuance of the building permit.
 - iii. Fifty (50%) per cent of the administration performance deposit is to be refunded if construction is fully completed within three (3) years of the date of the issuance of the building permit.
 - iv. Twenty five (25%) per cent of the administration performance deposit is to be refunded if construction is fully completed within four (4) years of the date of the issuance of the building permit.
 - v. No refund of the administration performance deposit will be awarded if construction is not fully completed within four (4) years. This will not relieve the permit holder and/or the contractor of obligations under any provisions of any By-Law, the Building Code Act, or regulations made thereunder.
 - vi. After four (4) years, if the permit holder and/or the contractor have not finalise the construction a renewal permit will be required.
- b. The refund of the whole part of the administration performance deposit shall not be deemed a waiver of any provisions of any By-Law or requirements of the Building Code Act or regulations made thereunder. Also, the refund should not be construed as a certification or guarantee that the building for which a permit was issued meets all the requirements of the Building Code Act or regulations made thereunder.

**SCHEDULE "C" TO BY-LAW
CHECKLIST, PRESCRIBED FORMS AND APPLICATION**

The following list of forms (which are also available in French) includes but does not limit the forms used by the Corporation of the Township of Alfred and Plantagenet in the administration of the Building Code Act:

- C-1 - Permit Application Checklist
- C-1A - Liste de vérification
- C-2 - Application for a permit to construct or demolish
- C-3 - Designer Information
- C-4 - Sewage system installer information
- C-5 - Agent Authorization Form
- C-5A - Autorisation du propriétaire
- C-6 - Commitment certificate
- C-7 - Letter of Undertaking

Corporation du Canton d'Alfred et Plantagenet
Corporation of the Township of Alfred and Plantagenet

C-1 PERMIT APPLICATION CHECKLIST
PLANNING AND BUILDING DEPARTMENT

REQUIREMENTS IN ORDER TO OBTAIN TO SUBMIT THE FOLLOWING:

WHEN APPLYING FOR A BUILDING PERMIT, YOU ARE REQUIRED TO SUBMIT THE FOLLOWING:

1. A COMPLETED APPLICATION FORM
2. TWO COMPLETE SETS OF PLANS AND SPECIFICATIONS
3. A COPY OF THE DEED ESTABLISHING TITLE
4. A SURVEY PLAN SHOWING THE BOUNDARIES OF THE LOT
5. A DETAIL PLOT PLAN
6. A HEALTH DEPARTMENT CERTIFICATE - CASSELMAN (1-800-267-8260 OR 764-2841)
7. A PERMIT FOR A CONNECTION TO THE WATER SYSTEM AND SEWER SYSTEM
8. A LOT GRADING CONTROL PLAN (IN ALL SUBDIVISION)
9. A SLOPE STABILITY REPORT
10. AN ENTRANCE PERMIT - TOWNSHIP ROAD DEPARTMENT - PUBLIC WORKS (673-5138)
COUNTY ROAD: UNITED COUNTIES (675-4661 EXT; 338)
11. APPROBATION FROM HYDRO 2000 INC. FOR CONNECTION IN THE VILLAGE OF ALFRED AND THE VILLAGE OF PLANTAGENET
12. LOCATION OF SERVICES OF INTENDED WATER SUPPLY, SEWAGE DISPOSAL, DRAINAGE, POWER SUPPLIES AND SYSTEMS
13. THE CIVIC ADDRESS
14. A SITE PLAN AGREEMENT FOR COMMERCIAL USE
15. NEW HOME WARRANTY PROGRAM ENROLMENT NUMBER
16. THE AUTHORIZATION FROM THE MINISTRY OF NATURAL RESOURCES OR THE SOUTH NATION RIVER CONSERVATION AUTHORITY
17. ROAD CUT PERMIT

PRIOR THE ISSUANCE OF A BUILDING PERMIT, YOU ARE REQUIRED TO DEPOSIT WITH THE PLANNING AND BUILDING DEPARTMENT THE FOLLOWING:

1. THE APPLICATION FEE OF \$50.00
2. THE PERMIT FEE
3. THE PERFORMANCE DEPOSIT
4. THE DEVELOPMENT FEE
5. THE PLUMBING INSPECTION FEE
6. WATER METER FEES

FOR FURTHER INFORMATION YOU MAY CONTACT THE BUILDING INSPECTOR OR SCHEDULE AN APPOINTMENT. (613-679-2292)

Corporation du Canton d'Alfred et Plantagenet
Corporation of the Township of Alfred and Plantagenet

C-1 A LISTE DE VÉRIFICATION
SERVICE D'URBANISME ET DE LA CONSTRUCTION

EXIGENCES AFIN D'OBTENIR UN PERMIS DE CONSTRUCTION

EN FORMULANT UNE DEMANDE POUR UN PERMIS DE CONSTRUCTION IL FAUDRA FOURNIR:

1. **UNE DEMANDE DÛMENT REMPLIE**
2. **DEUX SÉRIES DE PLANS ET DEVIS**
3. **UNE COPIE DU TITRE DE PROPRIÉTÉ**
4. **UN PLAN D'ARPENTAGE INDIQUANT LES LIMITES DU TERRAIN**
5. **UN PLAN D'EMPLACEMENT DE LA CONSTRUCTION**
6. **UN CERTIFICAT DE L'UNITÉ SANITAIRE - CASSELMAN (1-800-267-8260 OU 764-2841)**
7. **UN PERMIS POUR LE BRANCHEMENT AU SYSTÈME D'AQUEDUC ET SYSTÈME D'ÉGOÛT**
8. **UN PLAN D'ÉLÉVATION ET DE DRAINAGE DU TERRAIN (DANS TOUTES LES SUBDIVISIONS)**
9. **UNE ÉTUDE DE STABILITÉ DE PENTE**
10. **UN PERMIS D'ENTRÉE - CHEMIN DE CANTON - TRAVAUX PUBLICS (673-5138)**
CHEMIN DE COMTÉ (675-4661 EXT. 338)
11. **L'APPROBATION D'HYDRO 2000 INC. POUR CONNECTION DANS LES VILLAGES D'ALFRED ET PLANTAGENET**
12. **LOCALISATION DES SERVICES EXISTANTS OU PROPOSÉS TELS: SERVICES D'EAU, ÉLECTRICITÉ, AMÉNAGEMENT SANITAIRES, DRAINAGE**
13. **L'ADRESSE CIVIQUE**
14. **UNE ENTENTE D'UN PLAN D'AMÉNAGEMENT POUR USAGE COMMERCIAL (SITE PLAN)**
15. **LE NUMÉRO D'ENRÔLEMENT (NEW HOME WARRANTY PROGRAM)**
16. **L'APPROBATION DU MINISTÈRE DES RICHESSES NATURELLES OU DE LA SOCIÉTÉ D'AMÉNAGEMENT DE LA RIVIÈRE NATION SUD**
17. **UN PERMIS DE COUPURE DE CHEMIN**

AVANT D'ÉMETTRE UN PERMIS DE CONSTRUCTION, IL FAUDRA DÉPOSER AU SERVICE D'URBANISME ET DE LA CONSTRUCTION

1. **LES FRAIS D'APPLICATION DE 50.00\$**
2. **LES FRAIS DE PERMIS**
3. **LE DÉPÔT DE PERFORMANCE**
4. **LES FRAIS DE DÉVELOPPEMENT**
5. **LES FRAIS D'INSPECTION DE PLOMBERIE**
6. **LES FRAIS DE COMPTEUR D'EAU**

POUR PLUS D'INFORMATIONS, VOUS POUVEZ CONTACTER L'INSPECTEUR EN BÂTIMENT OU PRENDRE UN RENDEZ-VOUS AVEC CELUI-CI. (613-679-2292)

C-2 Application for a Permit to Construct or Demolish /

Demande de permis de construire ou de démolir

This form is authorized under the Building Code Sentence 2.4.1.1A.(2).

Cette formule est autorisée en vertu du paragraphe 2.4.1.1A (2) du code du bâtiment de l'Ontario.

For use by Principal Authority / Réserve à l'usage de l'autorité principale

Application number / Numéro de la demande :	Permit number (if different) / Numéro du permis (s'il diffère) :
Date received / Date de réception :	Roll number / Numéro de rôle :

Application submitted to:

TOWNSHIP OF ALFRED AND PLANTAGENET

Demande présentée à :

CANTON D'ALFRED ET PLANTAGENET

(Name of municipality, upper-tier municipality, board of health or conservation authority)

(Nom de la municipalité, de la municipalité de palier supérieur, du conseil de santé ou de l'office de protection de la nature)

A. Project information / Renseignements sur le projet

Building number, street name / Numéro du bâtiment, nom de rue	Unit # / # d'unité	Lot/con. / Lot/conc.
Municipality / Municipalité	Postal code / Code postal	Plan number/other description / Numéro de plan/autre description
Project value \$ / Valeur du projet \$	Area of work (m ²) / Aire des travaux (m ²)	

B. Applicant / Demandeur

applicant is / est

Owner or / le

Authorized agent of owner / le

propriétaire, ou

représentant autorisé du propriétaire

Last name / Nom de famille	First name / Prénom	Corporation or partnership / Société par actions ou en nom collectif		
Street address / Adresse complète (numéro et rue)			Unit # / # d'unité	Lot/con. / Lot/conc.
Municipality / Municipalité	Postal code / Code postal	Province / Province	E-mail / Courriel	
Telephone number / Numéro de téléphone ()	Fax / Télécopieur ()	Cell number / Téléphone cellulaire ()		

C. Owner (if different from applicant) / Propriétaire (s'il diffère du demandeur)

Last name / Nom de famille	First name / Prénom	Corporation or partnership / Société par actions ou en nom collectif		
Street address / Adresse complète (numéro et rue)			Unit # / # d'unité	Lot/con. / Lot/conc.
Municipality / Municipalité	Postal code / Code postal	Province / Province	E-mail / Courriel	
Telephone number / Numéro de téléphone ()	Fax / Télécopieur ()	Cell number / Téléphone cellulaire ()		

D. Builder (optional) / Constructeur (facultatif)

Last name / Nom de famille	First name / Prénom	Corporation or partnership / Société par actions ou en nom collectif		
Street address / Adresse complète (numéro et rue)			Unit # / # d'unité	Lot/con. / Lot/conc.
Municipality / Municipalité	Postal code / Code postal	Province / Province	E-mail / Courriel	
Telephone number / Numéro de téléphone ()	Fax / Télécopieur ()	Cell number / Téléphone cellulaire ()		

E. Purpose of application / Objet de la demande

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> New construction /
Construction
neuve | <input type="checkbox"/> Addition to an
existing building /
Addition à un
bâtiment existant | <input type="checkbox"/> Alteration/repair
Modification/
réparation | <input type="checkbox"/> Demolition/
Démolition | <input type="checkbox"/> Conditional
Permit /
Permis
conditionnel |
|--|--|---|--|--|

Proposed use of building / Usage proposé du bâtiment	Current use of building / Usage actuel du bâtiment
--	--

Description of proposed work / Description des travaux proposés :

F. Tarion Warranty Corporation (Ontario New Home Warranty Program) /

Tarion Warranty Corporation (Régime de garanties des logements neufs de l'Ontario)

- | | | |
|--|--|---|
| i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G. /
- Les travaux proposés visent-ils la construction d'un logement neuf au sens de la <i>Loi sur le régime de garanties des logements neufs de l'Ontario</i> ? Dans la négative, passer à la section G. | <input type="checkbox"/> Yes /
<input type="checkbox"/> Oui | <input type="checkbox"/> No /
<input type="checkbox"/> Non |
| ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ? /
- L'inscription est-elle requise aux termes de la <i>Loi sur le régime de garanties des logements neufs de l'Ontario</i> ? | <input type="checkbox"/> Yes /
<input type="checkbox"/> Oui | <input type="checkbox"/> No /
<input type="checkbox"/> Non |
| iii. If yes to (ii) provide registration number(s) / Si la réponse à (ii) est « oui », préciser le(s) numéro(s) d'inscription | | |

G. Attachments / Pièces jointes

- i. Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3. / Joindre les documents prouvant la conformité aux lois pertinentes, selon les dispositions de l'article 1.1.3.3.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities. / Joindre l'Annexe 1 (une formule pour chaque personne qui examine les activités de conception et en accepte la responsabilité).
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system. / Joindre l'Annexe 2 si la demande porte sur la construction sur place, l'installation ou la réparation d'un système d'égouts.
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made. / Joindre les types et le nombre requis de plans et de devis techniques des travaux proposés de construction ou de démolition, selon les prescriptions du règlement, de la résolution ou de la décision de la municipalité, de la municipalité de palier supérieur, du conseil de santé ou de l'office de protection de la nature à qui cette demande est adressée.

H. Declaration of applicant / Déclaration du demandeur

I / Je soussigné(e) _____ certify that / atteste que :
(print name) / (nom en lettres moulées)

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. / Les renseignements fournis dans cette demande, y compris dans ses annexes, dans les plans et devis et dans tout autre document qui y est joint, sont exacts au mieux de ma connaissance.
2. I have authority to bind the corporation or partnership (if applicable). / J'ai les pouvoirs d'engager la responsabilité de la société par actions ou en nom collectif (selon le cas).

_____ Date

_____ Signature of applicant / Signature du demandeur

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. / Les renseignements personnels contenus dans cette formule et dans ses annexes sont recueillis en vertu du paragraphe 8 (1.1) de la *Loi de 1992 sur le code du bâtiment de l'Ontario* et seront utilisés aux fins de l'administration et l'application de cette loi. Toute question relative à la collecte de renseignements personnels peut être adressée a) au chef du service du bâtiment de la municipalité ou de la municipalité de palier supérieur à laquelle cette demande est adressée ou b) à l'inspecteur ayant les pouvoirs et les fonctions d'un chef du service du bâtiment à l'égard des systèmes d'égouts ou des installations de plomberie pour la municipalité de palier supérieur, le conseil de santé ou l'office de protection de la nature à qui cette demande est adressée ou c) au directeur du bâtiment et de l'aménagement, ministère des Affaires municipales et du Logement, 777, rue Bay, 2^e étage, Toronto ON M5G 2E5 - 416 585-6666

Attachment / Attachement

1. Plumbing and Heating / Plomberie et Chauffage

Plumbing / Plomberie: # of fixtures / # de fixtures _____ Heating system / Type de chauffage _____

Water / Aqueduc: Municipal _____ Well / Puits _____ -Wood stove / Poêle à bois _____ -Oil appliance / Appareil l'huile _____

Sewers / Égout: Municipal _____ Septic tank / Réservoir _____ -Gas fire place / Foyer au gas _____ -Fire place / Foyer _____

2. Size of building and Yards requirements / Grandeur du bâtiment et exigence des marges de recul

Propose / Proposé: W _____ L _____ H _____ Existing / Existant: W _____ L _____ H _____

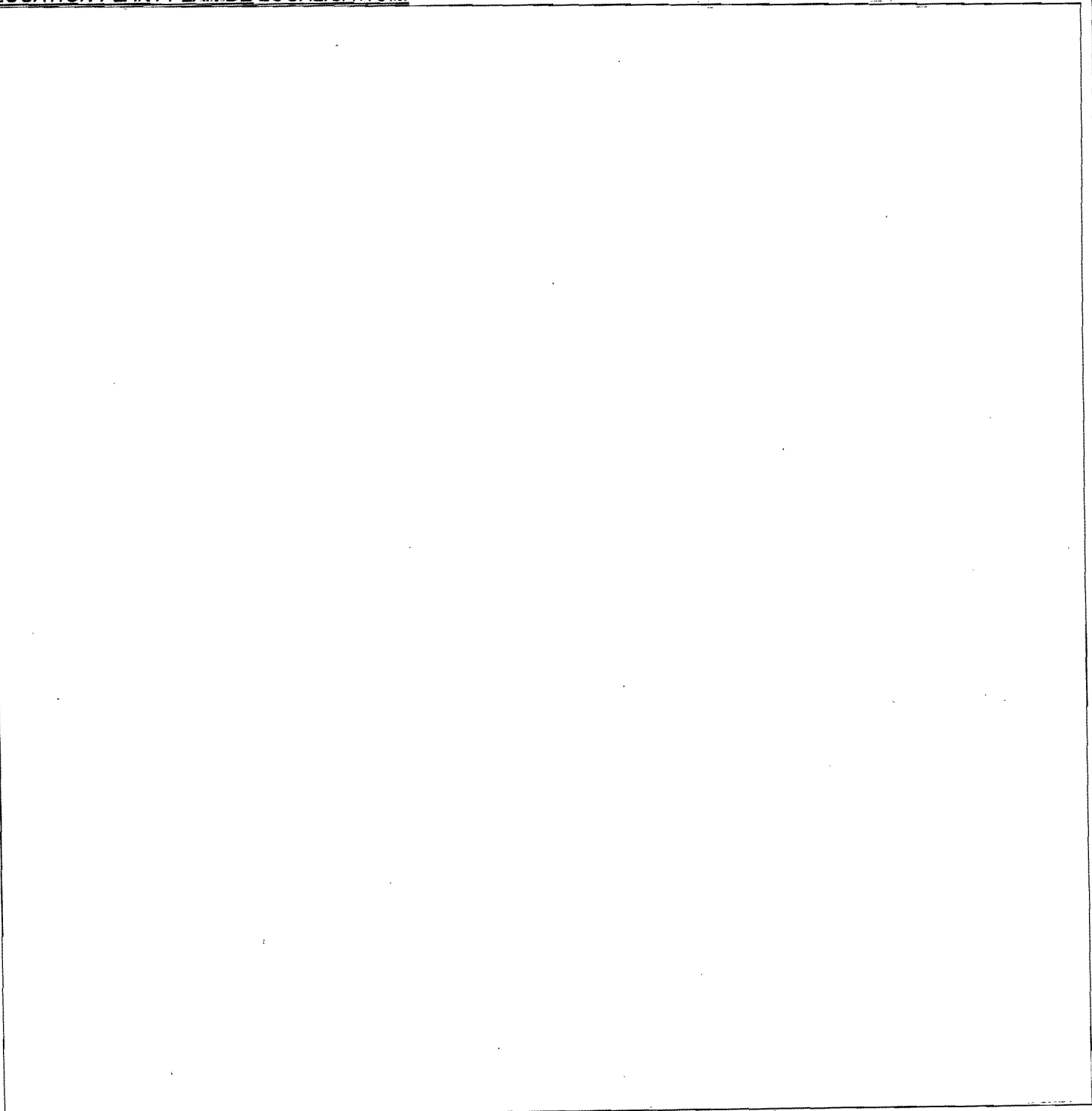
Yards / Marges de recul: Side yard right / Cour latérale droite _____ Side yard left / Cour latérale gauche _____
Rear yard / Cour arrière _____ Front yard set back / Cour avant _____

Type of soil / Genre de sol: _____

Minimum / Minimum: Side yard right / Cour latérale droite _____ Side yard left / Cour latérale gauche _____
Rear yard / Cour arrière _____ Front yard set back / Cour avant _____

Type of zoning / Genre de zonage: _____

LOCATION PLAN / PLAN DE LOCALISATION:



Street / Rue :

Schedule C-3: Designer Information / Annexe C-3 : Renseignements sur le concepteur

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project. /
Utiliser une formule pour chaque personne* qui examine des activités de conception en rapport avec le projet et en assume la responsabilité.

A. Project Information / Renseignements sur le projet			
Building number, street name / Numéro du bâtiment, nom de la rue		Unit no. / # d'unité	Lot/con. / Lot/conc.
Municipality / Municipalité	Postal code / Code postal	Plan number/ other description / Numéro de plan/autre description	
B. Individual who reviews and takes responsibility for design activities. / Personne qui examine des activités de conception en rapport avec le projet et en assume la responsabilité			
Name / Nom		Firm / Firme	
Street address / Adresse complète (numéro et rue)		Unit no. / # d'unité	Lot/con. / Lot/conc.
Municipality / Municipalité	Postal code / Code postal	Province/ Province	E-mail / Courriel
Telephone # / # de téléphone ()	Fax number / Télécopieur ()	Cell number / Téléphone cellulaire ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 2.20.2.1] / Activités de conception exercées par la personne identifiée à la section B. [Code du bâtiment, tableau 2.20.2.1]			
<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 / Description des travaux du concepteur			
D. Declaration of Designer / Attestation du concepteur			
I / Je soussigné(e) _____		declare that (choose one as appropriate) / atteste que (cocher la case appropriée) :	
(print name) / (nom en lettres moulées)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> J'ai examiné les activités de conception au nom d'une firme inscrite, conformément à l'article 2.17.4. du code du bâtiment, et j'en accepte la responsabilité. Je possède les qualités requises et la firme est inscrite, dans les catégories appropriées. NICB de la personne signataire : _____ NICB de la firme : _____			
<input type="checkbox"/> I review and take responsibility for the design work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input type="checkbox"/> J'ai examiné les activités de conception et j'en accepte la responsabilité, et je possède les qualités requises dans la catégorie appropriée en tant que « autre concepteur » aux termes de l'article 2.17.5 du code du bâtiment. NICB du signataire : _____ Motif de l'exemption d'inscription : _____			
<input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____			
<input type="checkbox"/> Les activités de conception sont exemptées des exigences du code du bâtiment relatives à l'inscription et à la qualification. Base de l'exemption concernant l'inscription et la qualification _____			
I certify that / J'atteste que :			
1. The information contained in this schedule is true to the best of my knowledge. / - Les renseignements contenus dans cette annexe sont exacts, au mieux de ma connaissance.			
2. I have authority to bind the corporation or partnership (if applicable). / - J'ai les pouvoirs d'engager la responsabilité de la société par actions ou en nom collectif (selon le cas).			
Date		Signature of Designer / Signature du demandeur	

*For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5. / Dans le cadre de cette formule, la « personne » est celle dont il est fait mention à l'alinéa 2.17.4.7.(1)(d), à l'article 2.17.5.1. ainsi que toutes les personnes exemptées de posséder les qualités requises aux termes des articles 2.17.4. et 2.17.5.

NOTE / NOTA :

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006 /
- Les NICB de la firme et de la personne ne sont pas exigés pour les demandes de permis de construire présentées avant le 1^{er} janvier 2006.
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*. /
- Les architectes et les titulaires d'un certificat d'exercice ou d'un permis temporaire en vertu de la *Loi sur les architectes* ne sont pas tenus de remplir l'Annexe 1.

Schedule C-4: Sewage System Installer Information / Annexe C-4 : Renseignements sur l'installateur du système d'égouts

A. Project Information / Renseignements sur le projet			
Building number, street name / Numéro du bâtiment, nom de la rue		Unit number / # d'unité	Lot/con. / Lot/conc.
Municipality / Municipalité	Postal code / Code postal	Plan number/other description / # de plan/autre description	
B. Sewage system installer / Installateur du système d'égouts			
<p>-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 2.18.1.1? / -L'installateur du système d'égouts exerce-t-il des activités professionnelles incluant la construction sur place, l'installation, la réparation, la vérification, le nettoyage ou la vidange de systèmes d'égouts, conformément à l'article 2.18.1.1 du code du bâtiment?</p> <p> <input type="checkbox"/> Yes (Continue to Section C) <input type="checkbox"/> No (Continue to Section E) <input type="checkbox"/> Installer unknown at time of application (Continue to Section E) <input type="checkbox"/> Oui (Passer à la section C) <input type="checkbox"/> Non (Passer à la Section E) <input type="checkbox"/> Installateur inconnu au moment de la demande (Passer à la Section E) </p>			
C. Registered installer information (where answer to B is "Yes") / Renseignements sur l'installateur inscrit (si la réponse à la section B est « oui »)			
Name / Nom		BCIN / Numéro d'identification (NICB)	
Street address / Adresse complète (numéro et rue)		Unit # / # d'unité	Lot/con. / Lot/conc.
Municipality / Municipalité	Postal code / Code postal	Province / Province	E-mail / Courriel
Telephone # / # de téléphone ()	Fax / Télécopieur ()	Cell number / Téléphone cellulaire ()	
D. Qualified supervisor information (where answer to section B is "Yes") / Renseignements sur le superviseur ayant les qualités requises (si la réponse à section B est « oui »)			
Name of qualified supervisor(s) / Nom du ou des superviseurs qualifiés		Building Code Identification Number (BCIN) / Numéro d'identification dans le cadre du code du bâtiment (NICB)	
E. Declaration of Applicant / Attestation du demandeur :			
<p>I / Je soussigné(e) _____ declare that / en ma qualité de : (print name) / (nom en lettres moulées)</p> <p> <input type="checkbox"/> I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known; / <input type="checkbox"/> Demandeur du permis de construire pour le système d'égouts. Si l'installateur est inconnu au moment de la demande, je présenterai une nouvelle Annexe 2 avant la construction, lorsque l'installateur sera connu; </p> <p>OR / OU</p> <p> <input type="checkbox"/> I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2 now that the installer is known. / <input type="checkbox"/> Titulaire du permis de construire pour le système d'égouts, et je présente une nouvelle Annexe 2 maintenant que l'installateur est connu, </p> <p>I certify that / atteste que :</p> <p>1. The information contained in this schedule is true to the best of my knowledge. / Les renseignements contenus dans cette annexe sont exacts, au mieux de ma connaissance.</p> <p>2. I have authority to bind the corporation or partnership (if applicable). / J'ai les pouvoirs d'engager la responsabilité de la société par actions ou en nom collectif (selon le cas).</p>			
Date / Date		Signature of applicant / Signature du demandeur	

TOWNSHIP OF ALFRED AND PLANTAGENET

AGENT AUTHORIZATION FORM - C-5

Legal Description of Property:

LOT : _____ CONCESSION : _____

LOT : _____ PLAN : _____

The undersigned, registered property owner (s) of the above note property,
do hereby authorize _____, to make applications and
amendments to applications on our behalf. It is understood that we will abide by all by-
laws and acts of the Township of Alfred and Plantagenet and that any approvals granted
by this application will be carried out in accordance with the municipal requirements.

Property owner's name: _____

Date: _____

Signature: _____

Property owner's address (if different from above):

Telephone number (s): _____

MUNICIPALITÉ D'ALFRED ET PLANTAGENET

**AUTORISATION DU PROPRIÉTAIRE - C-5A
(SI CELUI-CI N'EST PAS LE DEMANDEUR)**

Description légale et adresse de la propriété:

LOT : _____ CONCESSION : _____

PARTIE /LOT : _____ PLAN : _____

ADRESSE: _____

Je, le soussigné, étant le propriétaire légale de la propriété décrite ci-dessus déclare solennellement que _____ est autorisé à soumettre ladite propriété. Il est entendu que je dois me conformer à tous les règlements de la municipalité d'Alfred et Plantagenet et les lois et règlements de la province de l'Ontario. Toutes les approbations données par cette demande seront tel que stipulé dans les conditions municipales.

Nom du propriétaire: _____

Date: _____

Signature: _____

Adresse du propriétaire (si différente de l'adresse susmentionnée):

Numéros de téléphone: _____

TOWNSHIP OF ALFRED AND PLANTAGENET C-6

**GENERAL REVIEW / COMMITMENT CERTIFICATE
FROM 1 - PROFESSIONAL**

Permit Application No.: _____ Date: _____

Project Location (address): _____

This is to Certify that: _____

Name of Architect / Professional Engineer or Company (PLEASE PRINT)

is retained to undertake, as described in Section 2.3 of the Ontario Building Code and in respect of the designated permit application number, the general review of the construction of the building in accordance with, if an architect, the performance standards of the Ontario Association of Architects (Section 50 of Revised Regulations of Ontario 1990, Regulation 27) or, if a professional engineer, the performance standards of the Association of Professional Engineers of Ontario (Section 78 of Revised Regulations of Ontario, Regulation 941), to determine whether the construction is in general conformity with the plans, sketches, drawings, graphic representations, specifications and other documents that are prepared that are prepared by an architect, professional engineer or both form the basis for the issuance of building permit or any changes thereto authorized by the Chief Building Official.

INDICATE BY A CHECKMARK (✓) THE DISCIPLINES FOR WHICH THE ABOVE MENTIONED RESPONSIBILITIES ARE BEING ASSUMED:

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> ARCHITECTURAL | <input type="checkbox"/> MECHANICAL | <input type="checkbox"/> STRUCTURAL |
| <input type="checkbox"/> ELECTRICAL | <input type="checkbox"/> FIRE PROTECTION | <input type="checkbox"/> PLUMBING |

If an architect, indicate by checkmark (✓) if engaged as prime consultant to co-ordinate the general review of all designated disciplines.

Signature of Architect of Professional Engineer: _____
Print Name: _____
Title / Position: _____ Company: _____
Certificate of Authorization No. (APEC): _____
Certificate of Practice No. (OAA): _____ Telephone: _____
Address: _____ Postal Code: _____

NOTES:

(1) The owner, being the person who intends to construct or have a building constructed, has agreed in a Letter of Undertaking to the Chief Building Official to have each of the retained Architect (s) and Professional Engineers (s) complete, properly authorize and return to the Building Department, the General Review Commitment Certificate (s) prior and as a condition precedent to permit issuance and authorizes the retained Architect (s) and Professional Engineer (s) to forward directly to the Chief Building Official, forthwith upon their completion, all written reports arising out of the required undertaking pursuant to Section 2.3 of Revised Regulations of Ontario 1990 Regulation 61, by the retained Architect (s) and / or Professional Engineer (s).

(2) Sentence 2.3.2.1 (1) of the Ontario Building Code provides that "...copies of written reports arising out of the general review shall be forwarded to the Chief Building Official by the Architect, Professional Engineer or both who have been retained to undertake the general review of the construction of the building".

<p>1. The architect who is retained to undertake the general review of the construction of the building is to do so in accordance with the Performance Standards of Ontario Association of Architects, prescribed by Section 50 of Revised Regulations of Ontario 1990, Regulation 27; to wit the architect, with respect to the matters that are governed by the building code, shall,</p> <p>i) make periodic visits to the site to determine whether the work is in general conformity with the design documents that were prepared by a member or holder.</p> <p>ii) inform the client and contractor, in writing, as to the progress and quality of the work and as to any part of the work that the member or holder has observed during the visits to the site not to be in conformity with the design documents.</p> <p>iii) review all changes to the design documents to determine whether the changes conform to the building code.</p> <p>iv) review and comment on shop drawings and samples for general conformity with the design concept of the work, and</p> <p>v) if the member or holder is specifically engaged to co-ordinate the general review of the professional engineers and reports of the inspection and testing companies, coordinate the general review of the professional engineers and the reports of the inspection and testing companies that pertain directly to the work being reviewed and arrange for the distribution of such reports to the client and the contractor, or</p> <p>vi) if the member or holder is not engaged to perform any or all of the services listed in subparagraph v, cooperate with the professional engineer responsible for the coordination of the general review in order to assist the professional engineer in the carrying out of the functions described in that subparagraph.</p> <p>2. In paragraph 1, "design document" means design or other documents which formed the basis for the issuance of a building permit and includes all changes thereto that were authorized by the Chief Building Official as defined in the Building Code Act O. Reg. 368/86, s. 3, part.</p>	<p>1. The Engineer who is retained to undertake general review of the construction of the building is to do so in accordance with the Performance Standards of Association of Professional Engineers prescribed by Section 78 of Revised Regulations of Ontario, 1990, Regulation 941; to wit professional engineers, with respect to matters that are governed by the building code, shall,</p> <p>i) make periodic visits to the site to determine, on a rational sampling basis, whether the work is in general conformity with the plans and specifications for the building,</p> <p>ii) record deficiencies found during site visits and provide the client, the contractor and the owner with written reports of the deficiencies and the actions that must be taken to rectify the deficiencies,</p> <p>iii) review the reports of independent inspection and testing companies call for in the plans and specifications and which pertain directly to the work being reviewed,</p> <p>iv) interpret plans and specifications when requested to do so by the client, contractor or owner, and</p> <p>v) review shop drawings and samples submitted by the contractor for consistency with the intent of the plans and specifications.</p> <p>2. The professional engineer shall not review work in disciplines in which the professional engineer is not qualified.</p> <p>3. The professional engineer may delegate one or more of the functions described in paragraph 1 to another person where it is consistent with prudent engineering practice to do so and the functions are performed under the supervision of the professional engineer.</p> <p>4. In paragraph 1, "plans and specifications" means a plan or other document which formed the basis for the issuance of a building permit and includes all changes thereto that were authorized by the Chief Building Official as defined in the Building Code Act, O. Reg.421/86,s.1.</p>
<p>The owner, being the person who intends to construct or have a building constructed, agrees to have each of the retained Architect (s) and Professional Engineers (s) completed, properly authorize and return to the Building Department, the General Review Commitment Certificate(s) prior and as a condition precedent to permit issuance and hereby authorizes the retained Architect(s) and Professional Engineer (s) to forward directly to the Chief Building Official, forthwith upon their completion, all written reports arising out of the required general review undertaken pursuant to Subsection 2.3.2 of the said Regulation by the retained Architect(s) and Professional Engineer(s).</p>	

IMPORTANT: Where any retained architect or professional engineer ceases to provide the general review of the building during construction as required herein, another architect/professional engineer shall be retained immediately so that the general review as described above will continue interrupted, and the registered owner shall forthwith, in writing, advise of such termination and submit the name of the new architect/professional engineer to the Chief Building Official.

EVERY PERSON WHO KNOWINGLY FURNISHES FALSE INFORMATION IN ANY PERMIT APPLICATION UNDER THE BUILDING CODE ACT 1992 OR IN ANY STATEMENT REQUIRED TO BE FURNISHED UNDER THAT ACT OR PURSUANT TO THE ONTARIO BUILDING CODE, IS ON CONVICTIONS, LIABLE TO A FINE.

LETTER OF UNDERTAKING
FROM 2 - OWNER / APPLICATION

Permit Application No.: _____

Project Description: _____

Location: _____

Name of Owner (in full): _____

Address: _____

Postal code: _____ Telephone: _____

Signature of Owner, or person Authorized by said Owner to commit the Owner and to act as his agent in this matter: _____

Date: _____

If the name of the signee above is different from the Owner, please print signee's name here:

Telephone: _____

WHEREAS Sentence 2.3.1.1. (1) of Revised Regulations of Ontario 1990, Regulation 61, made under the authority of the Building Code Act, 1992 requires the building designated in table 2.3.1. A of the said Regulation to be designated by an architect or professional engineer or both;

AND WHEREAS Subsection 2.3.2 of the said Regulation provides that, where a building has been designated by an architect or professional engineer or both in accordance with sentence 2.3.1.1. (1), an architect or professional engineer or both shall be responsible for the general review of the construction of the building in accordance with the performance standards of the Ontario Association of Architects or the Association of Professional Engineers of Ontario, as applicable;

THEREFORE, the owner, being the person who intends to construct or have a building constructed, hereby warrants that architects / professional engineers are retained for the general review of the construction of the building as required by Subsection 2.3.2 of the said Regulation, and that

SECTION 50, REVISED REGULATIONS OF ONTARIO 1990, REGULATION 27 MADE UNDER THE ARCHITECT ACT:

The following are prescribed as performance standards with respect to the general review of the construction, enlargement or alteration of a building by a member or holder as provided for in the building code, prescribed under the *Building Code Act*:

1. The member or holder, with respect to the matters that are governed by the building code, shall,

- i) make periodic visits to the site to determine whether the work is in general conformity with the design documents that were prepared by a member or holder,
- ii) inform the client and contractor, in writing, as to the progress and quality of the work and as to any part of the work that the member or holder has observed during the visits to the site not to be in conformity with the design documents,
- iii) review all changes to the design documents to determine whether the changes conform to the building code.
- iv) review and comment on shop drawings and samples for general conformity with the design concept of the work, and
- v) if the member or holder is specifically engaged to coordinate the general review of the professional engineers and reports of the inspection and testing companies, co-ordinate the general review of the professional engineers and the reports of the inspection and testing companies that pertain directly to the work being reviewed and arrange for the distribution of such reports to the client and the contractor, or
- vi) if the member or holder is not engaged to perform any or all of the services listed in subparagraph v, co-operate with the professional engineer responsible for the coordination of the general review in order to assist the professional engineer in the carrying out of the functions described in that subparagraph.

2. In paragraph 1, "design document" means design or other document which formed the basis for the issuance of a building permit and includes all changes thereto that were authorized by the Chief Building Official as defined in the Building Code Act O. Reg. 368/86, s. 3, part.

SECTION 78, REVISED REGULATIONS OF ONTARIO REGULATION 941, MADE UNDER THE PROFESSIONAL ENGINEERS ACT:

The following are prescribed as performance standards with respect to the general review of the construction, enlargement or alteration of a building by a member or holder as provided for in the building code, prescribed under the *Building Code Act*:

1. The professional engineer with respect to matters that are governed by the building code, shall,

- i) make periodic visits to the site to determine, on a rational sampling basis, whether the work is in general conformity with the plans and specifications for the building,
- ii) record deficiencies found during site visits and provide the client, the contractor and the owner with written reports of the deficiencies and the actions that must be taken to rectify the deficiencies,
- iii) review the reports of independent inspection and testing companies call for in the plans and specifications and which pertain directly to the work being reviewed,
- iv) interpret plans and specifications when requested to do so by the client, contractor or owner, and
- v) review shop drawings and samples submitted by the contractor for consistency with the intent of the plans and specifications.

2. The professional engineer shall not review work in disciplines in which the professional engineer is not qualified.

3. The professional engineer may delegate one or more of the functions described in paragraph 1 to another person where it is consistent with prudent engineering practice to do so and the functions are performed under the supervision of the professional engineer.

4. In paragraph 1, "plans and specifications" means a plan or other document which formed the basis for the issuance of a building permit and includes all changes thereto that were authorized by the Chief Building Official as defined in the Building Code Act, O. Reg.421/86,s.1.