

## JOINT BUILDING COMMITTEE

*Serving the municipalities of Burk's Falls, Joly, Machar,  
Ryerson, South River, Strong and Sundridge*

### APPLICATION FOR BUILDING PERMIT CHECKLIST

First step in obtaining a building permit is to complete an attached Municipal Zoning/General Standards By-Law Compliance Form approved by the municipality and submit with your application. (APPLICATIONS ARE DEEMED INCOMPLETE WITHOUT COMPLETED COMPLIANCE FORM)

The following may be required before applying for a building permit:

- 1. Completed building permit application, dated and signed with fees paid (required).

Submitted Building Permit Applications must be in the prescribed form (Building Code Act Section 8.-1.1). This form can be obtained at any Joint Building Committee member municipal office or online at [www.ontario.ca/buildingcode](http://www.ontario.ca/buildingcode) and go to publication. All applicable fields must be filled in before the application will be accepted. This includes the designer information and applicable law details.

A new building of residential occupancy that is within the scope of part 9 and is intended for occupancy on a continuing basis during the winter months requires an Energy Efficiency Design Summary Sheet completed and submitted with the building permit application. As well, part 3 and part 9 buildings other than residential require Energy Efficiency Checklists to be filled out and submitted with the completed building permit application. They can be obtained online at [www.obc.mah.gov.on.ca](http://www.obc.mah.gov.on.ca) under the publications sections.

- 2. A site plan must be submitted, and where necessary prepared by an OLS that illustrates the location of all buildings (existing and proposed labeled). The location of utilities and existing and proposed drainage must be clearly illustrated. As well, all buildings must not be located beneath an electrical conductor and be at least 3 meters from the horizontal swing of the conductor, that has a voltage not less than 2.5 kV and not more than 46 kV.

A Deed may be required to confirm ownership of recently purchased property or recently Severed property.

- 3. Two complete sets of plans are required with submitted building permit applications. They may include Site plans, Building Elevations, Floor plans, Foundation plans, Framing plans, Roof plans, Heating Ventilation Air-Conditioning plans with heatloss calculations, Electrical plans, Plumbing and detail & sectional plans. Depending on your project not all listed plans may be required.
- 4. Septic approval from the North Bay Mattawa Conservation Authority is required to complete a building permit application when applicable. They can be reached at (705) 474-5420 North Bay Office or (705) 746-7566 Parry Sound Office. As well, forms and information can be obtained on their web site at [www.nbmca.on.ca](http://www.nbmca.on.ca)

#### Contact Lists:

**Electrical Authority:** Hydro One, Electrical Safety Authority (ESA) 1-888-664-9376, for electrical inspections call 1-877-372-7233

**Ministry of Natural Resources:** Docks, boathouses or shoreline improvements, 1-705-645-8747 and,

**Department of Fisheries and Oceans:** 1-705-746-2196.

**Joint Building Committee:** 1-705-384-9444

Building permit fees are base price of \$100.00 plus \$15.00 per \$1,000.00 of project value due with submitted application for approval.

### CHECKLIST FOR ALL

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**BUILDING PERMIT APPLICATIONS**

The following are required to be submitted as a complete application. If all the appropriate information is not provided then the application will be returned as **incomplete**.

1. The complete **Ontario Application Form** and all applicable **schedules**.
2. **Two sets of all submitted drawings and plans**. All drawings must be legible and to scale.
3. Return this **checklist** with the appropriate boxes checked next to the drawings etc. that you have submitted.
4. For Change in Use, Plumbing or other permits not listed below contact the Building Department.

**New Buildings, Additions and Renovations:** also include items from: 1  2  3

Refer to attachment Schedule 1 as a guideline for required **drawings** and plans. It may be possible to combine certain drawings with others, as long as all necessary design information is provided (example; plumbing, mechanical, wood trusses and electrical services).

- Site Plan             Building Elevations             Floor Plan             Foundation Plan
- Framing Plan             Roof Plan             Heating Ventilation Air-Conditioning Plan
- Electrical Services Plan             Plumbing Plan             Section & Detail Plans

**Deck Attached or Unattached to a structure:** also include items from above; 1  2  3

- Site Plan:            Detailed legible plan showing all existing and proposed buildings and their sq.ft. (sq.m), and location to lot lines, septic systems, water and shore road allowances or crown reserve.
- Foundation, Piers, Floor and Section Plans: **Drawings** that show size and spacing of piers or Foundation, beams, joists, decking and railing/guard details.

**Dock:** also include items from above; 1  2  3

- Site Plan:            Show location and dimensions of all existing docks, boathouses and proposed docks.  
Include all setbacks to lot lines and distances from all shorelines.

**Required Drawings and Plans**

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The following list of drawings should be used as a guide when preparing drawings for submission for a building permit **for a project under Part 9 of the Ontario Building Code, which does not require professional design.** Any project that requires design by an Architect and/or Professional Engineer (Part 3 Buildings, such as assembly occupancy, institutional or large buildings over 600 sq.m. and multiple dwellings) will require more comprehensive drawings with a professional's seal and a signed Commitment to General review and Design form filled out by all providing design.

**The Designer** that prepares the permit drawings must provide sufficient information to ensure compliance with the requirements of the Ontario Building Code.

**As of January 1, 2005, designers will be required to show proof of meeting the qualifications and registration required by the Ministry of Municipal affairs and Housing.**

### **1. Site Plan:**

- The location of all existing and proposed buildings. Location and design of Fire Department Access Routes.
- The setbacks to lot lines must be clearly shown.
- The existing and proposed drainage patterns should be illustrated, (provide geodetic elevation if in a flood plain, or plan of subdivision).
- The proposed means of storm water disposal (from foundation drains and rainwater leaders) must be illustrated.
- Must show distance from any existing above ground electrical conductors.  
The plan must be to scale and show all property boundaries, easements, right of ways, adjacent road and water bodies including any water courses such as intermittent streams. The location of sewage systems should be added to the site plan. A copy of the Deed is required if the site plan has not been prepared by an Ontario Land Surveyor.

### **2. Floor Plan:**

- All rooms must be labeled to illustrate their intended use.
- The location of doors, windows, plumbing fixtures and stairs must be shown.
- Structural information for the roof or floor above may be illustrated on the floor plans for simple projects, as well as mechanical and electrical information. The plans must be to scale, with a separate plan for each storey, including the basemen. If the project is an addition, then the layout of the existing floor is also required.

### **3. Foundation Plans:**

- Soil conditions and water table must be listed/shown.
- The size and type of materials used for the foundation.
- The location of all footings, including column and pier footings.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added on this drawing.
- Specifications required for all ICF, Sip's or other alternative foundations required.

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**Required Drawings and Plans**

**4. Framing Plans:**

For simple projects the framing can be shown on the floor plans.

- The size, type and location of all structural members must be clear.
- Spans for beams should be indicated.
- The specifications for engineered lumber must be clear.
- The specifications for engineered lumber must be provided (truss and floor joist layout drawings).

All loads must be transferred to the foundations; sufficient information must be provided on the drawings to verify this.

**5. Roof Plans:**

- May be illustrated on the floor plans for simple projects. Roof slope and any roof mounted equipment must be shown.

**6. Sections and Detail:**

- Cross sections to illustrate all materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of; insulation, air barrier, exterior cladding, vapour barrier, structural members, sheathing, interior finish, backfill height, foundation dampproofing & waterproofing, drainage, stairs, bracing and connections, fireplace details and clearances.

**7. Building Elevations:**

- Show proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc. should be clearly illustrated.

**8. Electrical Services:**

- Indicate locations of lights, smoke alarms, carbon monoxide detectors, switches and other electrical components required under the Ontario Building Code.
- **Note: Contact the Electrical Safety Authority at 1-877-372-7233 for electrical wiring permits.**

**9. Heating, Ventilation and Air Conditioning:**

- Indicate locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design.
- Location and description of HVAC units and ventilation design summary.
- Location and clearance details (specifications) of woodstoves and fireplaces.

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**Required Drawings and Plans**

**10. Plumbing Drawings:**

- Indicate all plumbing fixtures, including rough-in fixtures.
- Provide information on piping size, appliances devices and fixtures used.

**Note 1:** Approval is required from the North Bay Mattawa Conservation Authority for waste disposal systems for new houses, cottages, sleep cabins (if permitted), additions or change in use prior to issuance of a building permit. Please contact the North bay Mattawa Conservation Authority by phone at (705) 474-5420 North Bay Office or (705) 746-7566 Parry Sound Office or by e-mail at [www.nbmca.on.ca](http://www.nbmca.on.ca) for more information.

**Note 2 Docks:** The Federal Fisheries Act provides for the protection of fish, and fish habitat. Under the habitat protection provisions of the Fisheries Act, no one may carry out any work that harmfully alters, disrupts or destroys fish habitat, unless authorized by the department of Fisheries and Oceans. Also, no one is permitted to deposit a harmful substance in water frequented by fish. Failure to comply with the law may result in substantial fines of up to \$1,000,000.00, risk of imprisonment, and you may be directed to cover the costs of restoring the site.

A permit will be required from the Ministry of Natural Resources for:

- A new crib dock where the total crib area exceeds 161 sq.ft. (15sq.m)
- A dock with a solid foundation (e.g. concrete), jetty docks or docks constructed with steel sheathing.
- A boathouse with a solid foundation.

A permit will be required from the Department of Fisheries and Oceans for:

- Any new construction where the work is in or adjacent to Class 1 Fish Habitat.

**Note 3:** Any new construction along the Kings Highway requires a permit from the Ministry of Transportation.

**Building Inspection Requirements**

Permit # \_\_\_\_\_

Name of Owner \_\_\_\_\_

Upon completion of each phase of construction, the Chief Building Official shall be notified before the contractor/builder proceeds in construction to the next phase as outlined below. Failure to comply shall mean the

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contractor/builder shall uncover the work required for inspection at his own expense before proceeding with construction of the next phase.

2 DAYS NOTICE (business days) are required for inspections by contacting the Joint Building Committee office at 705-384-9444 to set up an inspection appointment.

The inspections related to the following inspection phases are not necessarily in order of construction.

Phase 1: **AFTER EXCAVATION / FOOTINGS:** Check setbacks, soil conditions, water table, excavation depth and footing forms/rebar (ICF).

Phase 2: **BEFORE BACKFILLING:** Drain tile, crushed stone, damp proofing, water proofing, footings, backfill material and foundation walls.

Phase 3: **FRAMING:** Floor framing, beams, wall framing, ceiling and roof framing, trusses, rafters, sill plate anchored and sealed to foundation.

Phase 4: **PLUMBING:** All plumbing vents, drains and potable water to be inspected with a water or air test prior to covering per the O.B.C.

Phase 5: **HEATIN VENTILATION & AIR CONDITIONING:** All heating and ventilation systems, duct systems, piping for heating and cooling systems.

Phase 6: **INSULATION:** Insulation, vapour barrier, wall corners, doors, windows, electrical, attic ventilation prior to covering.

Phase 7: **SOLID FUEL BURNING APPIANCES:** Notify Chief Building Official prior to covering the following:

- 1) Masonry fireplaces and masonry chimneys.
- 2) Factory built fireplaces and allied chimneys.
- 3) Stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys.

Phase 8: **FINAL INSPECTION BEFORE OCCUPANCY:** Interior and exterior.

Phase 9: **OCCUPANCY OR USE AFTER COMPLETION:** A person shall not occupy or use a building that is newly erected or installed or permit it to be occupied or used until all inspections have been completed and passed as well as, all other requirements of the OBC are met.

I the owner/agent, acknowledge that I have read, understand and agree to comply with the requirements for inspections detailed above.

\_\_\_\_\_  
Owner/ Authorized Agent

\_\_\_\_\_  
Date

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**Building Department**  
**Agent Authorization Form**

MUNICIPALITY OF: \_\_\_\_\_

LEGAL DESCRIPTION: LOT NO. \_\_\_\_\_ CONCESSION \_\_\_\_\_ PLAN NO. \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

The undersigned, registered property owners of the above noted property, do hereby authorize \_\_\_\_\_, to make applications, and amendments  
( Contractor / Agent )

to applications, on our behalf. It is understood that we will abide by all by-laws and acts of the above noted municipality, and that any approvals granted by this application will be carried out in accordance with the municipal requirements and the Ontario Building Code.

Property Owner: \_\_\_\_\_  
please print

Property Owner: \_\_\_\_\_  
please print

Property Owner's Address (if different then property above):

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

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Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature



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<b>Municipal Zoning/General Standards By-Law Compliance Form</b>			
<b>Use by Principal Authority</b>			
Principal Authority: Municipality of			
Roll Number: 49			
<b>Project Information</b>			
Civic Address & Street Name			Type of Construction
Municipality		Postal Code	
Lot	Concession		
Plan No			
<b>Owner Information</b>			
Last Name	First Name	Corporation or Partnership	
Mailing Address			
Municipality	Postal Code	Province	E-mail
Telephone Number ( )	Fax Number ( )	Cell Number ( )	
Plot Plan: (include all existing and proposed structures, including septic system if applicable)			
Building Width:	Building Length:	Building Height:	
Side Yard(s): Interior / Exterior	Front Yard:	Rear Yard:	
Minimum Ground Floor Area:	Lot Coverage:		
Circle if applicable: Minor Variance Approved - Zoning Amendment Approved - Site Plan Agreement Approved			
<b>Office Use Only</b>			
Zoning:	O.P.	Date:	Checked By:
Notes:			

\_\_\_\_\_  
Applicants Name (please print clearly)

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date Signed

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Pursuant to the *Building Code Act, 1992*, applicants for a building permit must demonstrate that their proposed building/construction complies with the applicable zoning by-law.

Most of the zoning by-laws for each municipality are available on the applicable municipal website. If you cannot obtain or view a copy you should consult with municipal staff.

In order to assess whether the proposed building/construction complies with the applicable zoning, you must complete and submit this form which will be assessed by the Municipality.

Municipal staff will rely upon this form and the information attached to or included on the form to determine whether the proposal complies with zoning, does not comply, or, that additional information is required.

You must attach a plot plan (sketch or survey) of the subject property identifying all existing features as well as the proposed development. The plan must include:

- the full perimeter of the property (if property is greater than 0.5 hectares in size, identify the property lines in closest proximity to the proposed structure) and a statement of the property size,
- the centreline of any public roads abutting the subject property, and the location of any right of way crossing or affecting the property;
- existing buildings shown with solid lines,
- new or building additions shown with dashed lines,
- the ground floor area of each building,
- the location of septic systems and/or wells, watercourses and/or waterbodies,
- all distances between existing/proposed buildings and property lines as well as the centreline of any abutting public roads (if applicable)
- north arrow and scale
- all dimensions on the sketch/survey labeled in metric

***Please be advised that the information on the form or in any attached sketches affects the determination as to whether there is zoning compliance. Should the information be found (at a later date) to be incorrect or inaccurate it could result in a revocation of the building permit. You are advised to make a personal examination of the applicable Official Plans and By-Laws at the Applicable Municipality.***

***The Municipality and the Chief Building Official are relying upon your statement that the information is correct, however, the Applicable Municipality and Chief Building Official assume no liability for your inaccuracies or omissions.***

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### Applicant's Declaration

By signing this section of the form, the applicant is confirming that all information provided is accurate to the best of their knowledge.

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Applicants Signature

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Date Signed

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**Application for a Permit to Construct or Demolish**

This form is authorized under subsection 8(1.1) of the Building Code Act.

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: _____ <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m <sup>2</sup> )	
B. Purpose of application			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant     Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	
D. Owner (if different from applicant)			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )	Cell number (    )	

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<b>E. Builder (optional)</b>				
Last name	First name	Corporation or partnership (if applicable)		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (    )	Fax (    )		Cell number (    )	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p>				

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) 585-8668.