A HOMEOWNERS GUIDE
TO BUILDING PERMITS
As a homeowner, you may find that you have outgrown your present home. Renovation is today's answer to moving, and can include anything from adding a room, fixing up the basement, building a garage, or remodeling the interior of a house.

If you are planning home improvements, this guide will advise you of the steps to take when applying for a building permit at the City of Orillia.

**Why are building permits required?**

- Building permits are necessary to ensure that zoning requirements, health, fire and structural safety standards and other building standards are met, primarily for safety reasons.

**Whose responsibility is it to obtain a building permit?**

- It is the homeowner’s responsibility to ensure that a building permit is obtained when required

**What projects require a building permit?**

Under the **Ontario Building Code Act**, a building permit is required for:

- The construction, alteration of any structure over 10m2 (108 square feet) in area.
- The demolition of a structure

Any accessory building (which is any building / structure other than the house) or deck not attached to the house that is less than 10m2 (108 square feet) does not require a permit, but still needs to comply with the City’s Zoning By-law. Contact the Planning Department at (705) 325-7471 for more information.

<table>
<thead>
<tr>
<th>Permit Required</th>
<th>Permit Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Any deck attached to the house</td>
<td>❖ Air Conditioning Units or Heat Pumps added to existing units</td>
</tr>
<tr>
<td>✓ Porch</td>
<td>❖ Pool Heaters</td>
</tr>
<tr>
<td>✓ Any deck over 108 square feet (10m2)</td>
<td>❖ Painting and Decorating</td>
</tr>
<tr>
<td>✓ New (or Completion of Roughed In) Fireplaces / Woodstoves</td>
<td>❖ Landscaping</td>
</tr>
<tr>
<td>✓ Additions on the House (Sunroom, etc.)</td>
<td>❖ Fences (must not be higher than 2m/6.5’)</td>
</tr>
<tr>
<td>✓ Carport</td>
<td>❖ Asphalt Roof Shingles</td>
</tr>
<tr>
<td>✓ Attached Garage</td>
<td>❖ Eaves trough</td>
</tr>
<tr>
<td>✓ Detached Garage over 108 square feet</td>
<td>❖ Minor Repairs to Masonry</td>
</tr>
<tr>
<td>✓ Dormers or structural roof repairs</td>
<td>❖ Damp-proofing Basements</td>
</tr>
<tr>
<td>✓ Fences Around Swimming Pools</td>
<td>❖ Kitchen or Bathroom cupboards without plumbing</td>
</tr>
<tr>
<td>✓ Adding or Removing Most Walls</td>
<td>❖ Replacing Doors or Windows of the</td>
</tr>
<tr>
<td>✓ Septic System Alterations</td>
<td></td>
</tr>
</tbody>
</table>
✓ Plumbing
✓ New or Structural Alterations to Doors and/or Windows
✓ Basement or Main Floor Walkouts
✓ Storage Shed over 108 square feet (10m²)

***Although a building permit may not be required, you must still comply with the requirements of the Zoning By-law***

Other Approvals

In addition to, or instead of a building permit, you may require other approvals. Building Staff will advise you of which approvals are necessary.

Committee of Adjustment

If your proposal does not comply with the Zoning By-law, you may seek permission from the Committee of Adjustment for a minor variance. For more information regarding the minor variance process, please contact Susan Votour at svotour@orillia.on.ca or (705) 325-7471.

Demolition Permit

In addition to a building permit, you may be required to obtain a demolition permit from the building department if you are demolishing your home or detached structure in order to build another one. There is a flat fee of $75.00 for the permit, but also required is a $500.00 capping deposit if you are on municipal water or sewer. That is refunded to the applicant once the demolition has been inspected and the services (water / sewer) have been capped properly.

Electrical Safety Authority

If any electrical work is proposed, (i.e. lighting, wiring, switches and outlets), contact the Electrical Safety Authority at 1-877-372-7233 for information regarding permits and permit fees.

Ministry of Transportation

Approval is required from the Ministry of Transportation if your property lies within 400m of any provincial highway interchange and within 46m of the highway property line. Janice Hendrix is the Permits Officer for our region with the M.T.O., she can be contacted at Janice.Hendrix@ontario.ca or (416) 235-5382.

Ministry of Natural Resources

The Ministry of Natural Resources will need to approve your project if it involves anything on the shoreline within the water of Lake Couchiching or Lake Simcoe. Approval from the Department of Oceans and Fisheries may be required. They can be reached at info@dfo-mpo.gc.ca, (613) 993-0999 or toll free at 1-800-667-1940.
Preparing Your Application

Drawings

If you have good knowledge of houses and construction, as the homeowner you can design your own project. Develop your ideas on paper with rough floor plans and specifications and have a draftsperson or other knowledgeable person transform your sketches into proper plans.

If you feel that your project is too complicated to handle yourself, we recommend that you obtain the services of a qualified person (Designer, Engineer or Architect). All work indicated on your drawings must conform to the Ontario Building Code and City of Orillia Zoning By-law. The Province of Ontario specifies that a qualified designer prepare the drawings for certain types of projects.

You should contact the building department early in the planning stages of your project. You will be required to submit some or all of the following: site plan, floor plan, cross-section and elevation plans. Determining the specific requirements for your application can speed up the approval process, and save you time and money.

The table below indicates the drawings required for specific projects. There are samples of those drawings throughout this booklet. If you still have questions, feel free to contact the Building Department at (705) 329-7258.

<table>
<thead>
<tr>
<th></th>
<th>Site Plan</th>
<th>Foundation or Basement Plan</th>
<th>Cross Section</th>
<th>Partial Floor Plan</th>
<th>Complete Floor Plan</th>
<th>Elevations (for each side)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carport</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Detached Garages and Accessory Buildings</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Additions and Attached Garages</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Woodstoves, Fireplaces and Chimneys</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Porches and Decks</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Basement Walkouts</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note: Certification by a Professional Engineer is required for certain prefabricated structures or construction components. Please check with Building Staff.
Zoning Requirements

Zoning specifies the permitted uses within particular areas and contains regulations governing items, such as building setbacks, height, mass and coverage.

To determine the specific requirements for your addition or alteration, please contact the Planner 1 at (705) 325-7471. Your street address is required to establish the zoning requirements. You can check this information on our website, www.city.orillia.on.ca, where the Zoning By-law and Map are located.

Site Plan

A site plan or survey identifies buildings and other features in relation to property boundaries. The submitted plan should identify your existing house and all other structures, and proposed changes with measurements to the surrounding property lines. Most or all of the information required for a site plan can be found on your survey. You should have received one when you bought your home. If not, your lawyer should have a copy if the City does not have one on file. You may have to hire a surveyor if there is no record of a survey for your property.

The following information needs to be on the site plan submitted for the permit application (see attached sample):

* Street Name
* Property Lines with Dimensions
* Setbacks to all property lines from existing and proposed structure(s)
* Proposed construction (preferably shaded)
* Overall dimensions of all structures on your property.
SEE ATTACHED SAMPLE

Example Site Plan for Building Permit Submission

*Please Check Zoning Before Submitting*

Lot Area: 518 Square Metres
Lot Coverage: 179.7 Square Metres
(All buildings and structures)

**Street 'A'**
66' or 20 metre Right of Way
Floor Plans

Floor Plans provide a ‘bird’s eye view’ of the different floors of your house. They show scaled dimensions of the rooms, halls and stairs on each floor, as well as the size, direction and spacing of structural members (joists, beams and lintels, for example.)

The following information needs to be on a floor plan:

*Room Names
*Interior and exterior dimensions, including door and window sizes
*Structural members and lintels, including their sizes
*The materials being used and the extent and size of both the new and existing structures
*Location of plumbing fixtures
Cross Section

A cross-section presents a view of a house along an imaginary cut, showing the structural elements of the building and exposing what is hidden behind the walls.

Cross-sections through the proposed and existing structure(s) may be required to show building materials and how they relate to one another. The location of a cross-section is shown by the cross-section symbol on the floor plans.

The following information should be in the cross-section:

* Room height
* Size and type of materials and finishes, such as, but not limited to: footing size, foundation wall, lumber sizes, insulation values, wall & ceiling finishes, and roofing material.
* Finished floor level and outside grades
Elevations

Elevations show all views of a building. Elevation drawings may be required for any project which would alter the exterior view of your house.

The following information needs to be shown on an elevation:

* Heights and dimensions of new and existing windows and doors
* Exterior finishes and materials
* Finished floor levels and grade
* Extent of proposed addition and existing house
* Overall height of building
* Slope / pitch of new roofs
Submitting Your Application

Building permit application forms are available on our website, [www.city.orillia.on.ca](http://www.city.orillia.on.ca), or at the front counter of the Planning and Development Department (3rd Floor.)

Your completed application form should be submitted to the Building Department accompanied by the following:

*Two sets of building plans
*Two copies of your survey / site plan
*Plumbing Fee Schedule if new fixtures are being added

For a new home, the above items are needed as well as:

*Tarion Home Warranty Form
*Occupancy Permit
*Lot Grading Plan

Building Staff will review your application to make sure that everything is in order.

The Approval Process

Depending on your project, your application will be reviewed in one to three stages. The Planning Staff needs to confirm compliance with the Zoning By-law if you are adding anything that increases lot coverage (deck, addition, accessory building); Lot Grading will have to be inspected if there is anything that may affect drainage on your property (new roof, addition, accessory building). Once the applicable parties have reviewed and approved your project, it then goes to a Building Official who then has 10-15 business days to have your permit ready (SEE FLOW CHART)

**There is no need to inquire about the status of your application; you will be contacted the moment your permit is ready.**

Inspections

Several inspections are required during construction to ensure that all work is completed according to the approved plans. They include the following:

*Footing formwork prior to placing concrete
*Foundation damp proofing, waterproofing and installation of drainage tiles prior to backfilling
*Roughed-in plumbing and drains prior to covering
*Structural framing prior to insulating
*Insulation and vapour barriers
*Occupancy
*Final inspection for building, plumbing and heating
Inspections do not occur automatically. It is your responsibility to contact the Building Department at least 24 hours in advance when you need an inspection.

If you need an electrical inspection, contact the Electrical Safety Authority at 1-877-372-7233. Before you dig for your project, contact Ontario One Call at 1-800-400-2255 for locates.

Checklist

❑ Do I need a building permit and/or other approvals?
❑ Does my project conform to the Zoning By-laws?
❑ Can I prepare my own drawings or should I hire a professional Designer / Architect / Engineer?
❑ Have I contacted the Building Division to make sure that I have all the required drawings?
❑ In submitting my application, do I have:
  - a completed application form (all seven pages of the application)
  - two sets of building plans and site plans

Contact Information

Building Reception  Planning Reception
(705) 329-7258  (705) 325-2221

General Information about Building Permits  Building Inspectors
Anita Shanks, Permits Clerk  Kelly Smith, CBO
(705) 329-7258  (705) 325-2214

General Zoning Information  Peter Schmidt
Susan Votour, Planning Administrator  (705) 325-2228
(705) 325-7471  Frank Canzanese

Committee of Adjustment (Minor Variance) Information  Mary Lou Fulford
Jeff Duggan, Senior Planner  (705) 325-2141
(705) 325-2171

Office Hours

Monday to Friday
8:30 a.m. – 4:30 p.m.
Building Permit Approval Process

Submit a Complete Application Including:
- Filled out application form
- Detailed and clear site plan
- Detailed and clear building drawings
- Copy of site plan approval letter (if applicable)

Permit Package is Circulated to Planning & Development for Zoning Compliance Review

Permit Package Approved
If permit package is approved by Planning, the package is deemed a complete application under the Ontario Building Code (OBC)

Permit Package Not Approved
Planning Staff contacts the applicant to discuss the zoning issues and the available options.

Building Drawings Reviewed
Permit package is reviewed by Building Staff. Applicant is contacted if additional information is required for this review.

Plans are Revised
Building plans are revised and are now in compliance with the Zoning By-law.

Committee of Adjustment
Application to the C of A is submitted. Planning staff will be contacted before submission and for further details of the process.

Appropriate Fees Collected and Building Permit is Issued

C of A Approval
For use by Principal Authority

<table>
<thead>
<tr>
<th>Application number:</th>
<th>Permit number (if different):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date received:</td>
<td>Roll number:</td>
</tr>
</tbody>
</table>

Application submitted to:

CITY OF ORILLIA  
50 Andrew Street South, Orillia ON L3V

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

A. Project information

<table>
<thead>
<tr>
<th>Building number, street name</th>
<th>Unit number</th>
<th>Lot/con.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipality</td>
<td>Postal code</td>
<td>Plan number/other description</td>
</tr>
<tr>
<td>Project value est. $</td>
<td>Area of work (m²)</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose of application**

- [ ] New construction
- [ ] Addition to an existing building
- [ ] Alteration/repair
- [ ] Demolition
- [ ] Conditional Permit

<table>
<thead>
<tr>
<th>Proposed use of building</th>
<th>Current use of building</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Description of proposed work</th>
</tr>
</thead>
</table>

**Applicant**

Applicant is:

- [ ] Owner
- [ ] Authorized agent of owner

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Corporation or partnership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street address</td>
<td>Unit number</td>
<td>Lot/con.</td>
</tr>
<tr>
<td>Municipality</td>
<td>Postal code</td>
<td>Province</td>
</tr>
<tr>
<td>Telephone number</td>
<td>Fax</td>
<td>Cell number</td>
</tr>
</tbody>
</table>

**Owner (if different from applicant)**

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Corporation or partnership</th>
</tr>
</thead>
<tbody>
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<td>Municipality</td>
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<td>Province</td>
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<tr>
<td>E-mail</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Corporation or partnership (if applicable)</th>
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<tbody>
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</table>

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</table>

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Postal code</th>
<th>Province</th>
<th>E-mail</th>
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<td></td>
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<table>
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<tr>
<th>Telephone number</th>
<th>Fax number</th>
<th>Cell number</th>
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<td>(          )</td>
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</tbody>
</table>

**Taron Warranty Corporation (Ontario New Home Warranty Program)**

i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*? If no, go to section G.  
   - Yes ☐  No ☐

ii. Is registration required under the *Ontario New Home Warranties Plan Act*?  
   - Yes ☐  No ☐

iii. If yes to (ii) provide registration number(s): ____________________________________

**Required Schedules**

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

ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.

**H. Completeness and compliance with applicable law**

i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the *Building Code Act, 1992*, to be paid when the application is made.  
   - Yes ☐  No ☐

ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the *Building Code Act, 1992*.  
   - Yes ☐  No ☐

iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the *Building Code Act, 1992* which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.  
   - Yes ☐  No ☐

iv) The proposed building, construction or demolition will not contravene any applicable law.  
   - Yes ☐  No ☐

**I Declaration of applicant**

I ________________________________ declare that:

1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.

2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

______________________________  ________________________________
Date                                             Signature of applicant

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.
**Schedule O: Orillia Information Request**

### Additional Information

Environmental Scan [ ] Yes [ ] No

Municipal Sewer: [ ]

Septic: [ ]

### FOR ADMINISTRATIVE USE ONLY

#### A. Required Reviews

<table>
<thead>
<tr>
<th>Review</th>
<th>Name</th>
<th>Date Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Inspector</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zoning Compliance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Grading Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Department Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee of Adjustment</td>
<td></td>
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</tr>
</tbody>
</table>

#### B. Required Fees

<table>
<thead>
<tr>
<th>Fees</th>
<th>Penalty</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application Fee</td>
<td>Paid</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Not Paid</td>
<td></td>
</tr>
<tr>
<td>Occupancy Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sign Fee</td>
<td>ParklandFee</td>
<td></td>
</tr>
<tr>
<td>Lot Grading Deposit</td>
<td></td>
<td></td>
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<tr>
<td>Development Charges</td>
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</table>

<table>
<thead>
<tr>
<th>Building Area</th>
<th>Number of Stories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupancy Group</td>
<td>Division</td>
</tr>
<tr>
<td>Part 9 [ ]</td>
<td>Part 3 [ ]</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Plans by: Architect</th>
<th>Engineer</th>
<th>Reviewed by: Architect</th>
<th>Engineer</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Conditional Permit:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Permit:</td>
<td>Date:</td>
</tr>
<tr>
<td>Approved by:</td>
<td>Date:</td>
</tr>
<tr>
<td>Permit Approved By:</td>
<td>Date:</td>
</tr>
<tr>
<td>Issued by:</td>
<td>Date:</td>
</tr>
</tbody>
</table>
Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

### B. Project Information

<table>
<thead>
<tr>
<th>Building number, street name</th>
<th>Unit no.</th>
<th>Lot/con.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipality</td>
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</tr>
</tbody>
</table>

- **Individual who reviews and takes responsibility for design activities**

<table>
<thead>
<tr>
<th>Name</th>
<th>Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street address</td>
<td>Unit no.</td>
</tr>
<tr>
<td>Municipality</td>
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</tr>
<tr>
<td>Telephone number</td>
<td>Fax number</td>
</tr>
</tbody>
</table>

- **Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]**

- House
- Small Buildings
- Large Buildings
- Complex Buildings
- HVAC – House
- Building Services
- Detection, Lighting and Power
- Fire Protection
- Building Structural
- Plumbing – House
- Plumbing – All Buildings
- On-site Sewage Systems

**Description of designer’s work**

- **Declaration of Designer**

I ___________________________________________________________________ declare that (choose one as appropriate):

- I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4 of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.
  Individual BCIN: _________________________________
  Firm BCIN: _________________________________
- I review and take responsibility for the design and am qualified in the appropriate category as an “other designer” under subsection 3.2.5 of Division C, of the Building Code.
  Individual BCIN: _________________________________
  Basis for exemption from registration: _________________________________
- The design work is exempt from the registration and qualification requirements of the Building Code.
  Basis for exemption from registration and qualification: _________________________________

I certify that:
1. The information contained in this schedule is true to the best of my knowledge.
2. I have submitted this application with the knowledge and consent of the firm.

___________________________     _________________________________________________________________
Date                                                                                  Signature of Designer

**NOTE:**

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) d), of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.

2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.
C. Project Information

<table>
<thead>
<tr>
<th>Building number, street name</th>
<th>Unit number</th>
<th>Lot/con.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipality</td>
<td>Postal code</td>
<td>Plan number/ other description</td>
</tr>
</tbody>
</table>

### Sewage system installer

Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?

- Yes (Continue to Section C)
- No (Continue to Section E)
- Installer unknown at time of application (Continue to Section E)

### Registered installer information (where answer to B is “Yes”)

<table>
<thead>
<tr>
<th>Name</th>
<th>BCIN</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street address</th>
<th>Unit number</th>
<th>Lot/con.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipality</td>
<td>Postal code</td>
<td>Province</td>
</tr>
<tr>
<td>Telephone number</td>
<td>Fax</td>
<td>Cell number</td>
</tr>
</tbody>
</table>

### Qualified supervisor information (where answer to section B is “Yes”)

| Name of qualified supervisor(s) | Building Code Identification Number (BCIN) |

### Declaration of Applicant:

I _______________________________ declare that:

- I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;

  OR

- I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.

I certify that:

1. The information contained in this schedule is true to the best of my knowledge.

2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

___________________________     _______________________________________________________________________________________
Date                                                                                  Signature of applicant
ENVIRONMENTAL SCAN
DEPARTMENT OF PLANNING & DEVELOPMENT APPLICATIONS
To accompany all Multiple Residential, Commercial, Industrial, Institutional and Plan of Subdivision/Condominium Planning and Building Permit Applications
(Please print and place checkmark in the correct boxes)

- I, the undersigned ___________________________, am the owner/authorized agent of the owner named in the □ planning/ □ building permit application(s) for (address) ___________________________ and I certify the truth of all statements or representations contained herein and therein.

- The property municipally known as (address) ___________________________:
  i) ☐ is/ ☑ is not land or the site of any building or structure upon, into or through which waste (i.e. as defined by Section 25 of the Environmental Protection Act, R.S.O. 1990 Chapter E.19 or EPA) has been deposited, disposed of, handled, stored, transferred, treated or processed. “Waste” is defined by Section 25 of the EPA as including ashes, garbage, refuse, domestic wastes, industrial waste, or municipal waste and other such materials as are designated in the pertinent regulations; and
  ii) ☑ is/ ☐ is not land where above ground and/or underground storage tanks exist or have been placed.

- I have provided to the City of Orillia with the submitted application(s) a copy of any environmental site assessment document, record of site condition and/or certificate of property use as well as any other environmentally related documentation (i.e. including a history of uses on site) prepared for the property.

Dated at Orillia Ontario __________________________, 20_ _

________________________________________
Signature of Owner/Authorized Agent

Please fill in highlighted sections
DEPARTMENT OF PLANNING & DEVELOPMENT

BUILDING DIVISION (Please fill in all blank sections)

Date: ________________, 20___

I, _______________________________________, hereby _______________, hereby _______________, hereby
(Name of property owner)

give permission to ________________________________________
(Name of contractor/company)

I hereby give permission to ________________________________________
(Name of contractor/company)

to act as my authorized agent to apply for a building permit

For ________________________________________
(Property address)

This person / company will be responsible for applying for the permit, submitting all required drawings and picking up the permit once it has been issued.

Signature of Property Owner

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.
ENVIRONMENTAL SCAN
DEPARTMENT OF PLANNING & DEVELOPMENT APPLICATIONS

To accompany all Multiple Residential, Commercial, Industrial, Institutional and Plan of Subdivision/Condominium Planning and Building Permit Applications (Please print and place checkmark in the correct boxes)

- I, the undersigned ___________ Tom Jones ___________, am the owner/authorized agent of the owner named in the ☐ planning/ ☐ building permit application(s) for (address) _______123 Main Street_______ and I certify the truth of all statements or representations contained herein and therein.

- The property municipally known as (address) _______123 Main Street_______:
  1) ☐ is OR ☐ is not land or the site of any building or structure upon, into or through which waste (i.e. as defined by Section 25 of the Environmental Protection Act, R.S.O. 1990 Chapter E.19 or EPA) has been deposited, disposed of, handled, stored, transferred, treated or processed. “Waste” is defined by Section 25 of the EPA as including ashes, garbage, refuse, domestic wastes, industrial waste, or municipal waste and other such materials as are designated in the pertinent regulations; and
  2) ☐ is OR ☐ is not land where above ground and/or underground storage tanks exist or have been placed.

- I have provided to the City of Orillia with the submitted application(s) a copy of any environmental site assessment document, record of site condition and/or certificate of property use as well as any other environmentally related documentation (i.e. including a history of uses on site) prepared for the property.

Dated at _______Orillia_________ Ontario _______November 20, 2011, 20 11

This form states that your property is not being used as waste disposal. If that is a correct statement, check off ‘is not’ in both cases

_____________ Signature ________________ Signature of Owner/Authorized Agent
CITY OF ORILLIA BUILDING DEPARTMENT

Detailed Letter of Use

Where the applicant intends to construct a building in the type ‘F’ classification or has knowledge of a hazard associated with the occupancy, the applicant shall disclose to the best of their knowledge any Hazardous Substances, Equipment and/or Processes as per 3.3.1.2. of the OBC that they know will be a function of the day to day operation of the occupancy.

Business Name: ________________________________________________

Location: ______________________________________________________

Explain as necessary what the intended use of the building will be and any Hazards associated with the business:

_____This page will be completed only if you have an Industrial occupancy, such as repair garage, factory, welding shop, manufacturing, etc._____

Signature: ______________________________ Date: ____________________

Owner/Agent

Name: ________________________________

Print Please