

Application for a Permit to Construct – Dwelling

Application Requirements

To apply for a permit to construct a dwelling, the following is required;

- Entrance Permit and/or Approval
- Sewage System Permit (if rural)
- Complete Application for a Permit to Construct a Dwelling.
- Detailed construction plans completed by a qualified designer or owner to include Floor Plans, Elevations, Wall Sections and Details, Structural Drawings (may require Professional Engineer Design), Mechanical (HVAC and Plumbing), Electrical (large scale projects) Drawings must be pdf, or if paper, no larger than 11" x 17"
- Plot Plan showing the location and size of the proposed structure, its proposed distance to: all lot lines, centreline of road, high water mark, floodplain (including creeks and wetlands), all other existing structures (including house and outbuildings) and septic system, if rural.

Depending on the location and nature of construction, the following may also be required;

- Written approval from governing agencies. (ie MTO, Conservation Authority)
- Agent of Record Letter form, filled out and signed by property owner and applicant, authorizing the applicant to apply for a permit on behalf of the property owner.

NOTE: If property owner is a Corporation or Organization, Proof of Signing Authority is required.

How to Submit

Complete applications can be submitted by email to **permits@greaternapanee.com**

or, if in person, to the front desk, where a receptionist will scan the application, on your behalf.

If submitting an application in person or require assistance completing an application, please contact the Building Department by phone, prior to your visit.

Please call: 613-354-3351 Monday to Friday 8:30 am to 4:30 pm

Due to the high volume of applications and related inquiries, received daily, we are unable to save or track incomplete applications. We ask that all applications be submit in their entirety, accompanied by required documentation, once collected.

Application to Construct - General

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: <u>TOWN OF GREATER NAPANEE</u> (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. Purpose of application			
<input type="radio"/> New Construction <input type="radio"/> Addition to an existing building <input type="radio"/> Alteration/repair <input type="radio"/> Demolition <input type="radio"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="radio"/> Owner or <input type="radio"/> Authorized agent of owner			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality		Postal code	Province
Telephone number		Cell number	
Email			
D. Owner (if different from applicant)			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality		Postal code	Province
Telephone number		Cell number	
E-mail			

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality			Postal code	Province
Telephone number		Cell number		
Email				
F. Tarion Warranty Corporation (Ontario New Home Warranties Program)				
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): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). 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
I. Declaration of applicant				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <p>_____</p> <p>Date Signature of applicant</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) 585-6666.

Schedule 1: Designer Information

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

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality		Postal code	Province
Telephone		Cell number	
Email			
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> 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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Firm BCIN: _____</p> <p><input type="checkbox"/> 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.</p> <p style="margin-left: 40px;">Individual BCIN: _____</p> <p style="margin-left: 40px;">Basis for exemption from registration: _____</p> <p><input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 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. <p style="margin-top: 20px;"> _____ _____ </p> <p style="margin-top: 5px;"> Date Signature of Designer </p>			

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practice, a limited license to practice, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



The Town of Greater Napanee has a duty to protect employees from all forms of harassment and violence while in the workplace. By signing this application, I agree that all dealings with employees will be handled in a respectful and appropriate manner. I further agree that I and/or persons acting on my behalf, will conform to all applicable policies of the Town of Greater Napanee, which can be provided on request. Breach of a policy could result in processing delays, denial of service or other remedies contained in the approved policy.

Thank you for your cooperation.

Name

Signature

Date

Town of Greater Napanee

Soil Gas Mitigation

Sub-Floor Depressurization

As part of the changes introduced in the 2024 Building Code, all new Part 9 residential buildings (e.g. detached houses and Additional Dwelling Units (ADU's), semi-detached dwellings, row townhouses, stacked townhouses, and multi-residential buildings) require a full active sub-floor depressurization (ASD) system and a soil gas barrier under the floor slab.

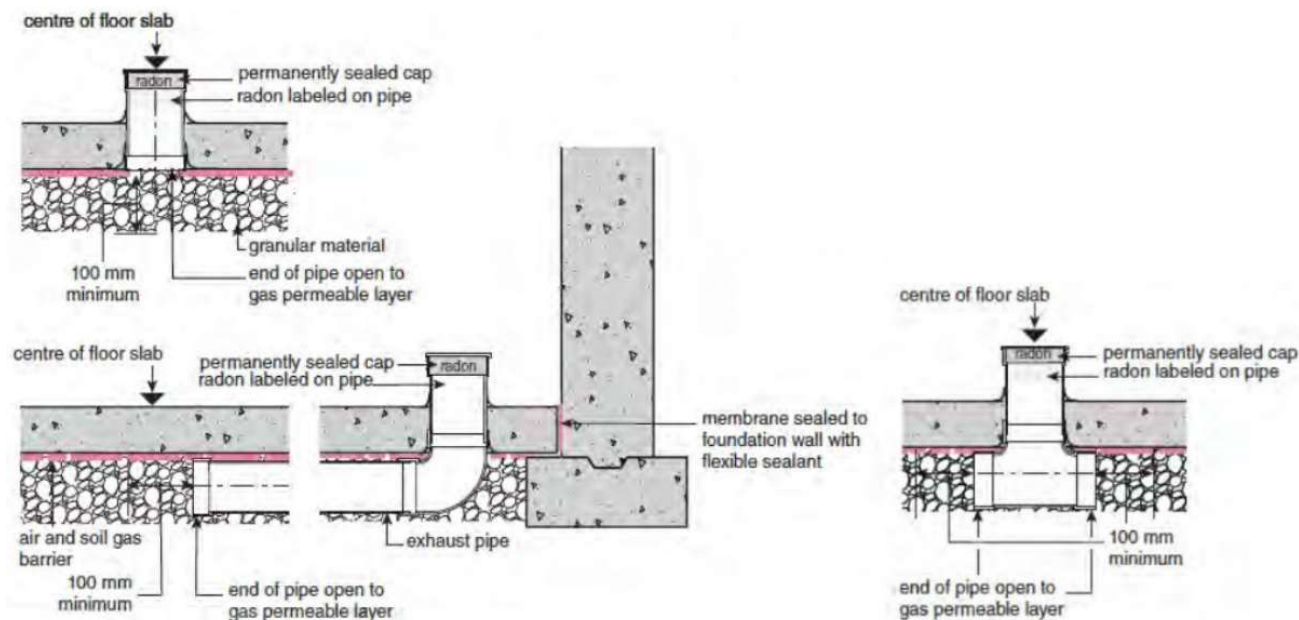
Radon is a colourless, odourless, radioactive gas that occurs naturally. It is found to varying degrees as a component of soil gas in all regions of Canada and is known to enter dwelling units by infiltration into basements and crawl spaces. The presence of radon in sufficient quantity can lead to an increased risk of lung cancer. All wall, roof, and floor assemblies in contact with the ground shall be constructed to resist the leakage of soil gas from the ground into the building in accordance with Subsection 9.13.4. or MMAH Supplementary Standard SB-9, "Requirements for Soil Gas Control."

Construction Requirements

Building permit drawings shall clearly indicate details associated with the sub floor depressurization:

1. A 100mm diameter PVC pipe rough-in through the floor slab adjacent an exterior wall extending under the slab and terminating at or near the center in conformance with Subsection 9.13.4., Sentences (1) through (3)
 - a. Minimum 150mm granular material for a radius not less than 300mm centered on the pipe, with the bottom of the pipe open to the granular, and
 - b. The upper end of the pipe shall be provided with a removable seal, and labeled to indicate for "soil gas removal only".
2. A soil gas barrier on the foundation walls (bituminous dampproofing) in conformance with Division B, 9.13.4.2 (3), and
3. Under the basement floor slab using 6 mil polyethylene lapped not less than 300mm in conformance with Figures SB-9A or SB-9B of SB-9, and
4. Sealing along the perimeter of the basement floor slab and at all penetrations using flexible sealant (polyurethane caulking) in conformance with Division B, 9.13.4.2.(4)(a) and SB-9.

Note: spray foam can be substituted as a radon gas barrier under basement floor slabs where installed in conformance with CCMC Evaluation Reports 14073-R and 14152-R



Required Inspections

The owner of a property on which construction takes place, or their authorized agent shall arrange for the following inspections:

1. The installation of the rough-in soil gas pipe, and granular material prior to pouring the basement slab,
2. The installation of soil gas barrier on foundation wall (bituminous dampproofing) and under floor slab (6 mil polyethylene) prior to covering or pouring the basement slab, and
3. Sealing of the perimeter of the slab adjacent to the foundation wall and any slab penetrations (polyurethane caulking) prior to covering.
4. Pipe cap and labelling, and inline fan (where required) prior to occupancy.

Testing and Mitigation

It is the Owners responsibility to conduct radon testing to determine the radon concentration in the building. Testing consists of long-term tests (minimum 91 days) completed during the winter season, when windows and doors are generally closed, and are recommended to be carried out by a [Canadian National Radon Proficiency Program \(C-NRPP\)](#) certified professional.

Health Canada recommends that you hire a professional certified under the Canadian National Radon Proficiency Program (C-NRPP) as lowering radon levels in a home requires specific technical knowledge and skills to ensure the job is done properly.

To find a list of certified professionals contact the Canadian National Radon Proficiency Program (C-NRPP) at 1-855-722-6777, go to www.c-nrpp.ca or email radon@hc-sc.gc.ca.

Tarion Warranty

New homes in Ontario come with a new home warranty that is provided by your builder and backed by [Tarion](#). This warranty also covers radon gas levels exceeding 200 Bq/m³ in new homes for seven years from the date of occupancy.