



## County of Prince Edward - PERMIT APPLICATIONS

### CHECKLIST

#### Required Documentation - Residential

##### 1. New Homes

- Septic Permit and Well Record; or
- Water/Sewer Connection Permit
- New Home Warranty Declaration/Waiver Form
- Entrance Permit

##### 2. New Homes and Additions

- Designer Information and Building Code Identification Number (BCIN)
- Two Complete Sets of Building Plans with the following Information:
  1. Basement, foundation and framing plan;
  2. Ground floor plan;
  3. Second floor plan (where applicable);
  4. Wall sections;
  5. Elevations – front, rear, and sides;
  6. Heat loss, duct design, and plans (additions over 20 sq m);
  7. Roof plan.
- Site Plan showing:
  8. Dimensions of proposed building;
  9. Location of proposed building, well and septic system with dimensions from property lines, road, and existing buildings;
  10. Location of any **barns within 609 m (2,000 feet)**
  11. Other physical features such as escarpments, flood plains, and water courses;
  12. Wells and septic systems on adjacent properties.

##### 3. Renovations

- Framing and floor plans
- Wall Sections
- Plumbing Plans (where applicable)

#### Required Documentation – Small Building Other than Residential

- Completed Application Form (name, date, signature, etc.)
- Designer Form Schedule 1
- Agent of Record Letter
- Quinte Conservation Approval
- Health Department Approval
- Engineered truss and floor design
- MDS – minimum distance separation for new farm buildings or additions to farm buildings
- Record of Site Condition – for projects that MIGHT have contaminants, if there is no Subdivision, Rezoning or Site Plan approval where such a waiver is handled at those earlier stages
- SG-7 guard details for new decks and guard replacement
- Site Plan

Plans (scaled drawings) include details of:

- Elevation views
- Plan views per floor
- Cross-sectional detail to include foundation wall fill height, type of wall, thickness, footing size, floor size, perimeter drain size and location, and gravel bedding
- Joist sizes, types, spans, and spacing
- Beam size, spans, columns, and footings
- Full cross-sectional detail for cathedral ceilings or roofs to include joist size, depth of insulation, ventilation air space and access top and bottom, and purlins
- Bathroom ventilation, attic hatch size and locations, garage door closure, 6 inch drop from house to garage, and other miscellaneous details
- Truss design and truss layout plan
- Plumbing and electrical, including 3-way switch for basement stair when secondary entrance provided, or basement finished
- Fireplace rough-in clearances to combustibles
- Crawl space ventilation, heights, poly ground sheet and cover, insulation support, heating, and access
- Woodstove and fireplace construction details, including clearances to combustibles and type of chimneys

#### Required Documentation – Large Industrial, Commercial, Institutional (ICI)

- Engineer/Architect Letter of Commitment and General Review [901-5-2]
- Conditional Permit Disclaimer [901-5-8]
- Fire Department copy [date-stamped and sent to Fire] [901-5-13]
- Record of Site Condition (MOE)
- Site Plan
- Sprinkler drawings including hydraulic calculations
- Note adjacent occupants on drawing to determine if fire separations with/without fire resistance ratings are required



PHONE: 613-476-2148; FAX: 613-471-2051

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

This form is authorized under the Section 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: Corporation of the County of Prince Edward  
(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 <sup>2</sup> )		
B. 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 ( )	
C. 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 ( )	
D. Builder (optional)			
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 ( )	
E. 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			
F. Tarion Warranty Corporation (Ontario New Home Warranty 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. Attachments			
i. Attach documents establishing compliance with applicable law as set out in Article 1.4.1.3. of Division A. ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities. iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system. 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.			
H. Declaration of applicant			
I _____ certify that:			
<small>(print name)</small>			
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. I have authority to bind the corporation or partnership (if applicable).			
_____	_____		
<small>Date</small>	<small>Signature of applicant</small>		

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.