

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (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. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or 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 (     )		

E. 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 (      )	
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.				Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act?</i>				Yes	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).				Yes	No
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.				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 <i>Building Code Act, 1992</i> .				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 <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.				Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.				Yes	No
I. Declaration of applicant					
I _____ declare that: (print name)					
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 1: Designer Information

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

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (       )	Fax number (       )	Cell number (       )	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
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			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):            (print name)</p> <p>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:      _____</p> <p>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: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.          Basis for exemption from registration and qualification:_____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p>_____ Date</p> <p>_____ 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 practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

## Schedule 2: Sewage System Installer Information

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Sewage system installer</b>			
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)
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (     )	Fax (     )	Cell number (     )	
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="margin-left: 40px;">(print name)</p> <p style="margin-left: 40px;">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;</p> <p><u>OR</u></p> <p style="margin-left: 40px;">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.</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule 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> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;">_____</div> <div style="width: 60%;">_____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 30%;">Date</div> <div style="width: 60%;">Signature of applicant</div> </div>			



To Developers, Owners, Designers, and Contractors:

The City of Kenora Accessibility Advisory Committee (AAC) would like to share a concept that can be used with any new construction or renovation projects. The goal is to have you pause your planning process for a moment and have you think about the importance of accessibility because over time, needs change and incorporating accessible features into your project now could have lasting and long-term benefits. We have termed this concept "beyond minimum".

Our committee is comprised of volunteers who live with, work with, and care for persons with disabilities so we know first-hand the positive effect of going "beyond minimum". The basis of this concept is to think about barrier free designs and accessibility, plan ahead for accessibility needs, and to go one step further than the Building Code requires. For example, the standard for ramp slope is 1:12; however the AAC advocates for ramps of 1:20 (1" rise for 20" ramp), which are more manageable and go beyond the minimum requirement.

Other examples of enhancements include:

- Reducing the rise height in stairways
- Railings on both sides of stairs
- Elimination of step ups and downs in favour of ramp style approaches
- Lever style door handles instead of round knobs
- Ensuring interior doorways (32in) and hallways (36in) are wide enough for wheelchair or walker access
- Installing backing in the stud walls beside toilets, shower entrances and in walls located beside sinks to allow the future installation of grab bars

The City of Kenora recognizes there could be significant costs associated with the development of accessibility features and offers financial assistance through its Community Improvement Plans (CIPs) for the Former Mill Site, Harbourtown Centre and Keewatin. The City is encouraging property owners, tenants, and developers to enhance the accessibility of their existing buildings within the three CIP project areas through an accessibility grant that covers 50% of project costs to a maximum of \$2,500.

To learn more about the funding opportunities for accessible developments within the City of Kenora CIPs please contact Megan Dokuchie at 807-467-2127 or via email: [mdokuchie@kenora.ca](mailto:mdokuchie@kenora.ca)

Sincerely,

City of Kenora Accessibility Advisory Committee  
**Making Kenora More Accessible**