

SIGN PERMIT ONLY**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 **THE CITY OF BELLEVILLE**
 (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

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

Proposed use of building	Current use of building
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Description of proposed work

C. ApplicantApplicant 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 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. 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				
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.

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	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>_____ 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="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-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="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-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="padding-left: 40px;">Basis for exemption from registration and qualification: <u>OBC Div. C 3.2.5.1(3)(f) - Construction of Signs</u></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="display: flex; justify-content: space-between; margin-top: 10px;"> _____ _____ </p> <p style="display: flex; justify-content: space-between; 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.



APPLICABLE LAW COMPLIANCE

The following questions must be answered in order to complete your application for building permit and to determine if approvals are required from any other agency before your building permit can be issued.

Completing this form accurately and providing any other required approvals at application time will help expedite the processing of your building permit.

Question	Yes	No	Comments
Is the building used as a daycare?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the permit for the demolition of a school?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building used as a funeral home?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building used for processing milk?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building used to house farm animals?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a farm, feedlot or manure storage within 500m?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building used for manure storage?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building located on public land?	<input type="checkbox"/>	<input type="checkbox"/>	
Are Development Charges applicable?	<input type="checkbox"/>	<input type="checkbox"/>	
Is conservation authority approval required?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a lake, river, creek, stream, pond or wetland on or within 500m of the property?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a provincial highway within 800m?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a railway within 500m of the property?	<input type="checkbox"/>	<input type="checkbox"/>	
Is Health Unit approval required (food)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building used as a charitable institution?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building used as a senior's home?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building used as a senior's center?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building used as a nursing home?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the property use changing to residential?	<input type="checkbox"/>	<input type="checkbox"/>	
Is Ministry of Environment approval required?	<input type="checkbox"/>	<input type="checkbox"/>	
Was the property used as a disposal site?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a septic system on the property?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the building a designated heritage building?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the permit to demolish a heritage building?	<input type="checkbox"/>	<input type="checkbox"/>	
Is site plan approval required?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the permit for a mobile, park model or modular home?	<input type="checkbox"/>	<input type="checkbox"/>	
Is zoning by-law relief required? (Confirm with Planning Section)	<input type="checkbox"/>	<input type="checkbox"/>	



STATEMENT REGARDING REQUIRED INSPECTIONS

To: City of Belleville Building Inspection Department

**Re: _____
(civic address)**

I _____ (owner / authorized agent) understand that it is my responsibility to call the City of Belleville Building Inspection department for the required inspections listed below. I also understand the person in charge of the construction of the building shall have the permit or a copy of the permit posted at all times during the construction or demolition in a conspicuous place on the property and shall keep and maintain on the site of the construction at least one copy of the drawings and specifications stamped as site copy by the City of Belleville Building department. I further acknowledge and understand that my failure to do so may result in work orders being levied against the property and further that I will be required to uncover any and all work that is covered or enclosed prior to the work being inspected by the City. Further I also understand that all expenses related to the uncovering or exposing of work for the purposes of inspection will be at my expense. It is further acknowledged that I will not expect or knowingly allow City Building Officials to enter or remain in any place or situation deemed unsafe according to the Occupational Health & Safety Act that I am responsible for and that this does not relieve me from having the required inspections conducted and completed by the City Building Division.

Required Inspections:

**** Minimum 48 hour notice required for each inspection**

**** Ensure that plans are on site for all inspections**

- 1. Excavation (prior to pouring footings)**
- 2. Foundation (prior to pouring concrete)**
- 3. Installation**
- 4. Final**

Date

Signature

NOTE: PLANS BEARING BUILDING PERMIT SITE COPY STAMPS REQ. ON SITE FOR INSPECTIONS



DIGITAL SIGN REGULATION ACKNOWLEDGEMENT

City of Belleville Sign By-Law 2006-55 contains the following regulations respecting the use of digital signs:

1. Digital signs shall display only static (non-moving) images;
2. Digital signs shall display each static image for a minimum of 7 seconds duration;
3. Signs shall not move or appear to move;
4. Signs shall not contain flashing lights.

I _____(property owner) hereby acknowledge that I have read the above noted regulations dealing with digital signs in the City of Belleville and I hereby agree that I will at all times operate the digital sign in accordance with the above regulations and all other provisions of the City of Belleville Sign By-law 2006-55. I also acknowledge that my failure to do so is a violation of the Sign By-law and as such I would be liable for prosecution and fines if convicted.

Property Owner Signature

Date