

FRONTENAC ISLANDS TOWNSHIP

BUILDING PERMIT

PACKAGE AND

REQUIREMENTS

TOWNSHIP OF FRONTENAC ISLANDS
PERMIT FOR RENOVATION OR NEW CONSTRUCTION

REQUIRED INFORMATION

- Permit application filled out
- Schedule one for designer with the building permit
- 2 set of drawings 11x17 or larger
- Copy of deed or proof of ownership
- Copy of survey
- Plot plan of site with all dimensions buildings, septic and well
- Septic approval from Kingston health unit
- Entrance approval
- Heat lost Heat gain calculations and heating layout
- Well drilling report and water test
- Tarion (Ontario new home warrantee) with Contractor number
- Minor variance approval if required
- Official Plan amendment and zoning by law amendment if required
- Notice of project Ministry of labour if project over, \$50000.00

Guide to the application

- Permit application should be filled by the builder or owner. A permit is require for all type constructions exceeding 10 square metres (107.6 sq ft), plumbing, heating, demolition, pools, wood stoves, chimneys, alterations, renovations , agricultural buildings, solar panels on structures and outdoor furnaces.
- Application must be filled, signed and dated.
- Applications may be submitted at the township office at Wolfe Island and at Howe Island. If application is submitted through Email it should be scaled for 11x17 landscape sheets
- Drawings must be done by a qualified designer with proper credentials. The owner of a residence can draw his own drawings without credentials. For commercial buildings the drawings are required to be done by a qualified designer.

Plans requirements

FOUNDATION

A foundation is required to show footings location & size, piers locations and size, floor drains, wall thickness. Beam size joists span, joists size, columns locations and sump pump location.

FLOOR PLAN

The floor plan must show, room location and size, stairs, doors, windows, attic access if one story, upper joists if 2 stories, joists span, co smoke detectors, truss above with spacing and kitchen layout.

CROSS SECTION

A cross section is a cut perpendicular to the building length that should contain: footings height, foundation height, basement floor assembly joists size, floor assembly, wall assembly, ceiling and roof assembly, all floors and ceilings elevations.

ELEVATIONS

The plans must show the four elevations of the building that will show grade elevation, exterior finishes, decks and height of building.

PLOT PLAN

The plot plan must show all buildings, well, septic and all setbacks from the property lines including the centre line of the road. The township is not responsible of the placing of the structure on the lot.

Drawings may be submitted through Email for review. If submitted through Email they will be printed on 11 x 17. The drawings should be scaled to be legible.

The application may be submitted at amaccalltd@gmail.com

DOCUMENTATION AND CONTACTS

HEALTH Unit

A health unit permit or approval is required for the issuance of the building permit.

The Kingston Health unit number is: 613-543-1232

Contacts

- Bell Canada : 613-310-2355
- Hydro ESA: 1-877-372-7233
- Wolfe Island Office: 613-385-2216
- Howe Island : 613-544-6348
- Building Official: 613-803-0270

PLANNING APPROVALS

For some of the permits some setbacks or uses cannot be achieved without, planning approval. In this case the proposed project is required to go through the process of a variance. The process can take up to 2 month for approval. If a Zoning By Law or Official Plan amendment is required it could take 3 months +- depending on the requirements. For planning approval you may require Conservation Authority approval.

If you think you need planning approval assure to start sooner for your application due to the delays required for these approvals? Contact the building department for information .

DEVELOPMENT FEES

In the Township Of Frontenac Islands there is a development fee for new construction and major additions. The Development Fees by-law is on the web site.

TARION

Tarion is a product regulated by the province of Ontario. A contractor building for a customer is required to have Tarion coverage and number.

A contract home is a home constructed under a contract between a builder and an owner of land that provides for the construction of a home on the land. A contract home that meets the "new home requirements" will have statutory warranty coverage. However, a contract home, instead of having deposit protection, has financial loss protection.

A contract home is not always covered under the statutory warranties. For example, if someone other than the contracted builder exercises significant control over the construction of all or part of the home, the home may not be eligible for statutory warranty coverage. Learn more about other Types of Homes not Covered.

These matters should all be addressed before signing the purchase agreement or contract. If you have any questions, contact Tarion at ismyhomecovered@tarion.com

Required inspections

- Site soil & location
- Footings forms
- Foundation drainage Layer
- ICF if applicable
- Backfill Moisture Membrane & Drainage
- Rough in slab plumbing
- Rough plumbing
- Hydronic
- Framing
- Hvac rough in
- Insulation Vapor Barrier
- Occupancy
- Solid fuel appliance
- Chimney Rough in
- Final

Attached to web site or below are the permits and schedule required forms for an application.

Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority	
Application No:	Model/Certification Number

A. Project Information

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package): Package: _____ Table: _____

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____ m ² or _____ ft ²	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement <input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit <input type="checkbox"/> Air Sourced Heat Pump (ASHP) <input type="checkbox"/> Ground Sourced Heat Pump (GSHP)
Area of W, S & G = _____ m ² or _____ ft ²	Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	

D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions			
<input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))			
<input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))			
<input type="checkbox"/> Airtightness substitution(s)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____ <input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____		
Airtightness test required (Refer to Design Guide Attached)	Required: _____ Permitted Substitution: _____		
Building Component	Minimum RSI / R values or Maximum U-Value ⁽¹⁾	Building Component	Efficiency Ratings
Thermal Insulation	Nominal Effective	Windows & Doors Provide U-Value ⁽¹⁾ or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		Mechanicals	
Walls Above Grade		Heating Equip.(AFUE)	
Basement Walls		HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		DWHR (CSA B55.1 (min. 42% efficiency))	# Showers _____
Slab (all ≤600mm below grade, or heated)		Combined Heating System	

(1) U value to be provided in either W/(m²K) or Btu/(h·ft²F) but not both.

E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature

Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1 *Windows, Skylights and Glass Doors*: If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies. **Other Building Conditions:** These construction conditions affect SB-12 Prescriptive compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm ² /m ²	1.81 in ² /100ft ²	0.93 L/s/m ²	0.18 cfm50/ft ²
Attached dwelling	3.0	2.12 cm ² /m ²	3.06 in ² /100ft ²	1.32 L/s/m ²	0.26 cfm50/ft ²

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

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 ²)	
B. Purpose of application			
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to a 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			
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 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					
I declare that (choose one as appropriate): (print name)					
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		

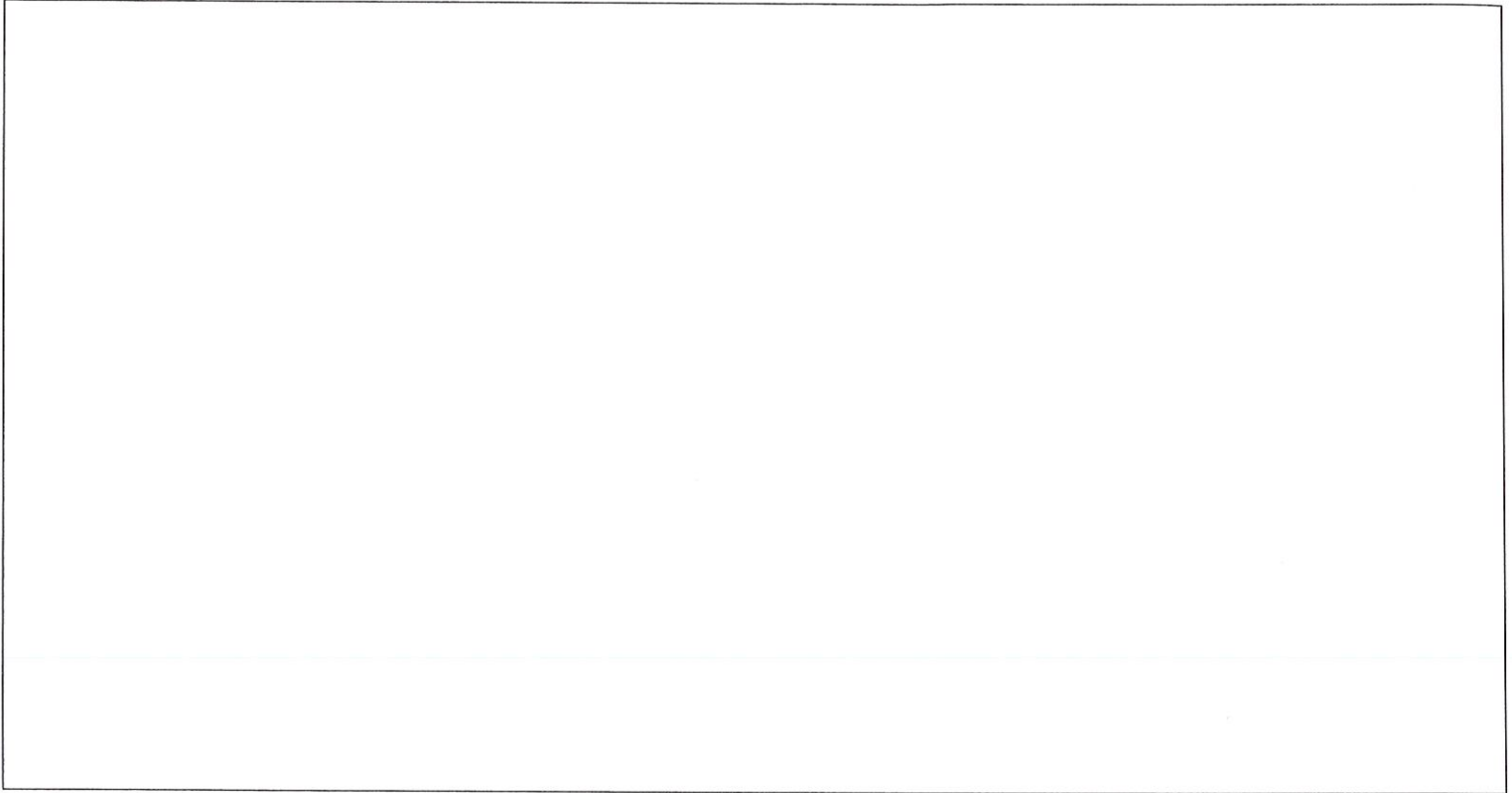
NOTE:

- 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.
- 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

A. Project Information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. 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?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)
C. Registered installer information (where answer to B is "Yes")			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax	Cell number	
D. Qualified supervisor information (where answer to section B is "Yes")			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
E. Declaration of Applicant:			
<p>I _____ declare that: (print name)</p> <p>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>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"> 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. <p style="text-align: center;">_____</p> <p style="text-align: center;">Date Signature of applicant</p>			

SITE SKETCH/PLAN



Road Name

1. Dimensions of- Proposed Structure: Length....., Width....., Height....., Area Sq. Ft.
of Deck Length....., Width....., Height, _ N/A
2. Setbacks From Proposed Structure to Lot Lines:
Left Side Yd..ft. Right Side Ydft. Rear Ydft. Front Yd.....ft.
3. Lot Dimensions: Lot Area.....acres+/-; Lot Size ft. xft +/-

INCLUDE ON SITE SKETCH existing and proposed structures, (as appropriate):

- 1) Distances to:

<input type="checkbox"/> all lot lines	2) <input type="checkbox"/> road location
<input type="checkbox"/> septic (tank and tile bed)	3) <input type="checkbox"/> number of store)s
<input type="checkbox"/> well	4) <input type="checkbox"/> dimensions
	5) <input type="checkbox"/> area (sq.ft.)

To be completed in full – incomplete application forms will result in delay of processing

SCHEDULE "A"
Building and Service Fees

Description	Fees	deposits
All new construction	1% of Construction value with Minimum fee Of \$100	New residential construction Refundable \$500.00
All renovation to existing structures	1% of Construction value with Minimum fee Of \$100	\$200.00
All accessory structures or accessory Mechanicals	1% of value with Minimum fee Of \$100	\$200.00
Other structures not otherwise noted	1% of Construction value with Minimum fee Of \$100	0
Temporary tents or other temporary structures	\$100.00	0
Plumbing	50.00 plus \$10.00 per fixture	0
Change of use	\$200.00	0
Pool permit	\$100.00	0
Demolition	\$100.00	0
Conditional Permit	To be determined With value of construction	0
Zoning Compliance request	\$75.00	0
Equivalency Review/Letter	\$100.00 Minimum Cost of review To be assumed by applicant	\$500.00
Re-inspection costs	\$100.00	0
Solar panels on Building	1% of Construction value with Minimum fee Of \$100	0
Farm Buildings	1% of Construction value with Minimum fee Of \$100	\$200.00
Permit refund after review	75% less Min. fee	0
911 number	\$60.00	0
Entrance permit	\$850.00	0
Request for special inspection	\$100.00	0
Yearly Permit renewal fee	\$100.00	0
New Chimney or wood burning unit	\$100.00	0

BY-LAW NO. 8-2011.

SCHEDULE "A"

1. Building permit \$50 plus \$10 per \$1000 of estimated cost based on the following:

Value of Construction

Dwelling one story first floor	\$190.00 / sq. ft.
Second Floor	\$145.00 / sq. ft.
Finished Basement	\$100.00 / sq. ft.
Unfinished Basement	\$60.00 / sq. ft.
Attached garage finished	\$60.00 / Sq. Ft.
Detached garage not insulated	\$40.00 / sq. ft.
Detached garage finished	\$50.00 / sq. ft.
Carport	\$30.00 / sq. ft.
Deck open	\$20.00 / sq. ft.
Covered deck	\$30.00 / sq. ft.
Three seasons room	\$60.00 / sq. ft.
Farm Building framed no concrete	\$15.00 / sq. ft.
Cover all Type building	\$10.00 / sq. ft.
Dairy Barn	\$25.00 / sq. ft.
Building without a permit Main structure	Double the permit fee Minimum \$500.00
Building without a permit accessory structure	Double the permit fee Minimum \$250.00

When cost of project cannot be estimated by sq. ft. the real cost of project is to be estimated and the estimated value is to be used for permit cost.

If the listed cost above are contested; the builder can submit all invoices of material and labour for evaluation. When all related costs are compiled the permit will be adjusted to the cost of the project. If there is a difference more than 10% fees will be charged or refunded.

Re-inspection fees will be subtracted from deposit. If re-inspection fees exceed deposit the applicant will have to pay the township before other inspections are done.

Authorization for an Application for a Building Permit
By a person other than the Legal Owner

I, _____ being the legal owner of the subject property described as

Lot _____ Concession _____ (street & number)

in the Town/Township of _____, Roll Number _____

do herein authorize _____ to act as my authorized agent to
apply for a Building Permit for work to be done on the above mentioned property. I may rescind this authority at any
time by advising in writing.

Dated: _____

(Signature of Legal Owner)

(Witness - other than agent named above)