

**A. Application to Construct or Demolish**

			house	add	acc	farm	non res.
application for permit form	<input type="checkbox"/> complete	<input type="checkbox"/> signed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
supplemental data form	<input type="checkbox"/> complete		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
authorized agent form	<input type="checkbox"/> complete	<input type="checkbox"/> not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**B. Drawings**

			house	add	acc	farm	non res.
site plan	<input type="checkbox"/> provided	<input type="checkbox"/> not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
lot grading plan	<input type="checkbox"/> provided	<input type="checkbox"/> not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
floor plan(s) – one per floor	<input type="checkbox"/> provided	<input type="checkbox"/> not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
elevations(s) – all affected sides	<input type="checkbox"/> provided	<input type="checkbox"/> not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
building section(s)	<input type="checkbox"/> provided	<input type="checkbox"/> not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
detailed section(s)	<input type="checkbox"/> provided	<input type="checkbox"/> not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
structural drawing(s)	<input type="checkbox"/> provided	<input type="checkbox"/> not applicable					<input checked="" type="checkbox"/>
mechanical drawing(s)	<input type="checkbox"/> provided	<input type="checkbox"/> not applicable					<input checked="" type="checkbox"/>
electrical drawing(s)	<input type="checkbox"/> provided	<input type="checkbox"/> not applicable					<input checked="" type="checkbox"/>

**C. Engineering**

			house	add	acc	farm	non res.
pre-eng structural elements	<input type="checkbox"/> yes	<input type="checkbox"/> not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
pre-eng floor joists	<input type="checkbox"/> yes	<input type="checkbox"/> not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
pre-eng roof trusses	<input type="checkbox"/> yes	<input type="checkbox"/> not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**D. Applicable Law**

			house	add	acc	farm	non res.
applicable law checklist	<input type="checkbox"/> complete	<input type="checkbox"/> signed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
approvals included	<input type="checkbox"/> yes	<input type="checkbox"/> not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**E. HVAC & Energy Efficiency**

			house	add	acc	farm	non res.
sb12 energy efficiency form	<input type="checkbox"/> complete		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
heat loss / gain & HVAC calcs	<input type="checkbox"/> yes	<input type="checkbox"/> not applicable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

**F. Designer**

			house	add	acc	farm	non res.
schedule 1 designer form	<input type="checkbox"/> complete	<input type="checkbox"/> signed	<input checked="" type="checkbox"/>				
drawings sealed by professional	<input type="checkbox"/> sealed – if applicable					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
engineer commitment form	<input type="checkbox"/> signed – if applicable					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**For Use by Township Staff (Principal Authority)**

Application Number:

Date Received:

Permit Number (if different):

Application Submitted to: **Township of West Lincoln**

**A. Project information**

Street Address:

Unit No.

Lot/Con:

Municipality:

Postal Code:

Plan Number:

Estimated Project Value: \$

Area of Work (m<sup>2</sup>):

**B. Purpose of application**

New Construction     Addition to Existing Building     Alteration / Repair     Demolition     Conditional Permit

Proposed Use of Building:

Current Use of Building:

If house is a model already on file, Model Name:

reversed

modifications attached

Description of Proposed Work:

**C. Applicant**

Applicant is:  Owner or  Authorized Agent of Owner (if selected complete and attach authorization form)

Last Name:

First Name:

Corporation or Partnership:

Street Address:

Unit No.

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 No.

Lot/Con:

Municipality:

Postal Code:

Province:

Telephone Number:

Cell Number:

Email:

**E. Builder (inspection reports will be sent to this contact)**

Last Name:

First Name:

Corporation or Partnership:

Street Address:

Unit No.

Lot/Con:

Municipality:

Postal Code:

Province:

Telephone Number:

Cell Number:

Email:

**F. Tarion Warranty Corporation (Ontario New Home Warranty Program)**

- i. Is proposed construction for a new home as defined in the *Ontario New Home Warranties Plan Act*?  Yes  No
- ii. Is registration required under the *Ontario New Home Warranties Plan Act*?  Yes  No
- iii. If yes to (ii) provide registration number(s):

**G. Required schedule**

Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.

**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
- 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 *Building Code Act, 1992*.  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 *Building Code Act, 1992* 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. (attached)  Yes  No

**I. Declaration of applicant**

I, \_\_\_\_\_ declare that:

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: \_\_\_\_\_

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 or 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, 2<sup>nd</sup> Floor. Toronto, M5G 2E5 (416) 585-6666.

**A. Project information**

Street Address: \_\_\_\_\_ Unit No.: \_\_\_\_\_ Lot/Con: \_\_\_\_\_

**B. Site information**

Legal Description: \_\_\_\_\_ Reference Plan No.: \_\_\_\_\_  
 Corner Lot:  Yes  No    Municipal Services:  sanitary  storm  water    Onsite overhead hydro wires:  Yes  No

**C. Proposed Use**

Please identify the intended use of the proposed building or structure specific to the proposed use, check all that apply.  
 Note the list on the rear of this document identifying the uses prohibited by Township Zoning By-law Section 3.13

Classification	Intended Use
A – assembly	<input type="checkbox"/> school / church <input type="checkbox"/> restaurant (>30 seats) <input type="checkbox"/> other:
B – institutional	<input type="checkbox"/> group home <input type="checkbox"/> long term care home <input type="checkbox"/> other:
C – residential	<input type="checkbox"/> dwelling <input type="checkbox"/> accessory / secondary dwelling unit <input type="checkbox"/> hotel / motel <input type="checkbox"/> accessory building (garage / shed / deck) <input type="checkbox"/> other:
D – business	<input type="checkbox"/> office / bank <input type="checkbox"/> hair dresser / salon <input type="checkbox"/> construction <input type="checkbox"/> landscaping <input type="checkbox"/> repair garage <input type="checkbox"/> kennel / pet care <input type="checkbox"/> other:
E – mercantile	<input type="checkbox"/> store / plaza <input type="checkbox"/> restaurant (<30 seats) <input type="checkbox"/> other:
F – industrial	<input type="checkbox"/> warehouse <input type="checkbox"/> manufacturing <input type="checkbox"/> other:
AG – agricultural	<input type="checkbox"/> barn <input type="checkbox"/> greenhouse <input type="checkbox"/> accessory (equipment / crop storage) <input type="checkbox"/> livestock operation, no. of nutrient units: _____ <input type="checkbox"/> medical marihuana growing / production <input type="checkbox"/> other:

Other, please specify: \_\_\_\_\_

**D. Declaration of applicant**

I, \_\_\_\_\_, being the registered owner of the aforementioned property certify that the information provided on this document is true to the best of my knowledge, and that the proposed building, structure or alteration will be constructed in accordance with the Township of West Lincoln Zoning By-law.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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**Prohibited Uses**

**Unless otherwise specified in the Township’s Zoning By-law, the following uses are prohibited in any zone**

- a) Any use that is not specifically defined and listed in the permitted uses of a zone or permitted by the general provisions of the Zoning By-law.
- b) The refining, storage or use in manufacturing of coal oil, rock oil, water oil, naphtha, benzene, dynamite, dualine, nitroglycerin, or gunpowder, except where specifically permitted for commercial purposes. This provision shall not apply to prevent the above ground storage of such substances by a farmer, where such storage is incidental and accessory to a permitted agricultural use, or the use of natural gas, propane or fuel oil for purposes such as heating and cooking, in conjunction with any permitted uses.
- c) The tanning or storage of uncured hides or skins.
- d) The boiling of blood, tripe, or bones for commercial purposes.
- e) The manufacturing of glue or fertilizers from dead animals or from human or animal waste.
- f) A livestock yard, livestock exchange, or dead stock yard.
- g) The extracting of oil from fish.
- h) Keeping or raising of any livestock, exotic bird, reptile or wild animal including tamed or domesticated wild animal or exotic bird or reptile on any residential lot or in any building or structure in a Residential Zone, but this shall not prevent the keeping of up to three (3) of any type of household pet, such as dogs, cats, hamsters, mice, rabbits, turtles.
- i) A junk yard, salvage yard, motor vehicle wrecking yard, or the collections, storage or sale of junk, salvage, partially or completely dismantled motor vehicles or trailers, or parts of motor vehicles or trailers.
- j) A track for the driving, racing or testing of any motorized vehicle.
- k) A disposal site for solid waste.
- l) Mobile homes, motor vehicles, or recreational vehicles and trailers occupied as a permanent residence.
- m) Locating or storing on any land for any purpose whatsoever any disused railroad car, street car body, truck body, motor vehicle body, or trailer without wheels whether or not the same is situated on a foundation.
- n) Locating or storing pre-fabricated shipping containers.
- o) Outside storage of road salt, road sand or other de-icing materials at a scale or in a manner that could contaminate land or water.
- p) Adult entertainment establishments.
- q) Obnoxious uses as defined in Part 2 of the Township’s Zoning By-law.

**For Use by Township Staff (Principal Authority)**

Building comments:

Permit Issuance Authorized by:

Date:

Signature:

**A. Project information**

Street Address:

Unit No.

Lot/Con:

This form describes conditions where approvals from various other agencies are required before a building permit can be issued. It is recommended that these approvals be completed prior to applying for a building permit, since they may delay or prevent permit issuance. For assistance with the individual approvals listed consult with the applicable agency. Further information with regard to the individual agencies and contact for such is contained at the conclusion of this form.

**B. Wetlands, Shorelines & Watercourses – Niagara Peninsula Conservation Authority**

Does the property abut a ravine, watercourse, wetland or shoreline?

Yes  No

**C. Environmental Approvals – Ontario Ministry of the Environment**

Is the property an industrial or commercial property being changed to a more sensitive use?

Yes  No

Is the property a former waste disposal site?

Yes  No

Is the project a major industrial, commercial or government project?

Yes  No

Is this a renewable energy project?

Yes  No

**D. Agriculture and Farms – Ontario Ministry of Agriculture and Food**

Is the proposed building a farm building that will house animals or manure, or is it a milk processing plant?

Yes  No

**E. Education and Child Care Centres – Ontario Ministry of Education**

Does the project involve the demolition of a school or is a daycare proposed in any portion of the building?

Yes  No

**F. Seniors / Long Term Care Centres & X-Ray Equipment – Ontario Ministry of Community and Social Services**

Is the project a Seniors / Long term Care project whereby Government funding is being sought?

Yes  No

Does the project include spaces for the use of X-Ray equipment?

Yes  No

**G. Funeral Home – Ontario Ministry of Consumer and Business Services**

Does the project involve any building in which funeral services are conducted?

Yes  No

**H. Declaration of applicant**

I, \_\_\_\_\_, certify that the information provided on this document is true to the best of my knowledge and that all required approvals related to the relevant applicable laws have been enclosed and submitted with the application for permit for this project.

Date:

Signature:

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## Completing this Form

### **B. Wetlands, Shorelines & Watercourses** - Conservation Authorities Act s.28, regulation 166/06

Development within certain conservation regulated areas requires construction and fill permits from the conservation authority before a building permit can be issued.

Contact: Niagara Peninsula Conservation Authority, 905 788 3135, info@npca.ca

### **C. Environmental** - Conservation Authorities Act s.28 (1)(c), regulation 166/06

Development within certain conservation regulated areas requires construction and fill permits from the conservation authority before a building permit can be issued.

Contact: Ministry of Environment. 1 800 461 6290

### **D. Agriculture and Farms** - Nutrient Management Act 2002 s.11 regulation 267/03, Milk Act s.14

Buildings or structures that house animals or store manure may require a nutrient management strategy approved by the Ministry. The Ministry must also determine that a milk processing plant is necessary and authorize it before a building permit can be issued

Contact: Ministry of Agriculture Food and Rural Affairs, 1 877 424 1300

### **E. Education and Child Care Centres** - Education Act s.194, Day Nurseries Act, s.5 or regulation 262

The Minister must approve the demolition of all school buildings. Ministry plan approval is required if a new or existing building is proposed to be used or altered / renovated to be used as a day nursery, or if an existing day nursery is altered or renovated.

Contact: Ministry of Education, 905 895 9192

### **F. Seniors / Long Term Care Centres and X-Ray Equipment** - Elderly Persons Centres Act s.6, Healing Arts Radiation Act

Reports must be submitted to and approved by the Minister for all seniors centres to which government funding applies. Where X-Ray equipment is used for primary exposure to humans approvals are required before a building permit can be issued.

Contact: Ontario Ministry of Community and Social Services, 1 888 789 4199

### **G. Funeral Home** - Funeral Directors and Establishments Act, regulation 469

Where a building houses a funeral establishment necessary approvals are required to be obtained before a building permit can be issued.

Contact: Ontario Ministry of Consumer and Business Services, 1 800 387 4458

**A. Project information**

Street Address: \_\_\_\_\_ Unit No. \_\_\_\_\_ Lot/Con: \_\_\_\_\_

**B. Party to be authorized**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Corporation or Partnership: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Unit No. \_\_\_\_\_ Lot/Con: \_\_\_\_\_  
Municipality: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Province: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

**C. Declaration of owner**

I, \_\_\_\_\_, being the Registered Owner of the above property hereby authorize the party stated in Section B of this form to make application for permit on my behalf to Building and Enforcement Department of the Township of West Lincoln in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

The Ontario Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession".

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