



City of Sarnia  
Building Department  
255 Christina St N, Sarnia, ON N7T 7N2  
519-332-0330 x 3301  
[building@sarnia.ca](mailto:building@sarnia.ca)

## Solar Panels – Application Submission Checklist:

*The following permit application information applies to solar collectors that are being installed on the roof of a house (detached or semi-detached dwellings, townhomes, row houses, duplexes etc.)*

The City of Sarnia requires a permit be obtained for any solar panel system with a face area over **5 sq. m.** that is mounted to a building or structure.

Existing buildings must be evaluated for additional loading that the solar panels may apply to the roof assembly. Solar panels may not only add dead loads to the structure, but they can also cause live loads (snow accumulation due to placement of panels). Additionally, the transfer of loads through the panel mounting systems may cause a relocation of how and where the loads are applied to the roof assembly (uniform and/or point loads).

Even if the structural support system has some amount of additional capacity, a review is necessary to determine the amount of that additional capacity compared to all loads being applied with the installation of panels. Trusses are typically designed to meet the minimum design loads as specified in the Ontario Building Code for the specific building they are to be installed on. Any additional loads could exceed the structural capacity of these trusses.

If insufficient capacity is identified systems would have to be strengthened. Some building owners may be tempted to install a system without proper review however proper steps must be taken to ensure the protection of your building and the safety of its occupants.

### 1. Permit to Construct or Demolish Application Form

A standardized application form prescribed by the Ministry of Municipal Affairs and Housing.

### 2. Commitment to General Review Form

### 3. Plans

All plans must be sealed by the reviewing engineer. Engineering review is required for: fastening details, loading of existing structural systems and the addition of bracing/support.

#### Fastening System Info:

1. Panel mounting detail
2. Spacing of fasteners/rails/supports
3. Location of panels on existing structure along with corresponding location of supporting elements in these areas

#### Building System Review:

1. Identify existing structural system including sizes and spacing
2. Provide loading diagram for structural elements (live and/or dead loads and identify all point loads created by panel mounting system)
3. Ensure review of loads due to snow and rain as outlined in OBC Div. B - 4.1.6 values for these loads should be included in loading.
4. A Structural Analysis may be required for more complex roofs (multiple valleys, ridges, obstructions, etc.)

#### Supplementary Construction:

1. Identify size and location of any supports or bracing to be provided to existing systems
2. Prescribe size and location of all new supports
3. Confirm all loads are sufficiently transferred to footings

### 4. Specifications

Solar Panel Data Sheet from manufacturer.

#### Electrical Safety Authority

Doing electrical work? A notification must be filed with the [Electrical Safety Authority](http://esasafe.com). Hiring someone to do Electrical work? They must be a Licensed Electrical Contractor. For more information, go to [esasafe.com](http://esasafe.com) or call 1-877-372-7233

**CORPORATION OF THE CITY OF SARNIA**

P.O. Box 3018 Sarnia, ON N7T 7N2

Telephone: (519)332-0330, Ext 3301

Fax: (519)332-0776

**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: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
<b>A. Project information</b>				
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>B. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b> 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		
<b>D. Owner (if different from applicant)</b>		<i>*This section MUST be filled in prior to submission. Applications will not be processed without this information.</i>		
Last name		First name	Corporation or partnership	
Street address		Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		

<b>E. Builder (optional)</b>				
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	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranties Program)</b>				
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): _____				
<b>G. Required Schedules</b>				
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.				
<b>H. Completeness and compliance with applicable law</b>				
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.			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
<b>I. Declaration of applicant</b>				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p>Date Signature of applicant</p>				

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.

**OWNER COMMITMENT TO HAVE GENERAL REVIEW UNDERTAKEN  
BY ARCHITECTS AND/OR PROFESSIONAL ENGINEERS**

**PART A – TO BE COMPLETED BY OWNER**

Project Description:

Permit Application No.

Address of Project:

Municipality:

**WHEREAS the Building Code Act prohibits the construction or demolition of a building if a permit authorizing the construction or demolition has not been issued, and**

**WHEREAS the Building Code requires that the construction or demolition of the project indicated have general review undertaken by architects and/or professional engineers that are licensed to practice in Ontario, and**

**WHEREAS general review shall not commence until a permit is issued.**

NOW THEREFORE the Owner, who intends to construct or demolish or have the project indicated constructed or demolished, hereby confirms that:

1. The undersigned architect(s) and/or professional engineer(s) have been retained to undertake general review of the construction or demolition of the project indicated to determine whether construction or demolition of the project indicated is in general conformity with the plans and other documents that form the basis for the issuance of a permit, with general review undertaken in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect(s) and/or professional engineer(s) will be forwarded promptly to the Chief Building Official;
3. Should any retained architect or professional engineer cease to provide general review for any reason during construction or demolition, the Chief Building Official will be notified in writing immediately, and another architect or professional engineer will be retained so that general review continues without interruption;
4. Construction or demolition of the project indicated will only be undertaken if architect(s) and/or professional engineer(s) are retained to undertake general review and a permit authorizing the construction or demolition has been issued; and
5. The architect(s) and/or professional engineer(s) listed below will be notified in writing of the start date of the construction or demolition of the project indicated and that no construction or demolition will commence before the start date given in the notification.

**The undersigned hereby certifies that he or she has read and agrees to the above.**

Owner's Company Name:

First and Last Name:

Signature:

Date:

Owner's Address:

Telephone:

Fax:

Email:

Company name of the coordinator of the work of all architects and professional engineers:

First and Last Name:

Address:

Telephone:

Fax:

Email:

**PART B – TO BE COMPLETED BY ARCHITECTS AND PROFESSIONAL ENGINEERS**

The undersigned architect(s) and/or professional engineer(s) hereby declare that they are licensed to practice in Ontario and have been retained to undertake general review of the parts of construction or demolition of the project indicated to determine whether the construction or demolition is in general conformity with the plans and other documents that form the basis for the issuance of a permit, with general review completed in accordance with the performance standards of the OAA and/or PEO.

<b>ARCHITECTURAL</b>	<b>STRUCTURAL</b>	<b>MECHANICAL</b>	<b>ELECTRICAL</b>	<b>SITE SERVICES</b>	<b>OTHER:</b> _____
Company Name:		First and Last Name:		Signature:	Date: _____

Address:	Telephone:	Fax:	Email:
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<b>ARCHITECTURAL</b>	<b>STRUCTURAL</b>	<b>MECHANICAL</b>	<b>ELECTRICAL</b>	<b>SITE SERVICES</b>	<b>OTHER:</b> _____
Company Name:		First and Last Name:		Signature:	Date: _____

Address:	Telephone:	Fax:	Email:
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<b>ARCHITECTURAL</b>	<b>STRUCTURAL</b>	<b>MECHANICAL</b>	<b>ELECTRICAL</b>	<b>SITE SERVICES</b>	<b>OTHER:</b> _____
Company Name:		First and Last Name:		Signature:	Date: _____

Address:	Telephone:	Fax:	Email:
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<input type="checkbox"/> <b>ARCHITECTURAL</b>	<input type="checkbox"/> <b>STRUCTURAL</b>	<input type="checkbox"/> <b>MECHANICAL</b>	<input type="checkbox"/> <b>ELECTRICAL</b>	<input type="checkbox"/> <b>SITE SERVICES</b>	<input type="checkbox"/> <b>OTHER:</b> _____
Company Name:		First and Last Name:		Signature:	Date: _____

Address:	Telephone:	Fax:	Email:
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