

## Interior Alterations (House) - Application Submission Checklist

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

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

Note: The **owner's** contact information, including e-mail address must be provided.

### 2. Schedule 1: Designer Information Form

As of January 1, 2006, in conformance with the Ontario Building Code, s.3.2., Div.C, the Accessory Building must be designed (drawings prepared) by either the **owner of the property** OR a **qualified designer**. A qualified designer means a BCIN qualified designer, Architect or Engineer.

The schedule 1: Designer Information form must be completed by the individual that prepared the plans. (Owner or Qualified Designer).

All sections of this form are to be completed:

Section A - Project address information

Section B - Designer/Owner Information

Section C - Description of the project. (ie. "Remove loadbearing wall and install structural beam...")

Section D - Owner will check the box next to: "The design work is exempt from the registration and qualifications required..." and write "property owner or home owner" on the blank space after "Basis for exemption from registration and qualification".

Qualified BCIN Designer (if applicable) will check off and complete the relevant section.

### 3. Schedule 2: Plumbing Form (if required)

Indicate the number of plumbing fixtures if plumbing is proposed.

**Septic Assessment:** A [septic assessment](#) may be required for properties on septic. Contact County of Lambton building services department 519-845-5420

### 4. Construction Plans: Must be to scale and legible

Drawings must be legible and drawn to scale, and clearly dimensioned in either metric or imperial. Drawings must include: Municipal Address, Designers Name, signature and qualification (e.g. BCIN), date of drawing, scale, dimensions, clear identification of new construction, existing areas and total area of work.

### 5. Heating Ventilation and Cooling

Heat Loss/Heat Gain Calculations, Duct Design Layout, Ventilation Design Summary and Schedule 1: Designer Information form **are required for complete interior guts and where the alteration increases the gross floor area by more than 20%.**

### Electrical Safety Authority

Doing electrical work? A notification must be filed with the [Electrical Safety Authority](#). 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

# 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		

<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 Warranty 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.

## 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]				
House	HVAC – House		Building Structural	
Small Buildings	Building Services		Plumbing – House	
Large Buildings	Detection, Lighting and Power		Plumbing – All Buildings	
Complex Buildings	Fire Protection		On-site Sewage Systems	
Description of designer's work				
D. Declaration of Designer				
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(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.</p> <p>Individual BCIN: _____</p> <p>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.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>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> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;">Signature of Designer</p> </div> </div>				

**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.

Questions or Concerns - Please Contact:  
 County of Lambton - Plumbing Inspection Dept.  
 Telephone: (519) 845-0801

## SCHEDULE '2'

### Plumbing Information

Owner Name:	Address of Proposed Work:
Plumber:	Municipality:

Please list the number of fixtures per floor on the following chart.

FLOOR	Basement	1	2	3	4	Total Number	X	Fixture Units	Total Fixture Units
Water closet							X	4	
Bath tub							X	1.5	
Wash basin							X	1.5	
Kitchen sink							X	1.5	
Laundry tubs							X	1.5	
Floor drain							X	2	
Showers							X	1.5	
Urinal							X	1.5	
Clothes washer							X	1.5	
Dish washer – domestic							X	.5	
Other sinks							X	1.5	
Drinking fountain							X	.5	
Hot water heater							X		
Sewage Pump							X		
Grease Interceptor							X		
Other fixtures							X		
TOTAL						Total Fixture Unit Count			

No. of Dwelling Units	R.W.L.	Water Lines
Soil Vent Stacks	Sanitary Lateral	Oil Interceptor
Catch Basin	Storm Lateral	Backflow Preventor
Lawn Sprinkler System		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Permit Process Guide

### Submitting a Complete Application

An application is considered “complete” where the proposed construction conforms with all Applicable Laws, includes the required Application Forms, and the required Construction Plans as outlined in the City of Sarnia Building By-law. Refer to the Submission Checklist attached.

Applications can be submitted electronically by e-mailing the documents to [building@sarnia.ca](mailto:building@sarnia.ca). Please refer to the Electronic Submission Standards when preparing your submission.

Alternatively, documents can be dropped off at the City Hall drop box, located near the South facing, Christina St. entrance.

### Complete Applications, Review Timelines and Building Permit Issuance

Applicants will be notified if the application submitted is not considered a “complete application” and will be provided with a list of the outstanding approvals/documents. The review timeline will not apply to in-complete applications.

Applications that are deemed a “**complete application**” will be reviewed and will be issued or refused within **10 Business Days** for a House, Accessory Building, Deck, Tent or Sign. A time frame of **15 days** applies to other Small Buildings, Residential Secondary Unit's, and Farm Buildings less than 600 Sq M.

If the application is refused, the applicant will be contacted and provided with all reasons why the application has been refused. The application is circulated to multiple departments, and comments may be received separately. The applicant can then address all outstanding items, make necessary modifications, or obtain missing information, and submit them to [building@sarnia.ca](mailto:building@sarnia.ca) for review.

If the application is not acceptable due to zoning non-compliance, the applicant can either apply to the Committee of Adjustment for a Minor Variance to zoning requirements or apply for a Zoning Amendment (rezoning). These applications should be submitted to the Planning Department at [planning@sarnia.ca](mailto:planning@sarnia.ca).

If the application is approved, the applicant will be contacted regarding permit fees, development charges, payment methods, and a permit will be issued. The Building Permit must be posted on the project site in a location visible from the street.

### Inspections

After the Building Permit has been issued, and the payment has been made, the applicant will be provided with the Approved Drawings, Building Permit and Required Inspections list. Construction may only begin once a Building Permit has been issued.

All construction must conform the Ontario Building Code and the approved drawings. The approved drawings may contain key notes/changes from the Plans Examiner.

It is the Permit Holder's responsibility to call and request inspections at the various stages listed on the Required Inspections sheet PRIOR to continuing construction and Final inspection after all work is complete. The inspection request must be made, allowing 48 hours advance notice, excluding weekends and statutory holidays.

**Changes/Revisions** to the Approved Drawings, must be submitted for re-review through revised drawings. Revised drawings and related information must be submitted to [building@sarnia.ca](mailto:building@sarnia.ca), noting the building permit number. Construction related to the revisions cannot continue until the revisions have been approved, and any additional fees have been paid.

When all work and required inspections have been completed, and the conditions of the Minor Variance have been completed (if applicable), the building permit will be closed. An open building permit is an order against the property and may cause a problem when selling the property or during a re-financing process.