

## 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, wind and rain as outlined in OBC Div. B - 4.1.6.16 and 4.1.7.13 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

# 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.

## 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.