

ICI Alterations - Application Submission Checklist

Institutional, Commercial, Industrial and Large Residential

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

(If Drawings are not Stamped Drawings by Architect and/or Engineer)

3. Schedule 2: Plumbing Form (if applicable)

Indicate the number of plumbing fixtures, laterals, catch basins etc.

4. OBC Matrix (Part 3, Part 9 or Part 11 as required)

To be stamped and sealed by BCIN Designer/Architect or Engineer.

5. Commitment to General Review Form (if required)

6. Construction Plans and Site Plan: Architectural, Structural, Mechanical, and Electrical

Drawings must be legible and drawn to scale, and clearly dimensioned in either metric or imperial. Drawings must include: Municipal Address, date of drawing, scale, dimensions, clear identification of new construction, total area of work. Drawings must be Stamped and sealed by BCIN Designer/Architect/Engineer as required.

7. Development Review Form – ICI Alterations

Construction Plans and Site Plan: Architectural, Structural, Mechanical, and Electrical Drawings

8. Additional Approvals

Planning Approvals such as Site Plan Agreement, Minor Variance or Zoning approvals if required. Conservation Authority Approvals, Ministry of Environment, Ministry of Transportation, Ministry of Education (Child Care Centres or Demolition), Ministry of Agriculture and Food, Ministry of Community and Social Services – Senior Centres and/or other applicable law (see Development Review Form). Record of Site Condition/Phase 1 Site Assessment if required under the Environmental Protection act or Records of Site Condition Regulation.

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 or call 1-877-372-7233

Locates – Call or click before you Dig

If you are digging on your property of residence, which you rent or own, request a locate through [Ontario One Call](#) 1-800-OneCall (1-800-400-2255)

DEVELOPMENT REVIEW FORM: ICI NEW/ADDITIONS

Institutional, Commercial, Industrial, Large Residential

Sections outlined below deal with Applicable Law as outlined in section 1.1.3.3. of the OBC, and the Municipal Building By-law as per section 7 of the BCA. Prior to the acceptance of the building permit application, all sections must be fully completed, and all approvals obtained by the appropriate authorities.

Full address of project

Building Number:	Street Name:	Unit Number:	Lot/con.:
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A) Zoning Compliance

To obtain property zoning, contact the City of Sarnia Planning Department at 519-332-0330 or planning@sarnia.ca. **The Site Plan submitted must illustrate compliance with the Zoning By-law and applicable regulations.**

Is this application conditional to Site Plan Control or Zoning Amendment?

Yes No

If **yes**, attach copies of approvals. File number: _____

B) Light Truss Elements/Systems – Notification to Fire Services

Does the construction include:

i) lightweight pre-engineered floor or roof systems containing lightweight elements such as wood I-joists, cold-formed steel joists, wood truss assemblies with metal or wood plates and metal web wood joists,

Yes No

(ii) lightweight floor or roof systems containing solid sawn lumber joist less than 38 mm by 235 mm

Yes No

This information is provided to Fire Chief in accordance with Div. C – 1.3.1.7 (OBC)

C) Source Water Protection

Is this project a commercial, agricultural, or industrial application?

Yes No

Is the subject property located to the north of Highway 402 or south of Confederation Street/Line?

Yes No

Does the proposal involve fuel handling/storage $\geq 15,000$ litres?

Yes No

If **yes** to all three above, provide a copy of Section 59 - Screening Form (Clean Water Act).

D) Conservation Authority

Is the proposed development within a flood, erosion or dynamic beaches controlled area?

Yes No

[Map your property](#), St. Clair Region Conservation Authority: 519-245-3710

If **yes**, the proposed construction requires Conservation Authority review.

E) Septic

Does the development require the installation of a new septic system? **Yes** **No**

If yes, attach copies of Septic Permit Application or provide **Septic Permit number:** _____

Questions regarding septic systems can be directed to County of Lambton Building Services Department: 519-845-5420. Location of septic system must be indicated on site plan.

F) Access Permit

Does the development require access to a new County Road? **Yes** **No**

Does the development require access approval for MTO? **Yes** **No**

If **yes**, please provide letter of approval from MTO.

Does the development require new access onto a Municipal Road? **Yes** **No**

If **yes**, please include driveway location and width on Site Plan for approval from City Engineer.

G) Service Connection

Does the development require connection to municipal services? **Yes** **No**

If yes, please include location of service lines, driveways and sidewalks on Site Plan for approval from City Engineer.

H) Water Meter

Does the development require installation of a new water meter? **Yes** **No**

Specify Water Meter Size:

☐ 3/4" ☐ 1" ☐ 1 1/2" ☐ 2" other: _____

I) Backflow Prevention

Does the development require installation of a premise isolation backflow prevention device according to the City of Sarnia By-Law 89 of 2016? **Yes** **No**

If **yes**, please submit the last annual test to backflow@sarnia.ca

If no:

- a) The Backflow Prevention By-law does not apply to this building; OR
- b) The building requires a Backflow Prevention Survey completed by a Registered Tester to identify if a backflow device is required.

If unsure, please contact: Backflow Prevention Program, backflow@sarnia.ca

J) Easements

Are there any Easements or Right-of-Ways located on the property? **Yes** **No**

If **yes**, please indicate location and width on the site plan.

K) Deferred Development Charges (Non-Rental Residential Only)

The Development Charges Act, 1997, (DCA) has been amended to allow for payment of the development charges for **non-rental residential developments** to be deferred from building

permit issuance to either:

- a) before issuance of an Occupancy Permit, or
- b) before first occupancy of the building.

No other permit related fees, other than development charges for non-rental residential developments, can be deferred.

☐ I am the owner of this property, and the Development Charges will be deferred to the inspection timeline and will be paid in full prior to Occupancy of the building. I have read, understood and agree to be bound by the terms and conditions set forth in "Section L" of this document.

Owner Signature: _____

Date: _____

OR

☐ the Development Charges will be paid in full at the time of permit issuance

L) Terms and Conditions for Residential Developments with Deferred Development Charges

Owner Acknowledgement

The Owner acknowledges and agrees that this development is a residential development described in paragraph 3 of subsection 26.1(2) of the *Development Charges Act* (the "Act"). As a result, section 26.1(3.1) of the Act applies, which requires that all applicable development charges be paid in full on the earlier of:

- i. the date an occupancy permit is issued under the *Building Code Act, 1992*; or
- ii. the date the building is first occupied.

Payment of Charges

The Owner further acknowledges that section 32 of the Act applies and that any development charge, or any part of it, that remains unpaid after it is payable shall be added to the tax roll for the property and collected in the same manner as taxes.

Payment Prior to Occupancy

The Owner agrees to provide the payment of the development charges in full prior to Occupancy and understands that additional administration time is required to ensure the payment is validated before Occupancy can be granted.

Indemnification

The Owner hereby indemnifies and holds harmless the Municipality from any claims, actions, or proceedings arising from the Owner's failure to pay the development charges.

This indemnification shall survive the completion and closure of the Building Permit and any transfer of title to the property.

Certification

By signing this Acknowledgment in "Section K" of this document, the Owner certifies that they have read, understood, and agree to be bound by the terms and conditions set forth herein.

M) Declaration of Applicant

I, _____ certify that:
(Print name)

1. The information contained in this application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction. I will not hold The City of Sarnia or its employees liable for any actions by myself resulting in; non issuance of a permit, revoking of a permit, civil action and or possible fine.
3. I have authority to bind the corporation or partnership (if applicable).

(Date)

(Signature of Applicant)

Personal information contained in this form and schedules is collected under the authority of section 7 subsections 8(2) of the Building Code Act, 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 to which this application is being made.

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				
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		

E. Builder (if known)				
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. New home construction licensing requirement				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence 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.			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
I. Declaration of applicant				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. <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., 12th Floor. Toronto, ON M7A 2J3 (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"> 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. <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 Professional Engineers 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

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. Please refer to the Electronic Submission Standards when preparing your submission.

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 the time frame outlined in Div. B – 1.3.1.3.

Table 1.3.1.3. Period Within Which Permit Shall be Issued or Refused Forming Part of Article 1.3.1.3.

Class of Building	Time Period
a) A detached house, semi-detached house, townhouse, or row house where no dwelling unit is located above another dwelling unit. (b) a detached structure that serves a building described in Clause (a) and does not exceed 55 m ² in building area. (c) A Tent to which 3.14 of Division B applies (d) A Sign to which 3.15 of Division B applies	10 Days
(a) (Part 9) Buildings described in Clause 1.1.2.4.(1)(a), (b) or (c) of Division A, other than buildings described in Column 1 of any of Items 1 and 4 of this Table. (b) Farm buildings that do not exceed 600 m ² in building area.	15 Days
(a) (Part 3) Buildings described in Clause 1.1.2.2.(1)(a) or (b) of Division A, other than buildings described in Column 1 of any of Items 1 and 4 of this Table. (b) Farm buildings exceeding 600 m ² in building area. (c) Retirement homes.	20 Days
(a) Post-disaster buildings. (b) (Complex Buildings) Buildings to which Subsection 3.2.6. of Division B or any provision in Articles 3.2.8.3. to 3.2.8.11. of Division B applies.	30 Days

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 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.

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. Site Visit Reports, Change Orders, etc. must be submitted to the building department building@sarnia.ca throughout construction. **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, 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.

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 including Final Inspection. The inspection request must be made, allowing 48 hours advance notice, excluding weekends and statutory holidays.

Field review reports from project design professionals covering all work to the present stage of construction and confirming readiness for requested occupancy, Life Safety systems reports, certificates and verification, including the Integrated Testing Report (CAN/CSA-S1001), will be required prior to Occupancy Inspection.

A final inspection can be conducted when all work included in the permit and the conditions of the Minor Variance (if applicable) have been completed, and all required general review letters and testing reports received. Once the final inspection is completed and passed, the building permit can 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.