

New Single-Family Dwelling - Application Submission Checklist

1. Development Review Form: New Single-Family Dwellings

Form regarding Applicable Law and other approvals related to Single Family Dwellings.

2. Owner Authorization

An E-mail or Letter from the Owner of the Property authorizing the applicant to apply on their behalf.

3. Permit to Construct or Demolish Application Form

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

4. Schedule 1: Designer Information Form

This form is to be completed by the Designer. Drawings must be prepared by person(s) qualified under the Ontario Building Code (O.B.C.). In most cases this is a Designer with the appropriate B.C.I.N. ([building code identification number](#)) certification. A separate Schedule 1 is required for other designers, including HVAC designer (see below)

5. Schedule 2: Plumbing Form

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

6. Sewage System Permits (Septic)

[Sewage System Permit Applications](#) can be submitted with the building permit application and will be forwarded to the Lambton County Building Services Department for review. If a Septic Permit has already been issued, attach copies of Septic Permit to application.

Contact Lambton County Building Services for more information: 519-845-5420

7. Energy Efficiency Design Summary

Designer shall complete an Energy Efficiency Design Summary form, either Prescriptive OR Performance Method (EnerGuide, ENERGY STAR or R2000, etc.). Note: If a Performance Method is provided, a BOP (Builder's Option Package) form is required to be submitted.

8. Site Plan and Construction Plans

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, total area of work. Drawings shall include, but are not limited to: Foundation Plan, Floor Plans, Roof Plan, Elevations complete with Spatial Separation Calculations (where required), Wall Sections and Details, and Engineer Designs where applicable.

NEW (as of January 1, 2025)

Foundation plans must include the location of the Radon Rough-in Pipe including inlets and outlets as well as the proposed air barrier under the slab.

9. Floor and Truss Layouts

An attestation and signature from the designer is required such as "I have reviewed the Truss Layout and Floor layout and they have been coordinated with the drawings and found to be acceptable" Alternatively the above information could be fully provided on the plans that are sealed by the designer.

10. Heating, Ventilation and Cooling

Heat Loss/Heat Gain Calculations, Duct Design Calculations and Layout, Residential Mechanical Ventilation Design Summary and Schedule 1: Designer Information form are required. Ensure the Mechanical layout is consistent with the Architectural Floor Plans. (All submissions must be provided by a designer with B.C.I.N. certification and HVAC House Qualifications, or Engineer.)

11. Lot Grading Plan

Lot grading plans shall be prepared by an Ontario Land Surveyor or Professional Engineer of Ontario. Any rural lot outside the urban growth boundary as described in the Official Plan with a frontage greater than 50 meters (165 feet) and area of lot greater than 0.8 hectares (2.0 acres) a lot grading plan will not be required.

12. Additional Approvals

Planning Approvals such as Minor Variance or Zoning approvals, if required.

Conservation Authority Approvals, and/or other applicable law (see Development Review Form)

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: NEW SINGLE-FAMILY DWELLING

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. This form is only a guideline development for new Single-Family Dwellings in our area, additional approvals may be required for larger and more complex projects.

Full address of project

Building Number:	Street Name:	Unit Number:	Lot/con.:

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 include, but is not limited to, the following information:**

- Property Zoning
- Building Size (Width, Length and Building Area),
- Lot Size (Frontage, Depth, Lot Area and Lot Coverage %)
- Required Setbacks (Side yards, Front yard and Rear Yard)
- Provided Setbacks (Side yards, Front yard and Rear yard) — All setbacks must be indicated on the site plan and are required to conform to the City of Sarnia Zoning-bylaw.
- Floor plans must include the Total Finished Floor Area
- Elevations must include the Building Height

Were Minor Variance Approvals required for this application?

Yes No

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

B) Tarion Warranty Corporation, (Ontario New Home Warranty Program)

All builders and vendors of new homes must hold a valid license with the HCRA (Home Construction Regulatory Authority). The TARION registration number for a Builder must be provided on the Application to Construct (Section F.) A person planning to build their own home may be an owner-builder and may not need to be licensed as a builder provided that they do not sell the home once they have completed construction. Please contact the HCRA, or visit their website, with any questions regarding TARION and HCRA licensing.

I am the owner of this property, and I intend to act as the owner-builder, as defined by the HCRA. I have reviewed and understand the TARION/HCRA requirements.

Owner Signature: _____

Date: _____

OR

This house will be constructed by a Builder, as defined by the HCRA, and their Tarion information has been provided on the Application to Construct form.

C) 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 J" of this document.

Owner Signature: _____

Date: _____

OR

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

D) Minimum Distance Separation (from Agricultural)

Minimum Distance Separation is used to determine setback distances between livestock barns, manure storages or anaerobic digesters and surrounding land uses. The objective of MDS is to minimize land use conflicts and nuisance complaints related to odour.

Are there any structures capable of housing livestock within 1000m (3280 ft) of this proposed structure?

Yes **No**

E) 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.

F) 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.

G) 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 provide plans as outlined in section "I" for approval from City Engineer.		

H) Service Connection

Does the development require connection to municipal services?	Yes	No
If yes, please provide plans as outlined in section "I" for approval from City Engineer.		

Specify Water Meter Size:

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

I) Easements

Are there any Easements or Right-of-Ways located on the property?	Yes	No
If yes, please indicate on the site plan.		

(J) 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 C" of this document, the Owner certifies that they have read, understood, and agree to be bound by the terms and conditions set forth herein.

K) 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
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
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
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
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			
I _____ declare that: (print name)			
<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. 			
Date	Signature of applicant		

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

I _____ declare that (choose one as appropriate):
 (print name)

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.

Individual BCIN: _____

Firm BCIN: _____

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.

Individual BCIN: _____

Basis for exemption from registration: _____

The design work is exempt from the registration and qualification requirements of the Building Code.

Basis for exemption from registration and qualification: _____

I certify that:

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.

Date

Signature of Designer

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

Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority	
Application No:	Model/Certification Number

A. Project Information

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

B. Prescriptive Compliance

[indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package):	Package: _____	Table: _____
--	----------------	--------------

C. Project Design Conditions

Climatic Zone (SB-1):	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area	Other Building Characteristics
Area of walls = _____ m ² or _____ ft ²	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement
	<input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement
W, S & G % = _____	<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit
Area of W, S & G = _____ m ² or _____ ft ²	<input type="checkbox"/> Air Sourced Heat Pump (ASHP)
	<input type="checkbox"/> Ground Sourced Heat Pump (GSHP)
Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No	

D. Building Specifications

[provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions			
<input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))			
<input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))			
<input type="checkbox"/> Airtightness substitution(s)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____	Permitted Substitution: _____	
Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.C Required: _____	Permitted Substitution: _____	
	Required: _____	Permitted Substitution: _____	

Building Component	Minimum RSI / R values or Maximum U-Value ⁽¹⁾	Building Component	Efficiency Ratings
Thermal Insulation	Nominal Effective	Windows & Doors Provide U-Value ⁽¹⁾ or ER rating	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights/Glazed Roofs	
Exposed Floor		Mechanicals	
Walls Above Grade		Heating Equip.(AFUE)	
Basement Walls		HRV Efficiency (SRE% at 0°C)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		DWHR (CSA B55.1 (min. 42% efficiency))	# Showers _____
Slab (all ≤600mm below grade, or heated)		Combined Heating System	

(1) U value to be provided in either W/(m²•K) or Btu/(h•ft²•F) but not both.

E. Designer(s)

[name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature

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. 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 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.

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, 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.