

**TOWN OF BANCROFT**  
*A Place For All Seasons*



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## **NOTICE TO BUILDERS**

### **Re: BUILDING PERMIT APPLICATION**

**Please ensure that the application form is filled in completely. If it is not completely filled out this will cause a delay an application will not be processed until fully complete.**

The application must be signed by the owner or an agent of the owner and if not signed by the owner a letter authorizing an agent to obtains permits on the owners behalf. Where there is a difference in the Municipal records on ownership then documents are required showing ownership.

The application must be accompanied by TWO SETS of duplicate plans. These plans are to include the following:

- Architectural plans including, elevations, foundation plans, floor plans as applicable, cross sections and structural details as required.
- Mechanical design including heat loss calculations, ventilation, air conditioning and duct design
- Plumbing design including, schematic layout of piping, pipe sizes, building drains, vents and vent sizes, etc.
- Electrical design including panel location, size, lighting outlets, plug-in outlets, etc.
- Truss design including truss layout or if conventional framing rafter design including layout

The information contained on this list **shall** appear in the plans unless the information does not apply to your particular project.

The application **shall** be accompanied by a **SITE PLAN** showing location of all buildings, well and septic system. Site Plan must show distances to all property lines, front yard setback, side yard setback (both sides) and rear yard setback. Site Plan must also show setbacks of buildings to well and septic system and setback of septic system to well, dwelling and all other buildings. Site Plan shall show all Hydro lines if applicable and any other hazards on the lot. Show location of entrance to the lot and provide Entrance Permit.

It is the responsibility of the builder/owner/designer to provide the Chief Building Official with the bearing capacity of the soil when applicable on which footings will be constructed.

Please ensure that you have your permit card posted in a conspicuous place at all times during construction. Site copy of Building Plans to be on site at all times for review by the inspector on dates of inspection.

Dale Shannick CBCO CRBO  
Chief Building Official

# 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:	
<b>TOWN OF BANCROFT</b>			
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			
<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit			
Proposed use of building		Current use of building	
Description of proposed work			
C. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> 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).			<input type="checkbox"/> Yes	<input type="checkbox"/> No
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.			<input type="checkbox"/> Yes	<input type="checkbox"/> 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> .			<input type="checkbox"/> Yes	<input type="checkbox"/> 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.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. 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., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Office Use Only:

Bldg Permit # \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt # \_\_\_\_\_

Demo Permit # \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt # \_\_\_\_\_

Septic Permit # \_\_\_\_\_ Fee: \_\_\_\_\_ Receipt # \_\_\_\_\_

Civic Address Blade/Post Fee: \_\_\_\_\_ Receipt # \_\_\_\_\_

New Civic Address: \_\_\_\_\_

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax number ( )	Cell number ( )	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
I _____ declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> 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: _____			
<input type="checkbox"/> 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: _____			
<input type="checkbox"/> 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) d) 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 authorization, 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.

TOWN OF BANCROFT  
WATER/SEWER CONNECTION /DISCONNECTION PERMIT

NAME OF OWNER \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

BUILDING USE: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

TYPE OF CONNECTION: Water \_\_\_\_\_ Sewer \_\_\_\_\_

SIZE OF SERVICE \_\_\_\_\_

MATERIAL USED \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

DATE OF WORK: START \_\_\_\_\_ Completed \_\_\_\_\_

DATE PUT IN/OUT SERVICE \_\_\_\_\_

INSPECTED BY \_\_\_\_\_

COMMENTS \_\_\_\_\_

<u>CONNECTION FEES:</u>	<u>WATER</u>	<u>SEWER</u>	<u>NO.OF FEET</u>	<u>COST</u>
FLAT FEE	\$850.00	\$1,000.00		-----
FRONTAGE FEE	\$6.00/ft	\$3.58/FT	-----	-----
			GST	-----
			TOTAL COST	-----

BUILDING INSPECTOR SIGNATURE \_\_\_\_\_

CUSTOMER SIGNATURE \_\_\_\_\_

\* TOWN OF BANCROFT & OCWA REQUIRE 24 HR NOTICE FOR ALL CONNECTIONS/DISCONNECTIONS.

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## NEW WATER SERVICE HOOK-UP PROCEEDURE

1. Upon receipt of an application from customer requesting water/sewer new service hook-up, the building inspector shall notify Kim or Treasurer for total costs and complete information prior to issuance of a permit.
2. The Customer shall pay a flat fee for Water and a flat fee for Sewer plus frontage fees based on the frontage shown on the assessment map. (ok)
3. Once appropriate fees are established and confirmed by Treasurer the customer will be notified by the Building Inspector that once payment is received, by the municipal office, they may proceed with the installation.
4. The Building Inspector will then oversee all work completed by contractor and will notify OCWA for final inspection before hoop-up is complete.