



Municipality of Neebing  
4766 Highway 61  
Neebing, Ontario P7L 0B5

Ph: (807) 474-5331 Fx: (807) 474-5332  
[www.neebing.org](http://www.neebing.org)

## Municipal Building Permit Application

**A non-refundable permit fee of \$110.00 will apply to all building permit applications submitted for processing.**

Please be advised that administration and office staff cannot fill out forms for applicants. It is up to the individual to ensure that all required information is completed to avoid delays in processing of applications.

Thank you for your assistance.

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## **Building Permits - What are they?**

A building permit is your formal permission to begin construction or demolition. It means that the municipality has approved plans for any new structure, addition, or renovation. Approved plans must comply with the Ontario Building Code, local zoning by-laws, and other applicable laws and regulations. Building permits regulate types of construction allowed in the community and ensure that building standards are met. The building permit process protects each homeowner's interests, as well as those of the community at large, and provides for the erection of safe structures. Permits help ensure that any structural change is safe, legal, and sound. It is unlawful to start construction or demolition before you get a permit. In many cases, your contractor will get permits on your behalf. However, remember it is the building owner who is ultimately responsible for complying with all building requirements.

### **You NEED a building permit if you plan to:**

- Construct a new building – A 'building' is defined in the Building Code Act as a 'structure occupying an area greater than 15m<sup>2</sup> which consists of a wall, roof, and floor *OR* any one or more of these.
- Build an addition on an existing building
- Demolish or remove all or a portion of a building
- Install, change, or remove interior walls (partitions) and load-bearing walls
- Make new openings for, or increase the size of, doors and windows
- Build a garage, carport, balcony, porch, sunroom, or deck
- Excavate and construct a foundation
- Install or modify heating, plumbing, air conditioning or fireplaces
- Change a building's use, i.e. seasonal to full time residential
- Place a 'sea can' type storage container on your property that is larger than 15m<sup>2</sup>

### **You do not need a building permit to:**

- Replace existing, same-size doors and windows
- Build a roofless deck under two feet high (0.61m) that is not attached to a building
- Build a utility shed under 15m<sup>2</sup> (161.459 ft<sup>2</sup>) subject to distance from property lines
- Erect a small tarp-style portable car shelter with no foundation
- Install eavestrough provided that drainage is contained on your property
- Replace the shingles on a roof
- Re-insulating or adding insulation
- Repair or realign a chimney
- Repair of leaking foundations where there is no structural work involved.
- Install kitchen or bathroom cupboards without plumbing
- Paint or decorate

***For all electrical permits and required inspections contact the Electrical Safety Authority at: 1-877-372-7233.***

***All septic field and leaching bed installations need to be permitted and inspected by the Thunder Bay District Health Unit. Contact them first at 625-5900 for application information.***

### **What happens if you do not get a permit?**

If you start construction but do not have the necessary permits, you may be ordered to stop work, be prosecuted, and even ordered to remove work already done. Contact the building department if you are not sure whether you need a permit for your project.

### **Building inspections when and why?**

Building inspectors review projects during key stages of construction to ensure work complies with the building code and the approved plans. Inspectors may visit several times, depending on the project; they must be able to see the part of the work under inspection. Inspectors require a minimum of 48 hours notice to book an inspection.

### **How do I apply for a building permit?**

The applicant must file an application in writing on prescribed forms. Every application must be signed by the applicant. The applicant must be the owner of a building or property or a person authorized in writing by the owner to apply for a permit on the owner's behalf. Every application must be accompanied by prescribed plans and specifications and the applicable permit fee payable to the Municipality of Neebing.

### **Where to apply for a permit?**

You can make an application for any type of permit during regular office hours, Monday through Friday 9 am to 5 pm at the Municipality of Neebing, 4766 Highway 61, Neebing, ON P7L 0B5, Ph: (807) 474-5331 Fx: (807) 474-5332 email: [neebing@neebing.org](mailto:neebing@neebing.org)

### **How long does it take to obtain a building permit?**

The time required for the processing of a building permit application varies in accordance with:

- The quality and completeness of submitted drawing plans and site plan
- The degree of compliance of the project with applicable regulations and zoning
- The size of the project and current workload of staff

### **What types of permit plans are required?**

Permit plans must contain sufficient information to determine whether the proposed work conforms to all applicable regulations. The site plan outlines the dimensions of the property, driveways, septic, wells, and all existing and proposed buildings. Major projects may require a current plan of survey certified by a registered Ontario Land Surveyor. If you feel you have good working knowledge of current construction practices and the Ontario Building Code (OBC) regulations, an owner may design the plans (where the OBC outlines: these plans are required to be prepared by a qualified designer and/or Ontario architect and/or Ontario engineer). Applications may not be accepted/permits cannot be issued, when the plans are inadequate or incomplete. All plans must be in conformance to the minimum requirements of the OBC. A good set of plans is the best way to see your project completed on time and meeting the allotted (and possibly under) budget.

### **Who will review permit plans?**

Permit plans will be reviewed by building inspection staff for compliance with the Zoning By-Law, Ontario Building Code and other related standards and by-laws.

### **Who will obtain the approvals from other agencies?**

It is the responsibility of the applicant to secure required approvals and permits from other agencies (where applicable), **prior to the issuance of a building permit**. Septic and Driveway permits are two of the most important. Building inspection staff will advise the applicant of the required approvals from other government agencies upon application, e.g. Health Unit approval for permission to install septic systems, MTO permission to install a driveway entrance on a provincial highway, Lakehead Region Conservation Authority for permission to build on or near Use Limitation zones (shorelines, etc.).

### **What are the fees required when applying for a building permit?**

The fee for the building permit will depend on the project. The permit fees are calculated by the Chief Building Official in accordance with the Permit Fees By-Law and are based upon the floor area of construction.

### **For further building information, please contact:**

Chief Building Official (CBO)

Municipality of Neebing

4766 Highway 61 Neebing, ON P7L 0B5

[cbo@neebing.org](mailto:cbo@neebing.org) Cell: 807-630-9726 Office: 807-474-5331 Fax: 807-474-5332

**NO BUILDING SHALL COMMENCE WITHOUT A BUILDING PERMIT.** All building shall have the mandatory inspections completed or a “STOP WORK” order will be issued and will stay in effect until such time as the inspections have been completed. Inspections are carried out at the arrangement of the Chief Building Official (CBO). Inspections must be arranged by contacting the Chief Building Official (CBO) direct. The CBO has the authority to ask that all non-visually accessible components and materials be opened or exposed if the mandatory inspections have not taken place.

The Chief Building Official will issue the permit once all required information has been received and reviewed. The CBO will deal only with the land owner (permit applicant) for site inspections and not with general contractors once the permit has been issued. Communications with the CBO to co-ordinate inspections with the progress of the construction project is the responsibility of the permit applicant. Please review the standard stages of inspections included with this package.

All construction must follow the Ontario Building Code and must meet or exceed their criteria for construction and/or demolition. Failure to do so will delay the review and evaluation of plans.

Your building permit application must include the following (if applicable):

### 1. Working drawings

Two sets of working drawings in print and one in electronic format shall accompany this application and must include the following:

- **Building Site Plan Diagram** – see example attached – **which includes:**
  - Dimensions of the building lot (frontage & depth)
  - Location of all existing structures
  - Proposed location of new structures or additions (include distances from lot lines and other structures)
  - Location of well(s) and/or septic systems
  - Location of driveway entrance
  - Lot orientation (North to be indicated)
- **Building Floor Plans for each level including:**
  - Basement
  - First floor
  - Second floor
- **Electrical, heating, ventilation, and plumbing isometric drawings and schematics for hydronic heat (if applicable)**
- **Engineered drawings for joist and truss layout**
- **Building cross section for foundations (ICF spec sheet, if applicable), walls, and roof** – see example attached
  - indicate the building materials being used in their construction
- **Building elevation details**

### 2. Filing of Plans

Plans must be filed and approved before a building permit will be granted. Plans may be drawn by the owner, BCIN Designer, or Ontario architect only.

### 3. Ownership

Proof of ownership of the subject property is required. **PLEASE NOTE:** It may take the Municipal Property Assessment Corporation (MPAC) **up to three years to assess** your new construction for taxation purposes. Ensure that you keep this in mind as you could receive a supplementary tax billing for three (3) years' worth of back taxes for any construction done. Arrangements can be made with the Municipal Treasurer to prepay taxes to ensure that a credit balance is in place. The assessment used will only be an estimate and the actual amount may be higher or lower according to MPAC's ruling.

#### 4. Entrance permit

No building permit will be issued until an entrance permit is approved. Driveways entering municipal roads are permitted by the Municipality. Driveways entering Provincial Highways are permitted by the Ministry of Transportation.

#### 5. Site inspections

Builders are responsible for notifying the municipal office at least one week in advance to arrange for inspections.

#### 6. Building on Provincial Highways

The Ministry of Transportation of Ontario (MTO) has jurisdiction over all entrances leading onto provincial highways as well as having building set back requirements. MTO approval in writing is a ***prerequisite for the issuance of a building permit***. For more information on driveway entrances on provincial highways visit their website:

<http://www.mto.gov.on.ca/english/engineering/management/corridor/entrance.shtml>

#### 7. Development Near Livestock Operations

For new non-agricultural uses adjacent to existing livestock facilities, you must meet certain setbacks prior to the approval of proposed lot creation, rezoning of land, residential building permits and agriculture-related uses or on-farm diversified uses.

For new or expanding livestock facilities and/or manure storages, you must meet the setback distance prior to the approval of a building permit for a new or altered livestock facility that is greater than 10 m sq in size or any anaerobic digester.

For assistance, please visit <https://www.neebing.org/build-and-invest/zoning-planning-and-lot-development/development-near-livestock-operations/> for calculation forms and more resources.

#### 8. Septic systems

**Prior to the issuance of a building permit**, you must contact the [Thunder Bay District Health Unit](http://www.tbdhu.com/resource/applying-for-sewage-treatment-system-permit) (<https://www.tbdhu.com/resource/applying-for-sewage-treatment-system-permit>) and apply for a permit to install a septic system. Once you receive your permit, include the pink permit copy with your building permit application. Once the system is installed and inspected, you will receive a *Completion Certificate* from the Health Unit. You must submit a copy to the Chief Building Official. This Completion Certificate is required prior to the issuance of an occupancy permit.

#### 9. Telephone service

Where telephone service is to be installed or altered, TbayTel or Bell Canada should be advised in advance.

#### 10. Potable water

You must submit a certificate of potable water from the Ministry of Health prior to the issuance of an occupancy permit.

#### 11. Electrical inspections

Electrical inspection permits must be issued by Electrical Safety Authority before electrical installations or alterations are undertaken. Contact the ESA at **1-877-372-7233** to discuss electrical projects.

#### 12. Abandonment/cancellation of an application

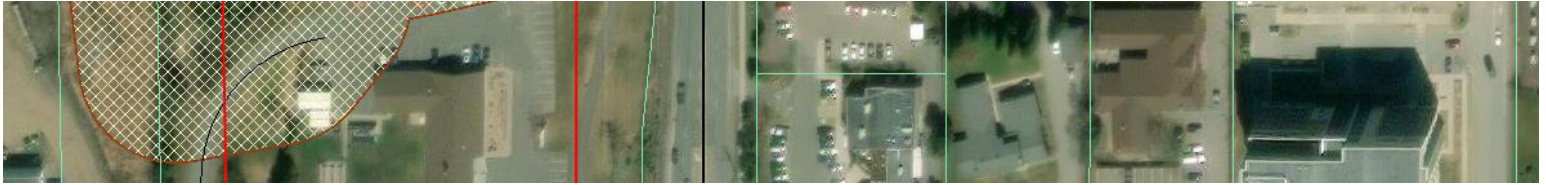
A permit may be deemed to have been abandoned and cancelled six (6) months after the date of filing if work has not commenced or if the construction of the building is suspended or discontinued for a period of more than one year.



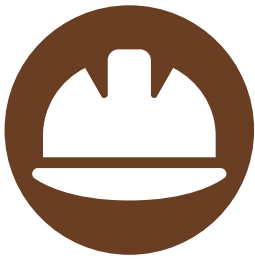
**LAKEHEAD REGION**  
CONSERVATION AUTHORITY

## REGULATED AREA MAPS

November 2023



Maps are available from the Lakehead Region Conservation Authority that display LRCA's Approximate Regulated Area. Development in a Regulated Area requires a permit from the LRCA.



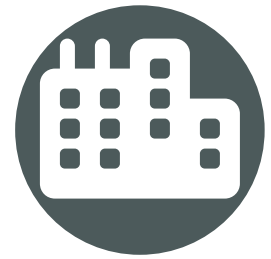
### BUILDING OFFICIALS

Prior to issuing a building permit each property should be screened for LRCA's regulated area. If development is near the approximate regulated area, confirmation should be made that a permit has been issued or is not required. If warranted, have the applicant consult with the LRCA.



### RESIDENTS

Properties can be screened using the LRCA's on-line map viewer. If there is Regulated Area on the subject property it is recommended to consult with the LRCA prior to submitting Planning Applications to their municipality or applying for a permit from the LRCA.



### MEMBER MUNICIPALITIES

Projects undertaken by a municipality can be screened to determine if the project area is within the Regulated Area and may require permits from the LRCA. Maps can be used in funding applications.



## HOW TO DETERMINE IF A PROPERTY IS REGULATED:



Use the LRCA's on-line map viewer to determine if there is any Approximate Regulated Area on the property.  
<https://lakeheadca.com/regulations/map-your-property>



Submit a property inquiry form on the LRCA's website.  
<https://lakeheadca.com/forms/property-inquiry-form>



E-mail the LRCA to request a detailed property map.  
[info@lakeheadca.com](mailto:info@lakeheadca.com)



View screening maps in-person at the LRCA Administrative Office.  
**130 Conservation Road**  
**Thunder Bay ON P7B 6T8**  
(Appointments recommended.)

The Lakehead Region Conservation Authority (LRCA) provides two mandatory programs to our Member Municipalities related to natural hazards and development:



### Plan Review

Comments are provided on Planning Act applications, providing information related to natural hazards (i.e., is there enough land outside of natural hazards for a house, septic, well, etc.). The comments provide an opinion on whether or not the application meets the policies in the Provincial Policy Statement regarding natural hazards.

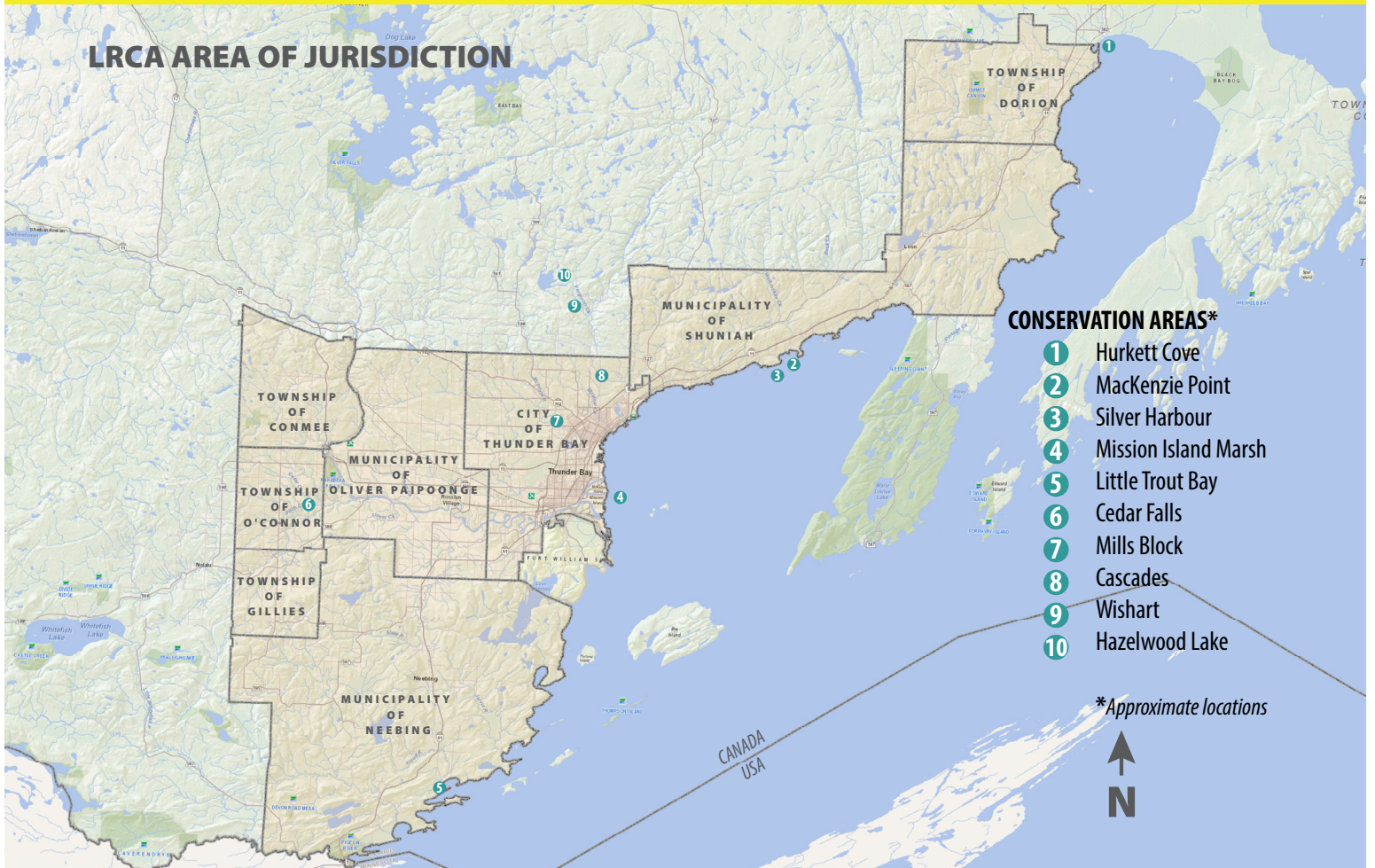


### Development Regulations (O. Reg. 180/06)

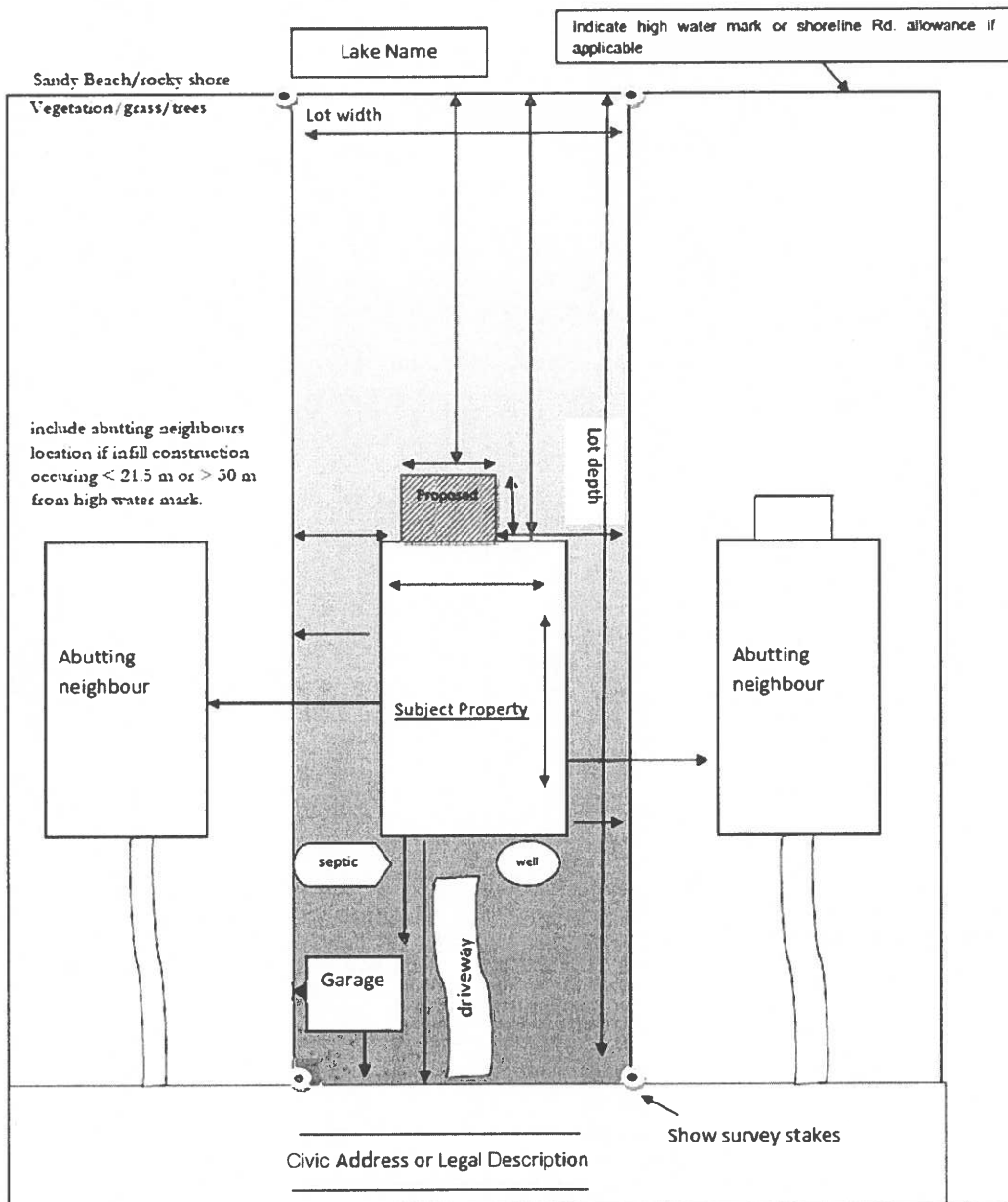
When development (i.e., new buildings, water-crossings, site grading, fill placement, etc.) occurs in a natural hazard regulated area (i.e., floodplain, wetland, steep slope, etc.) a permit is required from the LRCA. In order for a permit to be issued, the development cannot have a negative impact on the natural hazard or aggravate existing hazards. For example, new homes cannot be built in the floodplain or on an eroding steep bank, placed fill cannot cause a neighbouring property to have increased flooding, etc.



**BEFORE A BUILDING PERMIT IS ISSUED, THE BUILDING OFFICIAL IS REQUIRED PER THE BUILDING CODE TO CONFIRM THAT A LRCA PERMIT HAS BEEN ISSUED OR IS NOT REQUIRED.**

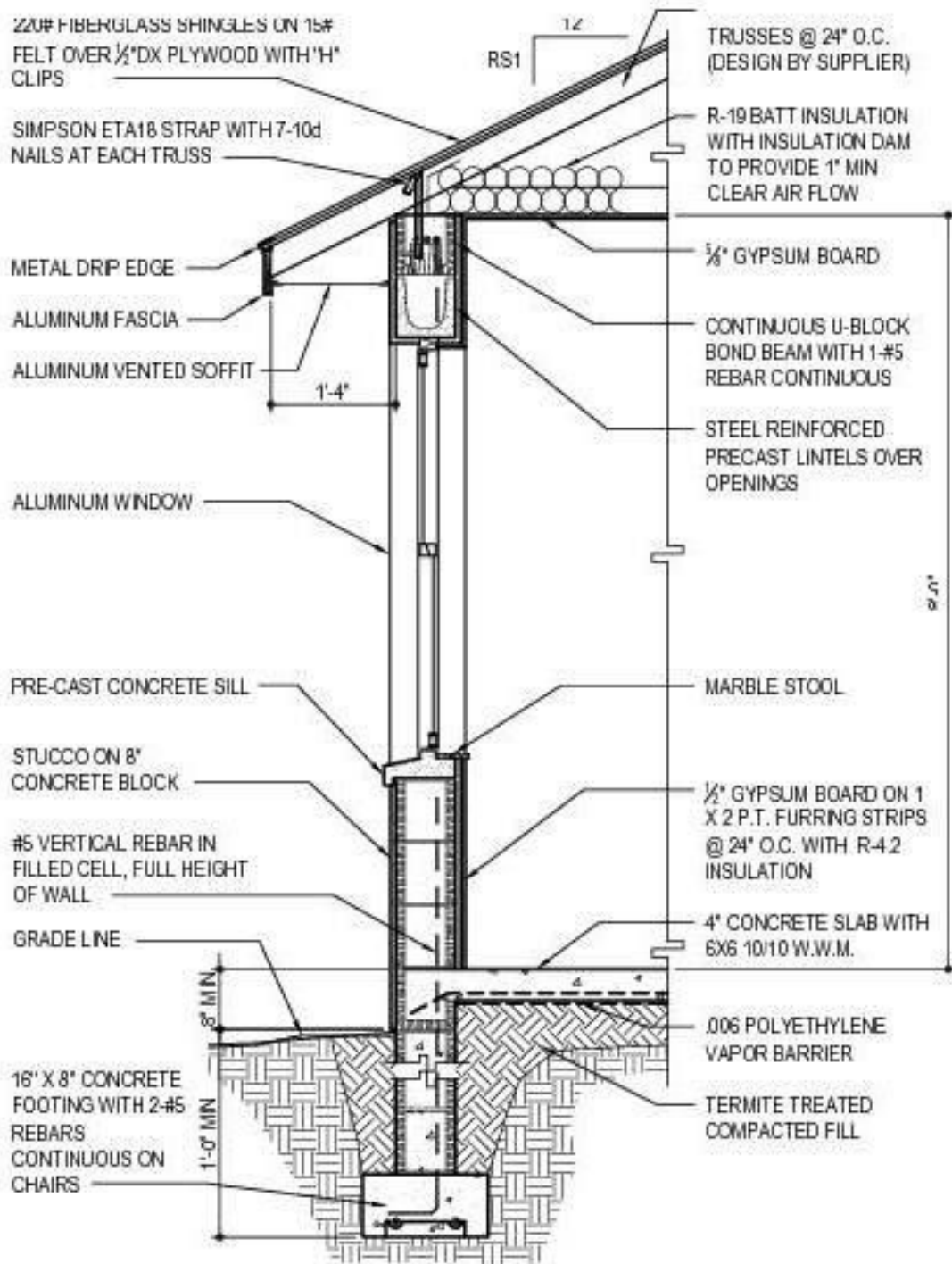


### Example Building Site Plan Diagram



- ✓ Provide the property Legal description and include a survey if available. Indicate any iron markers or survey stakes on the diagram.
  - ✓ Indicate all relevant distances and property dimensions
  - ✓ Indicate the location and dimensions of proposed construction and label as "proposed". Include all relevant information . ie. Overhangs, cornices, sills, windows, chimneys, hot tubs, fences.. etc.
  - ✓ Provide the location of all structures, garages, sheds, well, septic, decks, docks, etc. on the subject property
  - ✓ Provide abutting property information ie. location of main dwelling, wells, septic, decks, garages, shed etc.
  - ✓ Indicate all adjacent roads, easements and right of ways, train tracks, rivers, paths, bushes, hedges, walkways and driveways
- Measurements must be legible. Exact measurements are required.
- Please use metric and bracket imperial measurements if desired.

## Building Cross-Section for Foundations, Walls, and Roof - Example



**1** **TYPICAL WALL SECTION**  
 3/4" = 1' - 0"

CWLJ-093



# DETACHED GARAGE/SHED

APPLICANT
ADDRESS
DATE

**DRIVEWAY:** Driveway location and design must be approved by the Municipality of Neebing.

<b>TYPE A</b> <input type="checkbox"/> <b>GABLE ROOF</b>  GARAGE DOOR IN GABLE END	<b>TYPE B</b> <input type="checkbox"/> <b>GABLE ROOF</b>  GARAGE DOOR IN LOADBEARING WALL	<b>TYPE C</b> <input type="checkbox"/> <b>HIP ROOF</b> 
------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------	------------------------------------------------------------

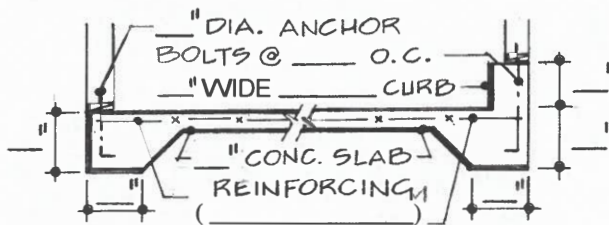
### Building Information (Dimensions)

Width \_\_\_\_\_ Length \_\_\_\_\_  
 Eaves: Side \_\_\_\_\_ Ends \_\_\_\_\_  
 Wall Height \_\_\_\_\_ Total Ht \_\_\_\_\_  
 Side Yard: Left \_\_\_\_\_ Right \_\_\_\_\_  
 Rear Yard \_\_\_\_\_  
 Separation Distance To House \_\_\_\_\_

### Construction Information (Size, Material)

- Walls 2" X \_\_\_\_\_" @ \_\_\_\_\_" Centres
- a) Engineered Trusses @ \_\_\_\_\_" Centres  
or b) Rafters 2" X \_\_\_\_\_" @ \_\_\_\_\_" Centres  
Joists 2" X \_\_\_\_\_" @ \_\_\_\_\_" Centres
- Roof Sheathing \_\_\_\_\_" Plwd \_\_\_\_\_" Chipboard
- Roofing: Shingles \_\_\_\_\_ Roll \_\_\_\_\_ Metal \_\_\_\_\_
- Wall Sheathing \_\_\_\_\_" Plwd \_\_\_\_\_" Chipboard
- Exterior Finish \_\_\_\_\_

### Foundation Information



TYPE 1       TYPE 2  
 OTHER (Detail required)

Lintel Sizes	#	SIZE
Overhead Door:	( _____ )	2" X _____"
Man Door:	( 2 )	2" X _____"
Window:	( 2 )	2" X _____"

#### CAUTION:

A separate building permit will be required if a **SOLID FUEL BURNING APPLIANCE** (e.g. woodstove) is used in the proposed building. Refer to our "GUIDE TO RESIDENTIAL SOLID FUEL BURNING APPLIANCES."

<b>GARAGE/SHED PLAN:</b> Recommended Scale - One Square = 2'0" <u>NOT TO BE USED FOR SITE PLAN DRAWING</u> 	<b>Plan Information Required</b> Floor Plan Showing Dimensions • Width And Length    • Opening Locations - Garage Door _____ W _____ H - Man Door _____ W _____ H - Windows (1) _____ W _____ H (2) _____ W _____ H • Interior Partitioning • Additional Information (See Below) _____ _____
	<b>OFFICE USE ONLY:</b> • Building Area _____ • Zone _____ Reviewed By _____ • Zoning _____ • Plans _____ Application No. _____ Issue Date _____



A review of this project application information did not include a review of minimum separation clearances from overhead electrical distribution wires (conductors) and transformers or other matters for which specific information was not provided. The owner/ applicant is required to seek and obtain such other approvals as may be necessary. In all cases, the most restrictive condition applies. Where other restrictions cause any change to the location or construction of this project, such changes must be reviewed and approved by the Municipality prior to construction.

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# Residential Building Permit Application Checklist

Customer Name:	Telephone No	Project Address or Legal Description

IN ORDER TO COMPLETE A REVIEW, THIS FORM AND THE FOLLOWING INFORMATION MUST BE SUBMITTED. PLEASE BE ADVISED THAT UPON ACCEPTANCE, AND DURING THE PERMIT REVIEW PROCESS, THE APPLICANT MAY BE REQUIRED TO PRODUCE ADDITIONAL INFORMATION TO INSURE COMPLIANCE WITH APPLICABLE PROVINCIAL AND MUNICIPAL REGULATIONS.

- Completed Building Permit Application Form, including Schedule 1\* where applicable  
\* Schedule 1 is completed by the various project designers and must accompany the permit application.
- Proof of Ownership (provide either a  Property Deed, or  Tax Bill)
- Authorization from Owner (if applicant other than owner).
- Two (2) sets of working drawings, including:
  - Site Plan
  - Site Drainage Plan
  - Foundation Plan - a P.Eng is required if using a slab or other non-standard construction
  - Heating Duct Layout ( Two Storey Dwellings Only)
  - Floor Plan(s)
  - Roof Plan
  - Building Section(s)
  - Elevations
  - Hydronic Heating Information (In-floor/Under-floor/Geothermal)
    - Heat Loss Calculations      • Boiler Information
    - Loop/Piping Layouts        • Air Handler / Coil
    - Baseboard Radiation locations
    - Heat Exchanger                • Type of Hot Water Tank
- Roof Truss Layout and Certificate
- Floor Truss Layout and Certificate
- Engineered Beam Details (i.e. Parallam, Micro-lam)
- Engineered Guard Rail Design Required
- Fireplace/Woodstove/Chimney Details (provide manufacturer's installation instructions)
- Mechanical Ventilation Design (HRV and dedicated systems will require a certified designer)
- Completed Plumbing Detail Sheet, including Two (2) sets of isometric Plumbing Drawings

- 1. Proof of adequate water supply and Potability provided?  
- applicable if you are on a well system       Yes       No       N/A
- 2. Septic Field Approval from Ministry of Health provided?  
- applicable if you require a private septic system       Yes       No       N/A
- 3. Ministry of Transportation Approval provided  
- applicable if within 395m of highway intersections  
- applicable within 46 metres from King's highway  
- other MTO approvals may apply       Yes       No       N/A
- 4. Lakehead Regional Conservation Authority Approval  
- is your property in a flood plane or cut and fill area?  
- does property have 'Hazard land' zoning?       Yes       No       N/A
- 5. Driveway Application provided?       Yes       No       N/A
- 6. MDS 1 or MDS2 calculation for development near livestock operations       Yes       No       N/A

A Building Permit is issued based on information you provide and the accuracy of the information provided affects the processing time involved in (and the possibility of) issuing of a Building Permit.

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# 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: <b>The Corporation of the Municipality of Neebing</b> (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 (if known)</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. New home construction licensing requirement</b>				
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): _____				
<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>				
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., 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.

<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>			
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			
<b>D. Declaration of Designer</b>			
<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> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of Designer</span> </p>			

**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.

## Schedule 2: Sewage System Installer Information

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Sewage system installer</b>			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
Yes (Continue to Section C)		No (Continue to Section E)	
		Installer unknown at time of application (Continue to Section E)	
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax		Cell number
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><u>OR</u></p> <p>I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</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. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p>			



**LOCATION:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
POSTAL CODE: \_\_\_\_\_  
PHONE: \_\_\_\_\_

**INSTALLER:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
POSTAL CODE: \_\_\_\_\_  
PHONE: \_\_\_\_\_

**DESIGNER:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
POSTAL CODE: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
BCIN: \_\_\_\_\_  
HRAI Certification #: \_\_\_\_\_

**BUILDING TYPE:**

DETACHED     SEMI-DETACHED     ROW     MULTI-UNIT RESIDENTIAL     OTHER

**HEATING SYSTEM**

FORCED AIR     HYDRONIC     SOLID FUEL APPLIANCE     OTHER

**FUEL TYPE:**

GAS     ELECTRIC     OIL     OTHER

**DOMESTIC HOT WATER**

CONVENTIONAL WATER HEATER     INSTANTANEOUS (TANKLESS)     INDIRECT HOT WATER TANK

**FUEL TYPE:**

GAS     ELECTRIC     OTHER

EF \_\_\_\_\_

**COMBUSTION AIR** (Provide Details)

\_\_\_\_\_  
\_\_\_\_\_

**DESIGN TEMPERATURE:**

INDOOR: \_\_\_\_\_    OUTDOOR: \_\_\_\_\_

**TOTAL BUILDING HEAT LOSS** (AS CALCULATED PER OBC 9.33 & CSA F280 -12.) \_\_\_\_\_ Btuh/W

(Total heat output capacity of heating system installed shall be not less than 100% of Total Building Heat Loss)

**HEATING APPLIANCE** (SIZED AS PER OBC 9.33 & CSA F280-12.)

**FORCED AIR FURNACE**

MANUFACTURER: \_\_\_\_\_    MODEL: \_\_\_\_\_

AFUE (%) \_\_\_\_\_    OUTPUT (Btu): \_\_\_\_\_    DESIGN STATIC PRESSURE: \_\_\_\_\_

SINGLE STAGE     TWO STAGE     MODULATING

**BOILER**

MANUFACTURER: \_\_\_\_\_    MODEL: \_\_\_\_\_

OUTPUT (Btu): \_\_\_\_\_    AFUE (%) \_\_\_\_\_

**OTHER** (Provide Details): \_\_\_\_\_

**HEATING DISTRIBUTION SYSTEM**

DUCTWORK     RADIANT IN-FLOOR     RADIANT BASEBOARD

## PRINCIPAL EXHAUST FAN (HRV OR ERV)

### SUPPLY VENTILATION (Greater of A or B Below)

#### A) ROOMS

Bsmt & Master Bdrm \_\_\_\_\_ @ 10 L/s (20 cfm)  
 Other Bedrooms \_\_\_\_\_ @ 5 L/s (10 cfm)  
 Bathrooms & Kitchen \_\_\_\_\_ @ 5 L/s (10 cfm)  
 Other Habitable Rooms \_\_\_\_\_ @ 5 L/s (10 cfm)

**TOTAL** \_\_\_\_\_

L/s CFM

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### OUTSIDE VENTED MECHANICAL EXHAUST SYSTEM

L/s CFM

Clothes Dryer (Default 160 cfm)  
 Central Vacuum  
 Kitchen Range Hood (Default 100 cfm)  
 Bathroom Fan (Default 50 cfm)  
 Other

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TOTAL** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

OR

#### B) EXHAUST VENTILATION

##### CONTINUOUS

Kitchens \_\_\_\_\_ @ 30 L/s (60 cfm)  
 Bathrooms \_\_\_\_\_ @ 15 L/s (20 cfm)

**TOTAL** \_\_\_\_\_

L/s CFM

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

##### RELIEF/MAKEUP AIR REQUIRED

Provide details how Relief/Makeup Air is achieved

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Minimum Supply Required<sup>1</sup>**

<sup>1</sup>(Multiply the Greater of A or B by 1.1)

## SUPPLEMENTAL EXHAUST FANS

	Location	Fan Manuf/Model	L/s	CFM	Sones (Max 2.5)	Exhaust Duct Size
1	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____
5	_____	_____	_____	_____	_____	_____

PRINCIPAL VENTILATION FAN SWITCH (HRV/ERV CONTROLS): Location \_\_\_\_\_

CIRCULATION FAN SWITCH (FURNACE CIRCULATION FAN): Location \_\_\_\_\_

SUPPLEMENTAL VENTILATION FAN SWITCHES: To be located in the room where the fan is situated

## HRV /ERV INFORMATION

HRV  ERV

MANUFACTURER \_\_\_\_\_ BRAND \_\_\_\_\_

MODEL NO. \_\_\_\_\_

SRE @ 0 deg C \_\_\_\_\_ NET SUPPLY @ \_\_\_\_\_" w.g. = \_\_\_\_\_ CFM

## HRV DISTRIBUTION SYSTEM

Separate Dedicated ( Duct Size and Layout Drawing Required)

Integrated with Furnace (Direct Connection to R/ A System Required)

TYPE OF CONTROLS: Dehumidistat with  Interval Timers  Manually Operated Switch  HRV Controls (Centrally Located)

TYPE OF DEFROST:  Preheat  Bypass  Recirculation  Other

Multi-Speed Fan  Yes  No Continuous Operation (control switch to be centrally located)  Yes  No

Preheating Required  Yes ( \_\_\_\_\_ watts)  No



**DEVELOPMENT SERVICES  
(BUILDING SERVICES DIVISION)**

**INFORMATION TO CONSTRUCT/ALTER:**

- PLUMBING SYSTEM
- SPRINKLER SYSTEM
- STANDPIPE SYSTEM
- HYDRONIC HEATING SYSTEM

- Building Permit Application *is* attached to this form  
(as project scope is limited to work identified above).
- Building Permit Application *is not* attached to this form (provided  
through owner, as project scope includes work other than above)

OFFICE USE ONLY		
PERMIT APPLICATION NUMBER	RECEIVED BY	DATE
REVIEWED BY		DATE

**PROPOSED USE OF BUILDING**

- Single
- Duplex
- Semi
- Multi
- Commercial
- Industrial
- Institutional

**TYPE OF WORK**

- New Construction
- Repair
- Replace
- Alter/Extend
- Other \_\_\_\_\_
- Backflow Prevention

**PROJECT LOCATION/CONTACTS (Please Print)**

Project Address		
Owner	Address & Postal Code	Phone:
		Fax No.
Plumbing Contractor & License #	Address & Postal Code	Phone:
		Fax No.
Sprinkler/Hydraulics Contractor	Address & Postal Code	Phone:
		Fax No.

PLUMBING SYSTEM INFORMATION					
FIXTURE	BSMT	1st	2nd	3rd	
Water Closet Installed					
Water Closet Rough-In					
Basin Installed					
Basin Rough-In					
Bathtub Installed					
Bathtub Rough-In					
Shower Installed					
Shower Rough-In					
Kitchen Sink Installed					
Kitchen Sink Rough-In					
Dishwasher					
Bidet					
Sauna					
Bar Sink					
Hot Water Tank					
Automatic Washer					
Laundry Tub					
Floor Drain					
Roof Drain					
Storm Sewer Sump					
Water Meter Connection					

**SPRINKLER SYSTEM INFORMATION**

NFPA-13 Classification Of Hazard Occupancy \_\_\_\_\_

Is Any Part Of System Used In Lieu Of Heat Detectors? \_\_\_\_\_

**Type of Valves & Annunciation**

- Alarm
- Flow Indicators

**Type of Backflow Preventer**

- Listed Alarm Check
- Double Check Assembly
- Reduced Pressure Zone

**Type of System**

- Wet Pipe
- Dry Pipe
- Pre-action
- Combined Dry Pipe Pre-action
- Deluge
- Anti-freeze
- Circulating Closed Loop

**Number of Sprinkler Heads**

Type	Existing	New/Add	Relocate
Upright			
Pendant			
Sidewall			
Flush			
Recessed			
Others			

**SERVICES/HYDRONICS**

- Building Sewer Connection
- Well
- Building Storm Sewer
- Septic Tank
- Water Service Pipe
- Hydronic Heating Design attached

**DRAWINGS REQUIREMENTS**

Drawing information shall include a plan showing the location and size of every building drain and every trap or inspection piece on the building drain, and a sectional drawing showing the size and location of every soil or waste pipe, trap and vent pipe.

- Drawing(s) provide with this information form submission
- Drawing(s) provided separately with building permit application supplied by owner/owner representative
- Drawings not required (subject to Municipal approval)

**Note\*:** The Plumbing and License By-laws require that a licensed Plumbing Contractor carry out all plumbing works except those by an owner physically performing plumbing in a single family dwelling in which the owner resides, or will reside in the near future.

**DECLARATION:** I, the undersigned  OWNER,  MASTER PLUMBER per LICENSED PLUMBING CONTRACTOR (if required-see Note\*),  SPRINKLER, and/or  HYDRONICS CONTRACTOR (print) I, \_\_\_\_\_, am the authorized owner (or owner's representative) named on this form and I certify the truth of all statements or representations contained on this form and agree to the terms and condition(s) contained on this form and the associate building permit application form.

DATED: \_\_\_\_\_, SIGNATURE: \_\_\_\_\_

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**Note: This form is to be accompanied by the following documentation:**

- **Ministry of Environment (MOE) Well Record – permit copy\***
- **Site plan showing well**
- **Municipality of Neebing Certificate of Water Quantity\* completed by a licensed Water Well Technician**

(\* Note – where the Quantity pump test data/certificate (MOE record or Municipality of Neebing form) is more than 3 years old, it must be accompanied by a valid (updated) Municipality of Neebing Water Well Quantity Test form)

**Please be advised the Municipality of Neebing does NOT REVIEW water quality results pertaining to water from private groundwater wells. Applicants for building permits are advised that educational material is available from various sources regarding the testing of water quality. Home builders and home-purchasers can use test results to pursue treatment and/or filtration options to determine what, if anything, needs to be implemented to make the well water suitable for domestic use and consumption.**

---

**Declaration – Responsibility for Quality of Well Water**

I, \_\_\_\_\_, am the person, or authorized representative of the person, corporation  
please print only  
or partnership (as applicable) able to bind the party causing the construction of a dwelling unit which is the subject of the building permit application this document is provided in support of, as it applies to the property location described as:

\_\_\_\_\_,  
Municipal address or where none assigned, legal description – Note: must describe the specific piece of property on which the well exists

**and declare the following:**

- the attached MOE Well Record \_\_\_\_\_ applies to the above-mentioned property,  
Well Tag # as per MOE Well Record
- acknowledge that I/we am/are aware the Municipality of Neebing is not involved in the review of the quality of the well water. It is understood that I/we must make the necessary determinations about the feasibility of treating the water from this well by obtaining and using test results from properly certified laboratories and investigating treatment techniques necessary to provide a potable water supply to serve the dwelling.

and, (choose only one of the following)

\_\_\_ I am the property owner and building permit applicant, OR

\_\_\_ I am the building permit applicant that will become the property owner and have responsibility for delivering a potable water supply to the dwelling unit using the above-referenced groundwater well

---

Print Name

Signature

Date



# SUPPLEMENTARY WATER WELL QUANTITY TEST

**NOTE: THIS FORM ONLY REQUIRED TO BE FILLED OUT WHEN EXISTING WELL RECORDS ARE MORE THAN 3 YEARS OLD OR ADDITIONAL INFORMATION OTHER THAN THE MOE WELL RECORD IS REQUIRED.**

Well Location: \_\_\_\_\_ Property Owner's Name: \_\_\_\_\_  
 Well Technician's Name: \_\_\_\_\_ Firm's Name: \_\_\_\_\_  
 Well Technician's Licence #: \_\_\_\_\_ Well Depth: \_\_\_\_\_ Well Diameter: \_\_\_\_\_

Part A Pumping Test Data				Part B Recovery Test Data			
Date:	Time:	Pump Rate (in GPM)	Notes	Date:	Time:	<input type="checkbox"/> Natural Recovery <input type="checkbox"/> Continuous Pumping @ _____ gpm	Notes
Elapsed Time (Min)	Water Level	Drawdown		Elapsed Time (Min)	Water Level	Drawdown	
0.0				0.0			
1.0				1.0			
2.0				2.0			
3.0				3.0			
4.0				4.0			
5.0				5.0			
10.0				10.0			
15.0				15.0			
20.0				20.0			
25.0				25.0			
30.0				30.0			
40.0				40.0			
50.0				50.0			
60.0				60.0			

**DECLARATION OF WELL TECHNICIAN**

I, \_\_\_\_\_ am the technician named above and certify the accuracy of these test results.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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## MUNICIPALITY OF NEEBING - BUILDING PERMIT FEE WORKSHEET

<b>Applicant</b>	<b>PERMIT No.</b>
<b>Project Location</b>	

	Building Component Description	*Area	Cost	Permit Fee
Residential Construction	<b>Residential Dwellings</b> -7 inspections	Main Floor Area	ft <sup>2</sup> X \$ .95 / ft <sup>2</sup>	=
		Second Floor Area	ft <sup>2</sup> X \$ .45 / ft <sup>2</sup>	=
		Attached Garages	ft <sup>2</sup> X \$ .35 / ft <sup>2</sup>	=
	<b>Accessory Buildings</b> -4 inspections	Main Floor Area	ft <sup>2</sup> X \$ .35 / ft <sup>2</sup>	=
		Detached Garage	ft <sup>2</sup> X \$ .35 / ft <sup>2</sup>	=
	<b>Alterations and Additions</b> -4 inspections	Floor Area	ft <sup>2</sup> X \$ .55 / ft <sup>2</sup>	=
	<b>Modular/Mobile Dwellings</b> -2 inspections	Installation/Relocation	ft <sup>2</sup> X \$ .45 / ft <sup>2</sup>	=
		<b>(Minimum Permit Fee Of \$110.00)</b>		<b>Subtotal</b>
Commercial, Farm, Industrial & Institutional Construction	<b>Building Component Description</b>	<b>*Area</b>	<b>Cost</b>	<b>Permit Fee</b>
	<b>*Commercial, Industrial &amp; Institutional Building Construction</b>			
		Floor Area	ft <sup>2</sup> X \$ .85 / ft <sup>2</sup>	=
	<b>*Farm Construction</b>			
		Floor Area	ft <sup>2</sup> X \$ .30 / ft <sup>2</sup>	=
	<b>(Minimum Permit Fee Of \$150.00)</b>		<b>Subtotal</b>	
Other Permit Fees	<b>Building Component Description</b>	<b># of Units</b>	<b>Cost</b>	<b>Permit Fee</b>
	Application Fee for All Permits (Non Refundable Deposit)		X \$100.00	= \$100.00
	Levy for Construction w/o Issuance of Permit - 50% of permit or \$110 whichever is greater			=
	Fee to extend any expired permit (must be applied for prior to expiry)		\$110.00	=
	Inspections not included in permit fees		X \$110.00	=
Other Permits	Change of Design/Use Permits (other than from seasonal residential to permanent residential) – includes 1 inspection		X \$110.00	=
	HVAC, Fireplace, Wood Burning Appliance Permits – includes 1 inspection		X \$110.00	=
	Moving / Demolition Permits – includes 1 inspection		X \$110.00	=
	Patio/Deck Permits – includes 1 inspection		X \$110.00	=
	Permits to Erect Temporary Buildings - includes 1 inspection		X \$110.00	=
	Plumbing Permits – includes 2 inspections		X \$110.00	=
	Swimming Pool Permits – includes 1 inspection		X \$110.00	=
Designated Structures Permits	Commercial Towers & Commercial Communication Towers – includes 4 inspections		X \$1,000.00	=
	Non-commercial Wind Towers – includes 4 inspections		X \$500.00	=
	Retaining Walls – includes 3 inspections		X \$250.00	=
	<b>Total Building Permit Fee</b>			<b>\$</b>

**PLEASE NOTE:** The building permit fee calculated herein may be adjusted upon completion of a plans review if these estimates prove inaccurate. Areas are calculated based on outside dimensions.