



## **Important Notice to Building Permit Applicants**

Please be advised that a Building Permit application is not considered complete until Zoning Compliance has been confirmed and all other required information is submitted to the Town. This includes, but is not limited to, drawings to scale, site/plot plan, entrance permits, **and other related permits and approvals.**

Until such time as a Building Permit application is considered complete, the target processing times as set out in the Ontario Building Code and as listed below, do not commence.

- Residential (houses) 10 working days
- Small Buildings 15 working days
- Large Buildings 20 working days
- Complex Buildings 30 working days

THE CORPORATION OF THE TOWN OF MIDLAND

A handwritten signature in blue ink, appearing to read 'Terry Paquette'.


Terry Paquette, CBCO  
Chief Building Official

/rs



# 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:		
Application submitted to:		<b><u>TOWN OF MIDLAND</u></b>	
			
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.

## 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]			
<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			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): <span style="margin-left: 100px;">(print name)</span>			
<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.



**Structure Information**

Structure Type - check all that apply:

Veneer:    Brick        Stone        Stucco        Siding

\_\_\_\_\_ 1<sup>st</sup> Floor Square Footage

\_\_\_\_\_ 2<sup>nd</sup> Floor Square Footage

\_\_\_\_\_ 3<sup>rd</sup> Floor Square Footage

\_\_\_\_\_ **Total Square Footage** (*total finished area above grade*)

\_\_\_\_\_ Finished Basement Square Footage

\_\_\_\_\_ Unfinished Basement Square Footage

\_\_\_\_\_ Garage Square Footage

\_\_\_\_\_ Number of cards designed for?

\_\_\_\_\_ Porch #1 Square Footage

\_\_\_\_\_ Porch #2 Square Footage

\_\_\_\_\_ Porch #3 Square Footage

\_\_\_\_\_ Deck #1 Square Footage

\_\_\_\_\_ Deck #2 Square Footage

\_\_\_\_\_ Deck #3 Square Footage

\_\_\_\_\_ Number of Fireplaces?    Wood        Gas

**Dimensions**

\_\_\_\_\_ Lot Coverage %

\_\_\_\_\_ Average Length

\_\_\_\_\_ Average Width

\_\_\_\_\_ Zoning

\_\_\_\_\_ Area

Notes:

$$\text{Total Lot Coverage \%} = \frac{\text{Total Lot Coverage}}{\text{Area of Lot}} \times 100$$

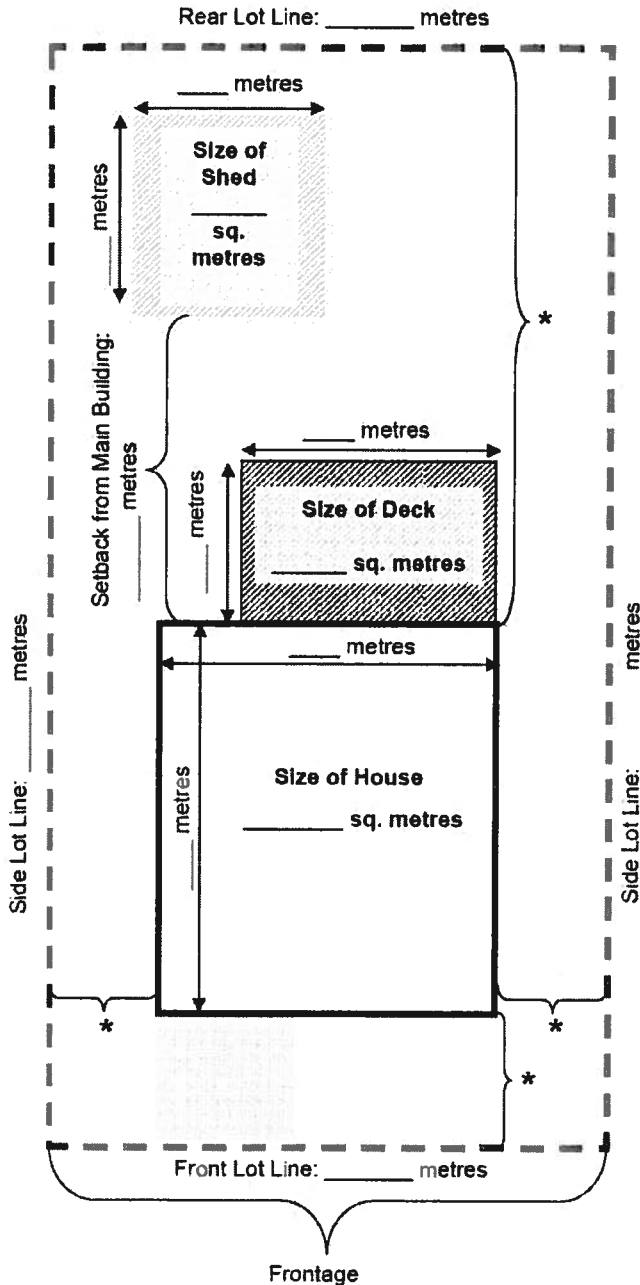
$$\text{Area} = \text{Average Length} \times \text{Average Width}$$







## Sample Site Plan Drawing



### Items required on site plan drawings:

- Measurements and location of property boundary/lot lines
- Location, size, and dimensions of *all* existing structures on the property (house, decks/porches, accessory buildings)
- Location, size, and dimensions of *proposed* construction
- Distances (setbacks) from all structures to each property line
- **Accessory Buildings:** Show distance of structure from the main building
- **Pools:** Indicate location of water treatment equipment and setbacks from property line(s)

**\* Setbacks**

Front Yard Setback: \_\_\_\_\_ metres

Rear Yard Setback: \_\_\_\_\_ metres

Interior Yard Setbacks: \_\_\_\_\_ metres (a)  
 \_\_\_\_\_ metres (b)

Exterior Yard Setbacks: \_\_\_\_\_ metres (a)  
 (corner lot) \_\_\_\_\_ metres (b)

--- Property Line  
Note: Property lines must be based on legal survey.





**TOWN OF MIDLAND**  
575 Dominion Avenue Midland, ON L4R 1R2  
Phone: 705-526-4275 Fax: 705-526-9971 [building@midland.ca](mailto:building@midland.ca)

## **AUTHORIZATION OF LEGAL OWNER**

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I \_\_\_\_\_, being the legal owner of the

subject property described as (street address): \_\_\_\_\_,

Lot \_\_\_\_\_, Concession \_\_\_\_\_, on Plan No. \_\_\_\_\_,

in the Town of Midland, hereby authorize: \_\_\_\_\_

to do the following:

- apply for a Building Permit on behalf of myself, the Legal Owner, or
- retrieve information from archived Building Permits regarding the above noted address.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Owner





PROPERTY ENTRANCE APPLICATION

Town of Midland
575 Dominion Avenue
Midland, Ontario L4R 1R2

APPLICATION IS HEREBY MADE TO:
(CHECK ONE OR MORE OF THE FOLLOWING TO INDICATE PROPOSED WORK).

- CONSTRUCT AN UNPAVED ENTRANCE
CONSTRUCT A PAVED ENTRANCE
CONSTRUCT CURBS, GUTTERS OR OTHER PERMANENT WORKS RELATED TO AN ENTRANCE
ADD CURBS, GUTTERS OR OTHER PERMANENT WORKS TO AN EXISTING ENTRANCE ON TOWN PROPERTY
CHANGE THE LOCATION OF AN EXISTING ENTRANCE
USE AN EXISTING ENTRANCE FOR OTHER THAN ITS ORIGINAL PRESENT OR NEW USE (CHANGE OF CLASSIFICATION FROM RESIDENTIAL TO COMMERCIAL)
CONSTRUCT A TEMPORARY ENTRANCE OR USE ANY PART OF THE RIGHT OF WAY OF A TOWN ROAD AS A MEANS OF TEMPORARY ACCESS TO AND FROM A PROPERTY
CURB CUTS - COMPLETE SEPARATE APPLICATION

PROPERTY OWNER ADDRESS OF PROPOSED ENTRANCE

Table with 4 columns: LOT NO., CONCESSION OR PLAN NO., TOWN, COUNTY

TYPE OF ENTRANCE
RESIDENTIAL INDUSTRIAL COMMERCIAL OTHER

Table with 5 columns: NO OF ENTRANCES, WIDTH OF ENTRANCE FEET, MATERIAL PROPOSED, PIPE LENGTH, SIZE OF PIPE

APPROXIMATE DISTANCE APPROACHING TRAFFIC IS VISIBLE FROM THE POINT OF ENTRANCE TO THE TOWN ROAD
FEET FROM THE RIGHT FEET FROM THE LEFT

Table with 6 columns: INDICATE WHICH, IF ANY, OF THE FOLLOWING WILL BE AFFECTED, ROAD DRAINAGE, TREES, SHRUBS, PLANTINGS, SIGNS, GUIDE RAIL, NIL

“APPLICANT”

It is understood that all works will be constructed, altered, maintained or operated at the expense of the undersigned and that work must not begin before a permit has been issued by this Town.
The issue of a permit by the Town does not relieve the holder of the responsibility of complying with relevant municipal by-laws.
In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, administrators, successors and assigns hereby agree to observe, keep and perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless, the Town of Midland represented by the Manager of Public Works from and against all loss, cost, charges, damages, expenses, claims, and demands whatsoever to which he may be put or which the Town of Midland may suffer or sustain or for which the Town may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.

SIGNATURE: ADDRESS:
(APPLICANT OR REPRESENTATIVE OF FIRM)

TELEPHONE: FAX:

PLEASE ATTACH A DRAWING SHOWING PROPERTY LOCATION AND WHERE PROPOSED ENTRANCE WILL BE LOCATED. PLEASE MARK THE ENTRANCE CLEARLY WITH STAKES FOR INSPECTION PURPOSES.

THIS SECTION FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: DAY MONTH YEAR

DATE INSPECTED FOR APPROVAL: DAY MONTH YEAR

SIZE OF CULVERT REQUIRED: LENGTH: DIAMETER

SPECIAL COMMENTS:

SIGNED: MANAGER OF PUBLIC WORKS

PERMIT COST \$
SECURITY DEPOSIT \$
TOTAL \$



# MIDLAND PENETANGUISHENE BUILDING SERVICES



## **REMINDER-REQUIREMENTS FOR SOIL GAS CONTROL**

This is a reminder of the requirements for soil gas control as per Division C, Part 9, Section 9.13.4.2. and SB-9 of the Ontario Building Code. These requirements are for all floors-on-ground except in garages and unenclosed portions of buildings. The responsibility is on the builder and/or contractor and/or owner to comply with one of the options listed below.

### **Option #1: Install Soil Gas Pipe, Mandatory Radon Testing**

- Install a minimum of 100mm of coarse clean granular material containing not more than 10% of material that will pass a 4mm sieve below all floors-on-ground.
- Provide for possible installation of a sub-floor depressurization on all floors-on-ground by installing a minimum 4" diameter pipe (PVC or ABS) vertically through the floor, at or near its centre, such that its bottom end opens into the granular fill below the slab and its top end will permit connection to depressurization equipment if required.
- The granular fill near the centre of the floor-on-ground, where the pipe is installed, shall not be less than 150mm deep for a radius of not less than 300mm centred on the pipe.
- The upper end of the pipe shall be provided with a removable seal.
- The pipe shall be clearly labelled to indicate that it is intended only for the removal of soil gas from below the floor-on-ground.
- After the building is complete, testing for radon shall be conducted according to HC Pub. 4171, "Guide for Radon Measurements in Residential Dwellings (Homes), 2008 to determine the radon concentration in the building. A copy of the test results shall be provided by the owner of the building to the Town of Midland or Penetanguishene Building Department. The testing shall include basement concentration measurements.
- Where the average annual radon concentration as determined from the testing exceeds 200 Bq/cubic metre in the normal occupancy area, a subfloor depressurization system shall be installed to reduce the radon concentration to a level below 200 Bq/cubic metre in the normal occupancy area.
- Where a subfloor depressurization system is installed, makeup air shall be provided as specified in Article 9.32.3.8. of Division B of the OBC and measures shall be taken to ensure that any resultant decrease in soil temperature will not adversely affect the foundation.

### **Option #2: Soil Gas Barrier, Voluntary Radon Testing**

- Install a minimum of 100mm of coarse clean granular material containing not more than 10% of material that will pass a 4mm sieve below all floors-on-ground.
- In the case of a concrete block foundation wall, the first course of block shall not contain voids.
- Any floor-on-ground shall be sealed to the foundation walls with a bead of flexible sealant.
- Any floor-on-ground shall have a soil gas barrier installed below the floor-on-ground or applied on top of the floor-on-ground if a separate floor is installed over the floor-on-ground.
- The soil gas barrier shall consist of 6 mil poly. Joints shall be lapped a minimum of 300mm.
- All penetrations of the soil gas barrier shall be sealed.
- Radon testing is voluntary.

### **Option#3: Installation of a Subfloor Depressurization System**

- Install a subfloor depressurization system, makeup air shall be provided as specified in Article 9.32.3.8. of Division B of the OBC and measures shall be taken to ensure that any resultant decrease in soil temperature will not adversely affect the foundation.
- Radon testing is voluntary.