

TOWNSHIP OF HORTON

NEW HOUSE

2253 Johnston Road - Renfrew, Ontario K7V 3Z8

Phone: 613-432-6271 Fax: 613-432-7298

BUILDING PERMIT APPLICATIONS

A Building Permit Application and attached forms must be completed prior to obtaining a building permit. Building Permit Application packages are available at the Municipal Office for pickup or online at www.hortontownship.ca.

PROCEDURE FOR OBTAINING BUILDING PERMIT:

1. The Building Permit Application is to be completed and delivered to the Building Inspector or left at the Municipal Office for pickup by the Building Inspector.
Building Permit Requirements No. 1 to No. 9 that are outlined below must be met prior to submitting completed building permit application.
2. Notification will be given from the Building Inspector that the application has been completed satisfactorily and the applicant will then be given the amount of the Building Permit Fee, Sewage Permit Fee and Lot Development Fee.
3. The Building Inspector will notify the Municipal Office of the amount of the fee(s) owing by applicant and they will accept payment of these.
4. Only after payment is received by the Municipal Office will the Building Inspector be notified.
5. The Building Inspector will contact the applicant when building/construction can commence.

REQUIREMENTS FOR SECURING A BUILDING PERMIT

The following steps are required to be completed prior the issuance of a building permit.

1. DEED FOR YOUR PROPERTY

This must be shown to the Chief Building Official to establish your ownership of the property.

2. ENTRANCE PERMIT

Permission must be obtained by the road authorities for you to make an entrance from the road into your property. For residences, even if there is an existing entrance in place, a permit is still required.

TOWNSHIP ROAD: Apply at the Township Office

COUNTY ROAD: Contact John MacKay at the County of Renfrew
9 International Dr., Pembroke, ON K8A 6W5 Phone: 732-4353

PROVINCIAL HIGHWAY: Contact Ministry of Transportation Phone: 613-332-3220

3. **PROPERTY IDENTIFICATION SIGNS (911):**

If your access is onto a Provincial or County Highway, application for an identification sign will be made when applying for a building permit.

If access is onto a Township Road, application will be made when obtaining your entrance permit from the Road Foreman.

4. **SEPTIC SYSTEM APPROVAL**

Apply to Dennis Fridgen, Building and Sewage Inspector at 432-3290. Sewage Systems must be approved before residential building permits are obtained. The fee for this is \$350.00 for a standard sewage system plus a \$50.00 administration fee.

5. **BLUE PRINT PLANS**

Contact Dennis Fridgen, Chief Building Official and Sewage Inspector for details required – 613- 432-3290 - R.R. #2, Stone Rd., Renfrew, ON K7V 3Z5.

6. **ZONING BY-LAW CONFIRMATION**

The proposed construction must conform to the Township's Zoning By-law where applicable.

7. **LAND SURVEY and/or ELEVATION SURVEY**

Certain circumstances, i.e. small lot, constructing close to setback limits, etc., may require a surveyor to establish the lot lines. Also, all property owners who front onto the Ottawa River, must provide an elevation survey, prepared by a qualified surveyor or engineer.

8. **LOT DEVELOPMENT CHARGE**

Since June 2008, the Lot Development Charge is required to be paid at the time a new lot is created. If your lot was created before June 2008, the Lot Development Charge is to be paid the same day you apply for a building permit for any new residential construction. The fee is \$3824.00.

9. **SITE PLAN – BUILDING FORM “B”**

Building form “B” **MUST** be used for the site plan and **MUST** be dated and signed.

Township of Horton
Building Application Protocol

1. Application for Building Permit is completed and delivered to the Building Inspector or the Municipal Office for the Building Inspector to pick up.
2. Notification will be given from the Building Inspector that the application has been completed satisfactory and the applicant will then be given the amount of the Building/Sewage Permit fee.
3. The Building Inspector will notify the Township Office of the amount of the fee(s) and the Office can then accept payment.
4. Only after the payment is received by the Township Office will the Building Inspector be notified.
5. The Building Inspector will contact the Applicant when building can commence construction.

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: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)			
A. Project information			
Building number, street name	Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description	
Project value est. \$	Area of work (m ²)		
B. Purpose of application			
<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 ()	

E. Builder (optional)				
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. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
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): _____				
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.			<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
I. Declaration of applicant				
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):			
(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 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 Association of Professional Engineers of Ontario.

THIS DOCUMENT CONSTITUTES **BUILDING FORM "B"** WHICH IS REQUIRED & **MUST BE COMPLETED PRIOR TO THE ISSUANCE**
OF A BUILDING PERMIT IN THE MUNICIPALITY SPECIFIED ON FORM "A".
(Refer to the back of this form for instructions & examples)

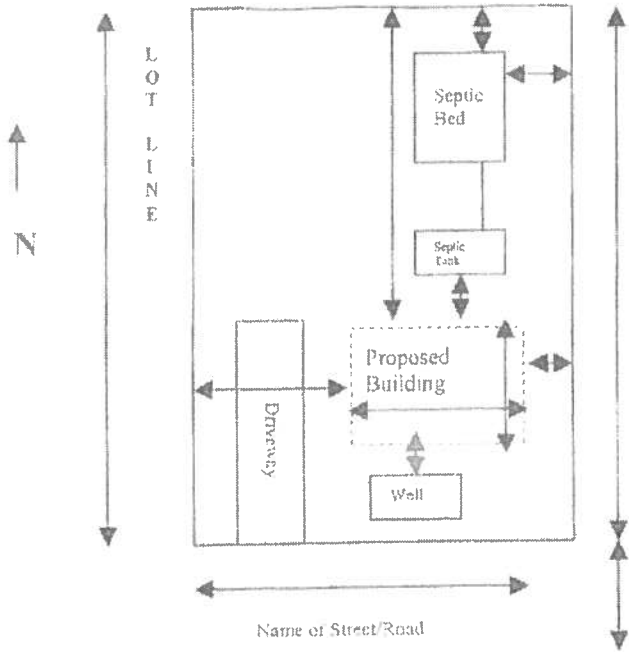
For Office Use ONLY
Permit No. _____
Lot _____ Con _____

THE ACCURACY OF THE INFORMATION APPEARING ON BUILDING FORM "B" IS THE RESPONSIBILITY OF THE APPLICANT AND IS HEREBY MADE PART
OF THIS APPLICATION. **I HEREBY CERTIFY THAT THE INFORMATION APPEARING ON BUILDING FORM "B" IS TRUE AND ACCURATE TO THE BEST OF
MY ABILITY.**

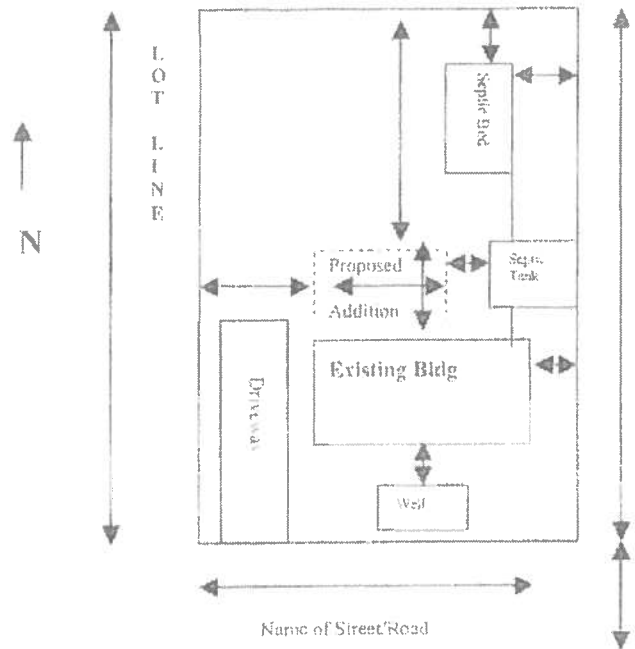
OWNER OR AUTHORIZED AGENT _____ DATE _____

EXAMPLES ONLY

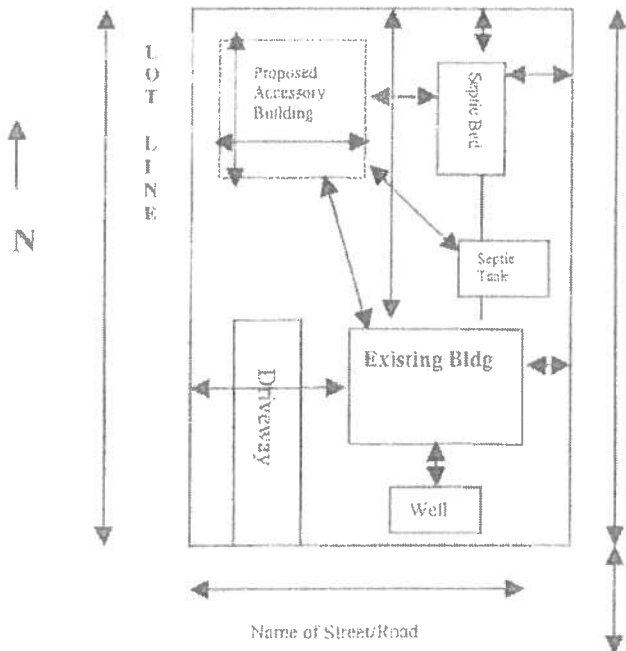
SAMPLE TO USE IF NEW BUILDING



SAMPLE TO USE IF ADDITION TO BUILDING



SAMPLE TO USE IF ACCESSORY BUILDING



ITEMS THAT MUST APPEAR ON SAMPLE USED

- 1 Frontage of Lot
- 2 Depth of Lot
- 3 If irregular shape - all dimensions
- 4 Location of Septic System
- 5 Location of Driveway
- 6 North to be indicated
- 7 Size of Proposed Building or Addition
- 8 Measurement in feet from Proposed or Existing Buildings in Relation to all Lot Lines and any water course (ie. creek, stream, marsh, lake or river)
- 9 Do not forget to sign Building Form "B"

**FOR OFFICE USE ONLY
INSPECTION REPORT**

INSPECTION	DATE	REMARKS	INSPECTED BY
EXCAVATION			
FTGS & FDNS			
FRAMING			
INSULATION V.B. & A.B.			
FIREPLACES CHIMNEYS			
EXTERIOR FINISHING			
INTERIOR FINISHING			
PLUMBING			
H.V.A.C.			
OCCUPANCY			
FINAL INSPECTION			
FILED	NOTES		
OUTSTANDING ORDERS			

RESIDENTIAL MECHANICAL VENTILATION DESIGN SUMMARY

LOCATION OF INSTALLATION

Lot # _____ Plan # _____
Township _____
Roll # _____
Address _____

BUILDER

Name _____
Address _____
City _____
Tel _____ Fax _____

INSTALLING CONTRACTOR

Name _____
Address _____
City _____
Tel _____ Fax _____

COMBUSTION APPLIANCES 9.32.3.1.(1)

a) Direct vent (sealed combustion only) _____
b) Positive venting induced draft _____ (except fireplaces)
c) Natural draft, B-Vent or Induced draft fireplace _____
d) Solid fuel (including fireplaces) _____

HEATING SYSTEM

Forced Air _____
Non Forced Air _____
Electric Space Heat _____

HOUSE TYPE 9.32.3.2.(2)

I Type a) or b) appliances, no solid fuel _____
II Type I except with solid fuel (including fireplace) _____
III Any Type c) appliance _____
IV Type I, or II with electric space heat _____
OTHER: Type I, II, or IV no forced air _____

TOTAL VENTILATION CAPACITY 9.32.3.3.(1)

Bsmt & Master Bdrm _____ @ 10 L/S _____ L/S
Other Bedrooms _____ @ 5 L/S _____ L/S
Bathrooms & Kitchen _____ @ 5L/S _____ L/S
Other Rooms _____ @ 5L/S _____ L/S
TOTAL _____ L/S

PRINCIPAL VENTILATION CAPACITY 9.32.3.4.(1)

Master Bedroom _____ @ 15 L/S _____ L/S
Other Bedrooms _____ @ 7.5 L/S _____ L/S
TOTAL _____ L/S

PRINCIPAL EXHAUST FAN CAPACITY

Model: _____ Location _____
_____ L/S _____ Sones _____ HVI

HEAT RECOVERY VENTILATOR

Model: _____
_____ L/S High _____ L/S Low
_____ % Sensible Efficiency @ -25C _____ HVI

SUPPLEMENTAL VENTILATION CAPACITY

Total Ventilation Capacity _____ L/S
Less Principal Vent. Capacity _____ L/S
Required Supplemental Vent. Cap _____ L/S

SUPPLEMENTAL FANS 9.32.3.5

Location	Model	L/S	Sones	HVI
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SYSTEM DESIGN OPTION

1 Exhaust Only/Forced Air System _____
2 HRV with Exhaust Ducts/Forced Air System _____
3 HRV Simplified Connection to Air System _____
4 HRV - Full Ducting/Not Coupled To Forced Air System _____ Part 6 Design _____

DESIGNER CERTIFICATION

I hereby certify that this ventilation system has been designed in accordance with the Ontario Building Code.

Name _____

Signature _____

HRAI # _____ Date _____

VENTILATION SYSTEM DECISION TREE

Dwelling has electric service?
Dwelling intended for occupancy on a continuing basis in winter?

Yes to both

No to either

Mechanical Ventilation is Required
Part 9 Residential occupancy?
4 or less bedrooms?
Self contained ventilation system serving single dwelling unit?
Builder wants to use Part 9 Design?

Mechanical Ventilation is not Required
Provide Natural Ventilation as per 9.32.1.2 and 9.32.2 of Code.

Yes to All Above

No to Any of Above

Non solid fuel fireplaces are direct vent?
Other non solid fuel appliances are direct vent or induced draft?

Design to Part 6

Yes to Both

No to Either

Part 9 of the Code applies
Select one of the System Options described?

Type III dwelling
Design to Part 6

Yes

No

Some electric space heat?
Solid fuel fired appliances present?

Design to Part 9

Yes to Either

No to Both

Type II or Type IV dwelling
HRV required
Couple ventilation to F/A heating system?

Type I dwelling.
Couple ventilation to FF/A system?

Yes

No

Yes

No

Options 2 and 3

Option 4

Options 1, 2, 3

Option 4

CO sensors required
If house contains solid fuel-fired combustion appliance

HOUSE TYPES

Type 1

Only direct vented or mechanically induced draft fuel-fired combustion appliance: no solid fuel-fired combustion appliances: only direct vented fuel-fired fireplaces; no electric space heat.

Type II

Type I houses which contain solid fuel-fired combustion appliances.

Type III

All houses containing natural draft non-solid fuel-fired combustion appliances or mechanically vented induced draft non-solid fuel-fired fireplaces.

OPTIONS

OPTION 1

Exhaust only ventilation

OPTION 2

HRV coupled to a forced air heating system. Extended exhaust ductwork

OPTION 3

HRV coupled to a forced air heating system. Simplified exhaust ductwork.

OPTION 4

HRV not coupled to a forced air heating system.

Energy Efficiency Design Summary

(Part 9 Residential)

This form is used to summarize the energy efficiency design of the project. Information on completing this form is on the reverse

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. Compliance Option

<input type="checkbox"/> <i>SB-12 Prescriptive</i> [SB-12 - 2.1.1.]	Table: _____ Package: A B C D E F G H I J K L M (circle one)
<input type="checkbox"/> <i>SB-12 Performance*</i> [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> <i>Energy Star®*</i> [SB-12 - 2.1.3.]	* Attach BOP form
<input type="checkbox"/> <i>EnerGuide 80®*</i>	* House must be evaluated by NRCan advisor and meet a rating of 80

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source		
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE	<input type="checkbox"/> Gas	<input type="checkbox"/> Propane	<input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil	<input type="checkbox"/> Electric	<input type="checkbox"/> Earth Energy
Windows+Skylights+Glass Doors		Other Building Conditions		
Gross Wall Area = _____ m ²	% Windows+ _____ %	<input type="checkbox"/> ICF Basement	<input type="checkbox"/> Walkout Basement	<input type="checkbox"/> Log/Post&Beam
Gross Window+ Area = _____ m ²		<input type="checkbox"/> ICF Above Grade	<input type="checkbox"/> Slab-on-ground	

D. Building Specifications [provide values and ratings of the energy efficiency components proposed, or attach *Energy Star* BOP form]

Building Component	RSI / R values	Building Component	Efficiency Ratings
Thermal Insulation		Windows & Doors¹	
Ceiling with Attic Space		Windows/Sliding Glass Doors	
Ceiling without Attic Space		Skylights	
Exposed Floor		Mechanicals	
Walls Above Grade		Space Heating Equip. ²	
Basement Walls		HRV Efficiency (%)	
Slab (all >600mm below grade)		DHW Heater (EF)	
Slab (edge only ≤600mm below grade)		NOTES 1. Provide U-Value in W/m ² .K, or ER rating 2. Provide AFUE or indicate if condensing type combined system used	
Slab (all ≤600mm below grade, or heated)			

E. Performance Design Verification [complete applicable sections if *SB-12 Performance*, *Energy Star* or *EnerGuide80* options used]

SB-12 Performance:
 The annual energy consumption using Subsection 2.1.1. SB-12 Package _____ is _____ GJ (1 GJ = 1000MJ)
 The annual energy consumption of this house as designed is _____ GJ
 The software used to simulate the annual energy use of the building is: _____
 The building is being designed using an air leakage of _____ air changes per hour @50Pa.

Energy Star: BOP form attached. The house will be labeled on completion by: _____

Energy Star and EnerGuide80:
 Evaluator/Advisor/Rater Name: _____ Evaluator/Advisor/Rater Licence #: _____

F. Designers [names of designers who are responsible for the building code design and whose plans accompany the permit application]

Architectural	Mechanical
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Guide to the Energy Efficiency Design Summary Form

The *Energy Efficiency Design Summary* form summarizes the compliance path used by a house designer to comply with energy efficiency requirements of the Ontario Building Code. This form must accompany the building permit application. The information on this form MUST reflect the drawings and specifications being submitted, or the building permit may be refused. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website at www.mah.gov.on.ca, or the municipal building department.

Beginning January 1, 2012, a house designer must use one of four energy efficiency compliance options in the building code:

1. Comply with the SB-12 Prescriptive design tables,
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star standards, or
4. Evaluate the design according to EnerGuide technical procedures and achieve a rating of 80 or more.

COMPLETING THE FORM

B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 2.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option.
- SB-12 Performance refers to the alternative method of compliance set out in Subsection 2.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V9.34c1.2 or newer), and submit documents which show that the annual energy use of the building is equal to a prescriptive package.
- Energy Star houses must be designed to *Energy Star* requirements and be labelled on completion by Enerquality or other agency. The *Energy Star* BOP form must be submitted with the permit documents.
- EnerGuide80 houses are validated by NRCAN authorized energy advisors and must achieve a rating of 80 or more when evaluated in accordance with EnerGuide administrative and technical procedures.

C. Project Design Conditions

Climatic Zone: The number of degree days for Ontario cities is contained in Supplementary Standard SB-1

Windows, Skylights and Glass Doors: If the ratio of the total gross area of windows, sidelights, skylights and glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22% the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 2.1.1.1. of SB-12 for further details.

Fuel Source and Heating Equipment Efficiency: The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

Other Building Conditions: These construction conditions affect SB-12 Prescriptive compliance requirements.

D. Building Specifications

Thermal Insulation: Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, RSI 3.52 wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details.

E. Performance Design Summary

This section is not required to be completed if the SB-12 Prescriptive option is being used.

AIRTIGHTNESS REQUIREMENTS FOR NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered. A blower door test to verify the air tightness of the house must be conducted during construction if the NRCAN EnerGuide80 option is used, or if the SB-12 Performance or Energy Star options are used and an air tightness of less than 2.5 ACH @ 50 Pa in the case of detached houses, or 3.0 ACH @ 50 Pa in the case of attached houses is necessary to meet the required energy efficiency standard.

ENERGY EFFICIENCY LABELING FOR NEW HOUSES

Energy Star and *EnerGuide* issue labels for new homes constructed under their energy efficiency programs. The building code does not regulate new home labelling.