

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	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.

**DECLARATION**

*I accept responsibility to ensure that I have submitted a complete application including all necessary documentation that is required to issue a building permit for the proposed construction or change of use.*

*I assume all responsibility to ensure that the proposed construction and/or use is legally allowable at the time the permit application is submitted. I accept that The City of Thunder Bay accepts no responsibility in the event a permit cannot be issued due to such circumstances and is entitled to all processing fees in accordance with the City of Thunder Bay Building By-law 144-2005.*

*I acknowledge that with respect to work commenced prior to permit issuance or permit application, to compensate the municipality for the additional expenditure required because of such unlawful commencement, the permit fee prescribed shall be increased in accordance with the City of Thunder Bay Building By-law 144-2005. This administration fee will be based on the total required fee for the entire work to be performed, exclusive of any part into which the application for permit may be sub-divided.*

*I acknowledge that where the application is cancelled by the applicant/owner and/or in accordance with the provisions of the City of Thunder Bay Building By-law 144-2005, it shall be subject to the payment of fees calculated in accordance with that by-law.*

*I accept that where an application for a permit has not been issued within six months of the date of the application, for any reason not wholly under the direct control of the Building Division, the application may be considered abandoned and cancelled without notice to the applicant/owner.*

*I understand that the issuance of a permit shall not be deemed a waiver of any provisions of any by-laws or requirements of the Building Code Act or regulations made thereunder or applicable law, notwithstanding anything in or omitted from the plans or other material filed in support of or connection with this application.*

*I acknowledge that in the event the permit is revoked for any cause or irregularity or nonconformity with requirements of the Building Code Act, or regulations or by-laws made thereunder or other applicable law, there shall be no right of claim whatsoever against the municipal corporation or any official thereof and any claim is expressly waived.*

**OFFENCES**

A person is guilty of an offence under the Building Code Act if the person,

- a) knowingly furnishes false information in any application under this Act, in any certificate required to be issued or in any statement or return to be furnished under this Act or the regulations;
- b) fails to comply with an order, direction or other requirement made under this Act; or
- c) contravenes this Act, the regulations, a bylaw passed under section 7 or a condition imposed under section 9.

**PENALTIES**

A person who is convicted of an offence under the Building Code Act is liable to a fine of not more than \$50,000 for a first offence and to a fine of not more than \$100,000 for a subsequent offence.

If a corporation is convicted of an offence, the maximum penalty that may be imposed upon the corporation is \$100,000 for a first offence and \$200,000 for a subsequent offence.

In addition to the above fines, a person could be liable to a fine of not more than \$10,000 per day for failure to comply with an order for every day the offence continues after the time given for complying with the order has expired.

The above information is not intended to represent a complete description of the Building Code Act and/or the Planning Act or regulations made thereto or by-laws passed thereunder but is presented to ensure the applicant has, by way of declaration, an understanding of a number of terms and conditions which apply to this application and is made aware of the seriousness for which this application is made.

**NOTICE**

The City of Thunder Bay accepts no responsibility for matters involving environmental contamination or hazardous substances associated with the property for which this application is made or any use presently or previously thereon or otherwise causing such adverse affect from or to adjacent properties.

**OFFICE USE ONLY**

Application Number:		Date Received:	
Initial Fee:	Receipt No.:	Received By:	
Balance Owing:	Receipt No.:	Received By:	
Additional Fees / Deposits:		Total Fee:	
Inspection:	Water Well:		
Issue Date:	Issued by	Ownership as per Computer <input type="checkbox"/>	
		or as per: _____	

**Refer to front sheet "Application for a Permit to Construct or Demolish" for building permit application information**