

# 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: <b>N<sup>o</sup> 5344</b>	Permit number (if different):		
Date received:	Roll number: <b>4351</b>		
Application submitted to: <b>TOWNSHIP OF SEVERN</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			
<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	
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	
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
Telephone number ( )		Fax ( )	E-mail
Cell number ( )			
<b>F. Taron 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): _____			

**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**

\_\_\_\_\_ 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.



# TOWNSHIP OF SEVERN

THE CORPORATION OF THE TOWNSHIP OF SEVERN

P.O. Box 159, Orillia, Ontario, L3V 6J3

## **AUTHORIZATION TO ACT AS AGENT FOR BUILDING/SEPTIC PERMIT(S)**

**THIS IS REQUIRED IF THE LEGAL OWNER(S) IS NOT  
PRESENT WHEN THE PERMIT IS ISSUED TO THE  
CONTRACTOR/AGENT**

I/We \_\_\_\_\_ (print name(s)), the legal  
owner(s) of \_\_\_\_\_ (site  
address) authorize \_\_\_\_\_ (name)  
\_\_\_\_\_ (construction  
company name or relationship) to act as my agent.

\_\_\_\_\_  
Signature (Legal Owner # 1) \_\_\_\_\_ Date

\_\_\_\_\_  
Signature (Legal Owner # 2) \_\_\_\_\_ Date

\_\_\_\_\_  
Signature (Acting Agent/Contractor) \_\_\_\_\_ Date

(This also applies to all registered owners named on the deed.  
If you are not sure, please check your tax bill.)



# TOWNSHIP OF SEVERN

## SITE PLAN GUIDE

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An accurate Site Plan is an important component of most municipal applications; Building Permit, Minor Variance, Consent.

It is important that you provide an accurate and complete Site Plan with your application.

Without the necessary information your application will either be returned as incomplete or delayed.

Site Plans are required to determine compliance with Township By-law and Building Code requirements.

Most of the information required can be obtained from your tax bill, deed, survey, on inspection of your property and from the Simcoe County web page ([www.county.simcoe.on.ca](http://www.county.simcoe.on.ca)).

The Site Plan must be to scale, accurate, orderly and legible.

### **Required Information:**

- Lot dimensions
- Location of buildings (existing and proposed)
- Size of building
- Building setbacks (the distance a structure is from all lot lines)  
Septic location
- Natural features; streams, rock, wooded areas steep slopes
- North Arrow
- Proposed changes to the existing grade  
(**see the attached *sample sketch for reference***)

In some circumstances it may be necessary or required that you hire a professional to prepare the necessary Site Plan. There are many options available for you to obtain a professional site plan from Planning, Engineering or Survey firms.

**Township of Severn (705) 325-2315  
Building Inspector Extension #'s 228, 229, 243  
Planning & Zoning Extension # 238**





**TOWNSHIP OF SEVERN**  
 THE CORPORATION OF THE TOWNSHIP OF SEVERN  
 P.O. Box 159, Orillia, Ontario, L3V 6J3  
 Municipal Office: 1024 Hurlwood Lane  
 Telephone: (705) 325-2315 Fax: (705) 327-5818  
 Email: severn@encode.com

**OFFICE USE ONLY**

**Nº 00530**

Permit #	
Application #	
File Class	( )
Roll No.	
File No.	
Legal Prop. Description	

**TOWNSHIP OF SEVERN  
 BUILDING / DEMOLITION PERMIT  
 PLOT PLAN  
 INFORMATION SHEET**

Construction Site:  
 Civic Address:

Owner.....

A large grid area for drawing the plot plan.

**Please include and indicate the following information:**

- All lot lines and their length
- The name of the Street or Road the property is located on
- All existing and proposed buildings on the lot
- The distance from the buildings to each lot line
- The location of the sewage system with dimensions and set back measurements
- The distance from the sewage system to existing and proposed wells
- The distance from the sewage system and buildings to lakes, streams, ponds or any other water course
- Any easements or right of ways on the property
- North direction arrow

NOTES / OTHER / COMMENTS

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DATE .....

Print Name

Signature of applicant