



## Township Of Blandford-Blenheim Permit Guide

### When do I require a building permit?

Building Permits are required before any construction can begin. The following is a typical list of project that **DO REQUIRE** a building permit:

- Building any detached structure larger than 10m<sup>2</sup> (107.6ft<sup>2</sup>)
- Building any addition to a structure
- Uncovered decks higher than 600mm from existing grade
- Covered decks (any height)
- Carports or garages
- Structural alterations
- Bunker silo
- Manure storage facility
- Storage bins and supporting structure
- Interior alterations involving removal or addition of walls or floors
- Moving or lifting a structure from its foundation
- Altering or adding any plumbing
- Demolishing a structure (except for farm buildings)
- Free standing or attached signs
- Installing a woodstove or fireplace
- Tents greater than 60m<sup>2</sup> (646 ft<sup>2</sup>)

The following projects typically **DO NOT REQUIRE** a building permit:

- Detached structures 10m<sup>2</sup> (107.6ft<sup>2</sup>) or less in area
- Uncovered decks at or less than 600mm from existing grade
- Replacement of windows, doors, roofing or siding
- Tents less than 60 m<sup>2</sup> (646 ft<sup>2</sup>)
- Waterproofing repairs to basements
- Replacement of plumbing fixtures
- Replacement of furnace
- Painting and decorating
- Landscaping
- Repairs to chimneys, porches, decks or roofs

**NOTE: IF IN DOUBT PLEASE CONTACT TOWNSHIP OFFICE**

### How do I get a building permit?

In order to get a building permit, you must complete the provided application along with any other forms that have been provided to you. You need to also provide the Township, in duplicate, a complete set of construction drawings including a site plan. Other approvals may be required from agencies such as Grand River Conservation Authority, Upper Thames River Conservation Authority, Oxford County Board of Health, etc.

## Explanation of required drawings

### Site plan

A site plan is a drawing showing the complete property and identifying all structures in relation to the property boundaries and each other. A property survey is a common template for developing a site plan. The site plan should include:

- Title and scale
- North Arrow
- Street locations and names
- Lot lines and dimensions to all buildings
- Existing and proposed buildings including their areas
- Proposed changes to existing grade if any
- Rights-of-ways and easements
- Access and parking
- Hydro Service to property, if applicable

### Floor plans

A floor plan is a drawing of the building showing each floor including basement and crawlspaces from above. Floor plans should include:

- Title and scale
- Use of rooms and spaces (labels)
- Dimensions
- The extent of new proposed construction, including construction in existing structures
- Sizes of all door and window openings
- Cross-section locations and directions
- Material specifications and notes
- Locations of all smoke and carbon monoxide detectors
- All required fire separations
- All floor joist, roof rafter, lintels and beams sizes, dimensions and direction of span

### Elevations

Elevations show the exterior of the building from all sides. Each elevation is to be labeled by the direction it is facing, and shall include:

- Title and scale
- Extent of new and proposed construction
- Exterior wall finishes, cladding and flashing
- Dimensioned finished floor levels
- Grade level
- Overall height of structure and roof slopes

## **Cross-section**

A cross-section represents a view of a building along an imaginary line cut through the building in correspondence with the section line drawn on the floor plan. A cross-section illustrates all elements within the walls being cut through and should include:

- Title and scale
- Details of footings, foundation walls, exterior wall construction including air barrier, floor and roof framing details
- Size and type of materials and finishes
- Dimensioned finished floor levels
- Grade level
- Attic and crawlspace ventilation

## **Additional drawings and notes**

Additional information may be required upon submission for a building permit. For new structures or additions, HVAC drawings and calculations will be necessary for buildings required to be heated. Buildings with engineered floor joist or roof trusses will need to submit engineered designs with an engineer seal on them. MDS 1 and/or 2 may be required, dimensions to be confirmed by OLS, if required by Chief Building Official. For drawing formats the Township accepts architectural and structural drawings to be drawn in either imperial or metric measurement. All drawings must conform to the Ontario Building Code, the Township of Blandford-Blenheim by-laws and any other applicable law.

## **Inspection Requests**

The building permit applicant or property owner must call the Township of Blandford-Blenheim for inspections at the different stages of construction. Required inspections will be marked on your permit form and they typically include:

- Footings
- Foundation
- Framing
- Insulation and vapour barrier
- Air barrier
- HVAC
- Plumbing
- Final/occupancy

To book a building inspection you must notify the Township a minimum of 24 hours in advance.

**Township of Blandford-Blenheim contact: 519-463-5347**

# 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:<br>3245-          |                            |
| Application submitted to: <u>The Township of Blandford-Blenheim</u><br>(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                       | E-mail                     |
| Telephone number<br>(    )   | Fax<br>(    ) | Cell number<br>(    )          |                            |
| 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<br>(    )   | Fax<br>(    ) | Cell number<br>(    )          |                            |

| <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<br>( )   | Fax<br>( )  | Cell number<br>( )           |  |                             |
| <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).<br>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:<br>(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.

# COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

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**PART A - TO BE COMPLETED BY OWNER**

Permit Application No.

Project Description:

Address of Project:

Municipality:

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**WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction or demolition by an architect, professional engineer or both that are licensed to practice in Ontario, and**  
**WHEREAS Ontario Law prohibits the construction or demolition of a building if a permit has not been issued to authorize it, and**  
**WHEREAS Architects and engineers are prohibited by law from undertaking reviews if a permit has not been issued,**  
NOW THEREFORE the Owner, who intends to construct or demolish or have the building constructed or demolished, hereby confirms that:

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction or demolition of the building to determine whether the work is in general conformity with the plans and other documents that form the basis for the issuance of a permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official;
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction or demolition, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption; and
4. Construction or demolition will only be undertaken if an architect and/or professional engineers are retained to undertake general review, and a permit authorizing the proposed construction or demolition has been issued.

**The undersigned hereby certifies that he/she has read and agrees to the above**

Owner's Name:

Date:

Owner's Address:

Telephone:

Signature of Owner:  
(or authorized agent)

Print Name:

Fax:

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

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**PART B - TO BE COMPLETED BY CONSULTANTS**

The undersigned architect and/or professional engineer(s) hereby certify that they are qualified in and have been retained to provide general reviews of the parts of construction or demolition of the building indicated, to determine whether the work is in general conformity with the plans and other documents that form the basis for the issuance of a permit, in accordance with the performance standards of the OAA and/or PEO.

**ARCHITECTURAL**    **STRUCTURAL**    **MECHANICAL**    **ELECTRICAL**    **SITE SERVICES**    **OTHER: \_\_\_\_\_**  
Consultant Name:                                  Signature:                                  Print Name:                                  Date:

Telephone:

Address:

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**ARCHITECTURAL**    **STRUCTURAL**    **MECHANICAL**    **ELECTRICAL**    **SITE SERVICES**    **OTHER: \_\_\_\_\_**  
Consultant Name:                                  Signature:                                  Print Name:                                  Date:

Telephone:

Address:

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**ARCHITECTURAL**    **STRUCTURAL**    **MECHANICAL**    **ELECTRICAL**    **SITE SERVICES**    **OTHER: \_\_\_\_\_**  
Consultant Name:                                  Signature:                                  Print Name:                                  Date:

Telephone:

Address:

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**ARCHITECTURAL**    **STRUCTURAL**    **MECHANICAL**    **ELECTRICAL**    **SITE SERVICES**    **OTHER: \_\_\_\_\_**  
Consultant Name:                                  Signature:                                  Print Name:                                  Date:

Telephone:

Address:

## 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<br>(    )   | Fax number<br>(    )                                   | Cell number<br>(    )                             |        |
| <b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>   |  |   |        |
| <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   |  |   |        |
| <b>D. Declaration of Designer</b>  |  |   |        |
| 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) (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 practice, a limited license to practice, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.



## Acknowledgement by Applicant of Incomplete Application

Pursuant to Division C, Part 1.3.1.3 (5) of the Building Code

| <b>For use by Principal Authority</b> |                |            |
|---------------------------------------|----------------|------------|
| Application number:                   | Date received: |            |
| Building number, street name:         | Unit number:   | Lot / Con: |

A prescreening of the application described above reveals it is incomplete in that all applicable laws have not been met, and/or insufficient documents and drawings have been provided, at the time of application. The incomplete items include but are not necessarily limited to the items described below.

| <b>INCOMPLETE ITEMS AT THE TIME OF APPLICATION</b>  |
|---|
| <input type="checkbox"/> Applicable law approvals have not all been obtained, as described below<br><input type="checkbox"/> All of the required documents which must be filed with this application have not been provided, including the items described below or in the attached document submission checklist |
|   |
|   |
|   |
|   |
|   |
|   |
|   |

According to the building code and the Township's building by-law (1729-2012), since this application is incomplete it may be either:

- a) refused since it is not complete, or
- b) accepted and processing commenced, provided the applicant acknowledges in writing that the application is incomplete and waives the time period prescribed in the building code within which the permit must be issued or refused.

| <b>APPLICANT'S WAIVER</b>   |                         |
|---|-------------------------|
| The undersigned acknowledges that: <ul style="list-style-type: none"> <li>a) the application described above does not meet the requirements of Division C, Part 1.3.1.3(5) of the</li> <li>b) Building Code and hereby waives any rights to the permit being issued or refused within the time periods prescribed in the building code; and</li> <li>c) the items described above must be completed before this application can be fully processed or a permit issued.</li> </ul> I have authority to act on behalf of the corporation or partnership with respect to this application(if applicable) |                         |
| Date:   | Signature of Applicant: |





**Township of Blandford-Blenheim**  
**AUTHORIZATION FORM**  
Building Department

Please complete if the person applying for the building permit is **not the property owner**, or if there are **multiple owners of a property and one owner is applying for a permit**.

**If your contractor or agent is filling out your permit application, this form must be completed.**

Municipal Address: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Permit Application No.: \_\_\_\_\_

This document shall serve to notify the Township of Blandford-Blenheim that I am/we are the legal owner(s) of the property described above and do authorize the person indicated below ("Authorized Agent") to act on my/our behalf on all matters pertaining to the Building Permit Application and authorize the Authorized Agent to sign all related documents on my/our behalf.

Name of Property Owner(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Signature of Property Owner(s): \_\_\_\_\_  
Signature of Property Owner(s): \_\_\_\_\_

Name of Authorized Agent: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Signature of Authorized Agent: \_\_\_\_\_

All registered owners of the property shall sign this Authorization Form. Use additional sheets if necessary. A new Authorization Form must be submitted to the Township if ownership of the property changes prior to issuance of the building permit or before final approval is granted.

Personal information contained in this form 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 Act, and the OBC. Questions about the collection of personal information may be addressed to the Chief Building Official of the Township of Blandford-Blenheim.