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 15m^2 (161.4ft^2)
- Building any addition to a structure
- Uncovered decks higher than 24" from grade
- Covered decks (any height)
- Carports or garages
- Structural alterations
- Bunker silo
- Manure storage facility
- Storage bins and supporting structure
- Demountable structures over 3m above grade
- 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
- Demountable stages greater than 60m2 (646ft2) and over 3m above grade

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

- Detached structures 15m^2 (161.4ft^2) or less in area
- Uncovered decks 24" or less from grade
- Replacement of windows, doors, roofing or siding
- Repairs to chimneys, porches, decks or roofs
- Demountable structures less than 3m above grade
- Waterproofing repairs to basements
- Replacement of plumbing fixtures
- Replacement of furnace
- Painting and decorating
- Landscaping
- Demountable stages less than 60m2 (646ft2) and less than 3m above grade

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: 3245-

Application submitted to: The Township of Blandford-Blenheim
(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

❑ 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 ( )	

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 *Ontario New Home Warranties Plan Act*? If no, go to section G.	❑ Yes	❑ No
ii. Is registration required under the *Ontario New Home Warranties Plan Act*?	❑ Yes	❑ 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).	❑ Yes	❑ 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 *Building Code Act, I992*, 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 *Building Code Act, 1992.*	❑ 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 *Building Code Act, 1992* 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

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.

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**	
the Township of Blandford-Blenheim			

B. Compliance Option

☐ *SB-12 Prescriptive* [SB-12 - 2.1.1.]	Table: Package: A B C D E F G H I J K L M (circle one)
☐ *SB-12 Performance** [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
☐ *Energy Star*®* [SB-12 - 2.1.3.]	* Attach Builder Option Package form
☐ *EnerGuide 80*® *	* 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**		
□ Zone 1 (< 5000 degree days)	□ ≥ 90% AFUE	□ Gas	□ Propane	□ Solid Fuel
□ Zone 2 (≥ 5000 degree days)	□ ≥ 78% < 90% AFUE	□ Oil	□ Electric	□ Earth Energy

Windows+Skylights &Glass Doors			**Other Building Conditions**		
Gross Wall Area =	m^2	% Windows+ _____	□ ICF Basement	□ Walkout Basement	□ Log/Post&Beam
Gross Window+ Area =	m^2		□ ICF Above Grade	□ 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 & Doors**[1]	
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 (SRE% at 0°C)	
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: Submit the BOP form with Energy Advisor's certification on completion.

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

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.

BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN 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. The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the *SB-12 Performance* option is 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. A blower door test must also be conducted if the *EnerGuide 80* option is used.

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.

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]

☐ House	☐ HVAC – House	☐ Building Structural
☐ Small Buildings	☐ Building Services	☐ Plumbing – House
☐ Large Buildings	☐ Detection, Lighting and Power	☐ Plumbing – All Buildings
☐ Complex Buildings	☐ Fire Protection	☐ On-site Sewage Systems

Description of designer's work

D. Declaration of Designer

I _____ declare that (choose one as appropriate):

(print name)

☐ 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: _____

☐ 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: _____

☐ 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.

RESIDENTIAL MECHANICAL VENTILATION DESIGN SUMMARY
for design and performance of residential ventilation systems to OBC 2012 Div. B 9.32

LOCATI

1. Location

Township: _____

Civic Address: _____

BUIL

2. Builder Name: _____

Address: _____ City: _____

Postal Code: _____ Ph: _____ Fax: _____

DESI GNE

3. Designer Name: _____

Address: _____

Postal Code: _____ City: _____

Ph: _____ Fax: _____

Firm BCIN: _____

Designer BCIN: _____

HRAI#: _____

HEA TING

4. Heating Systems

☐ Forced Air ☐ Non Forced Air ☐ Oil

☐ Electric ☐ Gas ☐ Other

HEATING SYSTEM

5. Combustion Appliances 9.32.3.1.(1)

a) Direct Vent
b) Induced Draft
c) Natural Draft
d) Solid Fuel Appliances
e) No combustion appliances

HO USE

6. Type of House 9.32.3.1.(2)

☐ Type 1 a) or b) type appliances only
☐ Type 2 a) or b) type appliances with a d) type appliance
☐ Type 3 any type c) appliance = part 6 design
☐ Type 4 electric space heat

SYSTEM DESIG

7. System Design Option

Exhaust only forced air system/coupled
HRV with extended exhaust or simplified coupled
HRV full ducting/not coupled to forced air
Part 6 design

TOTAL VENTILATI ON

8.TVC Capacity OBC 9.32.3.3

Bsmt & Master bedroom	____ @	21.2 CFM (10 L/S)	____
Other Bedrooms	____ @	10.6 CFM (5 L/S)	____
Bathrooms & Kitchen	____ @	10.6 CFM (5 L/S)	____
Other Habitable Rooms	____ @	10.6 CFM (5 L/S)	____
		Total Ventilation Capacity (TVC)	____

TVC SYSTEM

8. TVC System

☐ HRV ☐ Central Exhaust ☐ Multiple Fans

PRINCIPAL EXH. FAN CAPACITY

9. Principal Exhaust Fan Capacity (PEF)

Master Bedroom ____ @ 31.8CFM(15L/S) ____

Other Bedrooms ____ @ 15.9CFM(7.5L/S) ____

Total ____

PRINCIPAL EXHAUST FAN

10. Principal Exhaust Fan

Fan 1

Location _____

Manufacturer _____ Model _____ ☐ HVI rated

Design Airflow High _____ Low _____ Sones _____

If Using HRV/ERV:

_____ % Sensible Efficiency @ 0°C _____ watts

_____ % Sensible Efficiency @ -25°C _____ watts

SUPPLIMENTAL EXHAUST CAPACITY

11. Supplemental Exhaust Fan Capacity (SEF)

Total Ventilation Capacity _____

Less Principle Ventilation Capacity _____

Required Supplemental Ventilation Capacity _____

ADDITIONA L EXHAUST

12. Additional Equipment

Fan 2

Location _____ _____ Sones

Manufacturer/Model _____ ☐ TVC

Design airflow _____ CFM

Fan 3

Location _____ _____ Sones

Manufacturer/Model _____ ☐ TVC

Design airflow _____

Fan 4

Location _____ _____ Sones

Manufacturer/Model _____ ☐ TVC

Design airflow _____

DESIGNER CONSENT

13 Designer Consent

I, _____

have reviewed and take responsibility for the design work described In this document and I am qualified in the appropriate categories.

Date: / /

Signature:

Conversion Note: 1 L/S = 2.118 CFM

Acknowledgement by Applicant of Incomplete Application

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

For use by Principal Authority		
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.

INCOMPLETE ITEMS AT THE TIME OF APPLICATION
□ Applicable law approvals have not all been obtained, as described below □ 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.

APPLICANT'S WAIVER	
The undersigned acknowledges that: a) the application described above does not meet the requirements of Division C, Part 1.3.1.3(5) of the 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 c) the items described above must be completed before this application can be fully processed or a permit issued. 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.