



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 15m² (161.4ft²)
- 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 15m² (161.4ft²) 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



DOCUMENTS, FORMS, DRAWINGS AND SPECIFICATIONS REQUIRED

Industrial/Commercial Building Permits

1) Commercial and Industrial Interior Renovations (Part 9 Buildings)

- a) The following architectural plans prepared and stamped by a Provincially qualified designer OR the building owner:
 - i) Floor layout and framing plans including engineered floor plan layout/details, engineered beams, if applicable
 - ii) Building sections
 - iii) Where applicable:
 - (1) HVAC, electrical and plumbing systems drawings
 - (2) Automatic sprinkler and standpipe drawings
 - (3) An approved septic system permit or Performance Review and Change of Use Application, by Oxford County Public Health & Emergency Services and/or Ministry of the Environment (MOE) approval, if applicable
 - (4) Energy Design Summary Matrix (ASHRAE 90.1)
 - (5) Fire alarm system
 - (6) Approved fire stopping drawings and manufacture technical information

2) Commercial and Industrial Additions (Part 9 Buildings)

- a) Approved site development plan and agreement
- b) The following architectural plans prepared and stamped by a Provincially qualified designer OR the building owner:
 - i) Foundation plan
 - ii) Floor plans
 - iii) Floor and roof structural plans including engineered floor plan layout/details and roof truss layout and truss drawings, engineered beams, if applicable
 - iv) Building elevations
 - v) Building sections
- c) Where applicable:
 - i) HVAC, electrical and plumbing system drawings
 - ii) Energy efficiency design summary Matrix (ASHRAE 90.1)
 - iii) Automatic sprinkler and standpipe drawings
 - iv) Fire alarm system
 - v) Structural drawings stamped by a Professional Engineer licensed to practice engineering in Ontario,
 - vi) An approved septic system permit or Performance Review and Change of Use Application, by Oxford County Public Health and Emergency Services and/or the Ministry of the Environment (MOE) approval, if applicable
 - vii) Approved fire stopping drawings and manufacture technical data

3) New Commercial and Industrial Buildings (Part 9 Buildings)

- a) Approved site development plan and agreement
- b) The following architectural plans prepared and stamped by a Provincially Qualified Designer or the building owner:
 - i) Foundation plan
 - ii) Floor plans
 - iii) Floor and roof structural plans including engineered floor plan layout/details and roof truss layout and truss drawings, engineered beams, if applicable
 - iv) Building elevations



DOCUMENTS, FORMS, DRAWINGS AND SPECIFICATIONS REQUIRED

- v) Building sections
- c) Where applicable:
 - i) HVAC, electrical and plumbing system drawings
 - ii) Energy efficiency design summary
 - iii) Automatic sprinkler and standpipe drawings
 - iv) Fire alarm system
 - v) An approved septic system permit by Oxford County Public Health and Emergency Services and/or the Ministry of the Environment approval, if applicable
 - vi) Approved fire stopping drawings and manufacture technical data

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: <u>The Township of Blandford-Blenheim</u> (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.

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

PART A - TO BE COMPLETED BY OWNER

Project Description:

Permit Application No.

Address of Project:

Municipality:

**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:

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:

 ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER: _____

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Address:

 ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER: _____

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Address:

 ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER: _____

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Address:

**ENERGY EFFICIENCY COMPLIANCE CHECKLIST PART 9 NON RESIDENTIAL BUILDINGS
BASED ON ONTARIO BUILDING CODE SUPPLEMENTARY STANDARD SB-10 DIVISION 4**

Project:	Location of Project:
Building Permit Application No.:	Date:

Designer Information	Designer Information	Designer Information
_____	_____	_____
Name	Name	Name
_____	_____	_____
Discipline /Designer BCIN*	Discipline /Designer BCIN*	Discipline /Designer BCIN*
_____	_____	_____
Address	Address	Address
_____	_____	_____
City Province	City Province	City Province
_____	_____	_____
Signature Date(YY/MM/DD)	Signature Date(YY/MM/DD)	Signature Date(YY/MM/DD)

*IF REQUIRED

Energy Efficiency Design 1.1.1.1	
<i>The building:</i>	
Is within the scope of Part 9.	<input type="checkbox"/> YES
Only contains a non-residential occupancy.	<input type="checkbox"/> YES
Uses a heating system other than electric space heating.	<input type="checkbox"/> YES
Is intended for occupancy on a continuing basis during the winter months.	<input type="checkbox"/> YES
Total gross fenestration area: _____ m ² Total gross area of wall: _____ m ² Fenestration to wall ratio: _____	<input type="checkbox"/> YES
Fenestration to wall ratio is less than or equal to 40%	
If no to any of the above, this form cannot be used. Refer to Article 1.1.2.1 of Chapter 1, Division 3 of SB-10.	

THIS CHECKLIST IS BASED ON DIVISION 4 OF THE ONTARIO BUILDING CODE SUPPLEMENTARY STANDARD SB-10.

THIS CHECKLIST IS NOT A SUBSTITUTE FOR COMPLYING WITH THE REQUIREMENTS OF THE ONTARIO BUILDING CODE. WHILE CARE HAS BEEN TAKEN TO ENSURE ACCURACY, THIS CHECKLIST IS PROVIDED FOR CONVENIENCE ONLY. DESIGNERS AND BUILDING OFFICIALS MUST REFER TO THE ACTUAL WORDING AND REQUIREMENTS OF THE ONTARIO BUILDING CODE (O.REG. 350/06 AND AMENDMENTS UP TO AMENDING O.REG. 315/11).

THIS CHECKLIST IS MADE AVAILABLE FOR CODE USERS BY THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING. USERS SHOULD ALWAYS CONSULT WITH THE AUTHORITY HAVING JURISDICTION, IF THE CHECKLIST IS GOING TO BE SUBMITTED TO THAT AUTHORITY. THE MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING DOES NOT ASSUME RESPONSIBILITY FOR ERRORS OR OVERSIGHTS RESULTING FROM THE INFORMATION CONTAINED HEREIN.

PLEASE FILL IN THE ACTUAL VALUES INSTALLED AND CHECK BOXES AS THEY APPLY.

THERMAL PERFORMANCE OF THE BUILDING ENVELOPE SB-10 DIVISION 4, Article 1.1.1.2						
Building Zone: Zone 1 - Less than 5000 Degree Days <input type="checkbox"/> Zone 2 - 5000 or more Degree Days <input type="checkbox"/>						
Table 1.1.1.2 Building Envelope Requirements Based on Degree Day Zones (SI)						
Building Assembly – Opaque Elements	Criteria				Design	
	Zone 1 Less than 5000 Degree Days		Zone 2 5000 or more Degree Days		Insert design thermal resistance	
	Assembly Max U-Value ⁽¹⁾	Insulation Min. RSI-Value	Assembly Max U-Value ⁽¹⁾	Insulation Min. RSI-Value	Value	RSI or U/C Value?
Roofs Without Attic Space – Insulation Above Deck	U-0.181	5.28ci	U-0.158	6.16ci		<input type="checkbox"/> RSI <input type="checkbox"/> U
Roofs With Attic Space and Other	U-0.119	8.8	U-0.096	10.56		<input type="checkbox"/> RSI <input type="checkbox"/> U
Walls Above Grade	U-0.312	2.28+1.76ci	U-0.312	2.28+1.76ci		<input type="checkbox"/> RSI <input type="checkbox"/> U
Walls Below Grade	C-0.522 ⁽²⁾	1.76ci	C-0.522 ⁽²⁾	1.76ci		<input type="checkbox"/> RSI <input type="checkbox"/> C
Exposed Floors – Lightweight Framing ⁽³⁾	U-0.181	6.69 ⁽³⁾	U-0.181	6.69 ⁽³⁾		<input type="checkbox"/> RSI <input type="checkbox"/> U
Exposed Floors – Mass	U-0.323	2.57ci	U-0.244	3.52ci		<input type="checkbox"/> RSI <input type="checkbox"/> U
Slab on Grade Floors (perimeter + below slab) – Unheated		2.64 for 600mm		2.64 for 600mm+0.88ci		<input type="checkbox"/> RSI <input type="checkbox"/> U
Slab on Grade Floors (perimeter + below slab) – Heated		2.64 for 900mm+0.88ci		3.52 for 900mm+0.88ci		<input type="checkbox"/> RSI <input type="checkbox"/> U
Fenestration	Assembly Max U-Value ⁽¹⁾	Assembly Max SHGC	Assembly Max U-Value ⁽¹⁾	Assembly Max SHGC	Design U Value	Design SHGC
Vertical Fenestration – Windows	U-1.987	0.40	U-1.703	0.45		
Skylight with curb	U-3.917	0.49	U-3.917	0.50		
Skylight without curb	U-2.555	0.46	U-2.555	0.46		
<i>Note that all opaque surfaces must comply with either the minimum RSI value of added insulation in cavities and continuous insulation (ci) requirements or the maximum overall thermal transmittance (U-value) of the entire assembly, where the U-value is provided.</i>						<input type="checkbox"/> YES <input type="checkbox"/> N/A
<i>If U-values are being used for compliance, calculations for determining these values have been attached.</i>						
Except swinging glass door, RSI value of doors ≥ RSI 0.7.						<input type="checkbox"/> YES

NOTES

(1) OVERALL THERMAL TRANSMITTANCE VALUE OF THE ENTIRE ASSEMBLY INCLUDES AIR FILMS AND THERMAL BRIDGING.

(2) C-VALUE IS OVERALL THERMAL CONDUCTANCE OF THE ASSEMBLY BUT IT DOES NOT INCLUDE SOIL OR AIR FILMS.

(3) WHERE THE FLOOR FRAMING DEPTH IS 254MM OR LESS, THE INSULATION IS PERMITTED TO MEET A MIN. RSI-VALUE OF 5.28.

AIR INFILTRATION, Article 1.1.1.3	
Building component or assembly contains an air barrier system conforming to Part 5 or Section 9.25 of the Building Code.	<input type="checkbox"/> YES

HEATING, VENTILATING AND AIR CONDITIONING, Article 1.1.1.4		
Each HVAC system serves as a single HVAC zone.	<input type="checkbox"/> YES	
Energy efficiency of the HVAC equipment complies with Supplementary Standard SB-10 Clause 1.1.2.1.(1)(c) of Chapter 1 of Division 3.	<input type="checkbox"/> YES	
Cooling capacity of a single A/C unit \geq 40 kW.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If the cooling capacity of single A/C unit <40 kW the following is N/A. If the cooling capacity of single A/C unit \geq 40 kW, the unit: <ul style="list-style-type: none"> <input type="checkbox"/> Has an economizer. <input type="checkbox"/> Is controlled by high limit shut off. <input type="checkbox"/> Is equipped with barometric or powered relief. <input type="checkbox"/> Has outdoor air dampers provided with blade and jamb seals. 		<input type="checkbox"/> YES
HRV provided where outdoor air is more than 1400 L/s and 70% of supply air system.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Where a HRV is used, the system has provisions to bypass or control the HRV to permit proper operation of the air economizer.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
HVAC system controlled by:	<input type="checkbox"/> manual changeover thermostat	<input type="checkbox"/> dual set point thermostat
HVAC system with greater capacity than 4.4 kW and a supply fan motor more than 0.5 kW provided with time check and programmable thermostat.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
HVAC system greater than 5000 L/s provided with optimum start controls.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
DUCTS, PLENUMS AND PIPING, Article 1.1.1.5		
Duct or plenum not protected by an insulated exterior wall or exposed to an unheated space is sealed to Class A seal level and insulated to RSI 1.4.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Supply, exhaust duct or plenum in conditioned space sealed to SMACNA Class C seal level.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Table 1.1.1.5. Minimum Thickness of Pipe Insulation		
Use of Pipe	Nominal Pipe Size not more than 40 mm	Nominal Pipe size more than 40mm
Steam	40	65
Hot water heating	40	50
Domestic hot water	25	50
Cooling	12	25
Pipes used for steam, hot water heating or cooling comply with Table 1.1.1.5.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Insulation exposed to weather is protected by a covering.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Non continuous exhaust systems with capacity of more than 140 L/s equipped with gravity or motorized damper.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Air duct distribution system is balanced. Fans exceeding 0.75kW are balanced for design airflow.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Hydronic system is balanced.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
SERVICE WATER HEATING, Article 1.1.1.6		
Energy efficiency of water heating equipment complies with Supplementary Standard SB-10 Clause 1.1.2.1.(1)(c) of Chapter 1 of Division 3.		<input type="checkbox"/> YES
Domestic hot water piping is insulated in accordance with Table 1.1.1.5. if it is:		
Recirculating piping.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
First 2.5 m of a non-recirculating system (constant temperature storage system).	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Piping between inlet pipe and heat trap.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Heat traced.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Hot water storage tank is provided with temperature control.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Where a recirculating hot water system or heat trace is used, control to switch off system is provided.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
Hot water discharge temperature limited to maximum 43°C for lavatory faucets in public washrooms.		<input type="checkbox"/> YES
Vertical pipe risers that serve a storage water heater or hot water tank are equipped with heat traps.		<input type="checkbox"/> YES

Where a system has been designed that provides both space heating and domestic water heating, the system efficiencies meet those required by SB-10 Clause 1.1.2.1.(1)(c) of Chapter 1 of Division 3.	<input type="checkbox"/> YES	<input type="checkbox"/> N/A
LIGHTING, Article 1.1.1.7		
Except as permitted by SB-10 1.1.1.7.(4), luminaries designed for use with one or three linear fluorescent lamps greater than 30W each use two-lamp tandem-wired ballasts in place of single-lamp ballasts when two or more luminaries are in the same space on the same control device.	<input type="checkbox"/> YES <input type="checkbox"/> N/A	
INTERIOR LIGHTING, Article 1.1.1.8		
Allowable Interior Lighting Power Density (From Table 1.1.1.8. SB-10):	W/m ²	
Gross lighted area of building:	m ²	
Interior Lighting Power Allowance (Allowable lighting power density x gross lighted area of building) (ILPA):	W	
Interior Connected Lighting Power (CLPi):	W	
CLPi < ILPA	<input type="checkbox"/> YES	
Calculations attached.	<input type="checkbox"/> YES	
INTERIOR LIGHTING CONTROLS, Article 1.1.1.9		
If building exceeds 500 m ² the interior lighting is controlled by automatic control device to shut off building lighting in all spaces (except for emergency lighting, 24 hour lighting, or safety/security lighting).	<input type="checkbox"/> YES <input type="checkbox"/> N/A	
The control device operates on a programmable schedule for each floor or occupant sensor or signal from another control/alarm system.	<input type="checkbox"/> YES	
Each room has at least one accessible control independent of general light control.	<input type="checkbox"/> YES	
Individual control device is capable of being activated manually or automatically, controls a floor area of 240 m ² maximum, and is capable of overriding for not more than 4 hours.	<input type="checkbox"/> YES	
Conference rooms, meeting rooms, lunch rooms are equipped with automatic control devices that turn off lights within 30 minutes of occupants leaving.	<input type="checkbox"/> YES	
Separate controls provided for task lighting.	<input type="checkbox"/> YES	
EXTERIOR LIGHTING, Article 1.1.1.10		
Exterior Lighting Power Allowance (ELPA):	kW	
Exterior Connected Lighting Power (CLPe):	kW	
CLPe < ELPA	<input type="checkbox"/> YES	
Calculations attached.	<input type="checkbox"/> YES	
Exterior building grounds luminaires exceeding 100W contain lamps with a minimum efficacy of 60lm/W unless controlled by a motion sensor.	<input type="checkbox"/> YES	
EXTERIOR LIGHTING CONTROLS, Article 1.1.1.11		
Except as permitted, lighting for exterior has automatic controls.	<input type="checkbox"/> YES	
Time switch or photosensor control is provided for dusk to dawn lighting.	<input type="checkbox"/> YES <input type="checkbox"/> N/A	
Time switch is provided for lighting not designated for dusk to dawn operation.	<input type="checkbox"/> YES <input type="checkbox"/> N/A	
ELECTRIC MOTORS, Article 1.1.1.12		
Electric motor efficiency levels comply with the requirements of Chapter 2, Division 3 of SB-10.	<input type="checkbox"/> YES	



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
<input type="checkbox"/> Applicable law approvals have not all been obtained, as described below <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.

APPLICANT'S WAIVER	
The undersigned acknowledges that: <ul style="list-style-type: none"> 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.