



## Instructions to Applicants BUILDING PERMIT FOR NEW CONSTRUCTION

A building permit is required for any construction over 10 m<sup>2</sup> (108 ft<sup>2</sup>). It also includes additions, alterations, renovations, demolitions, plumbing, swimming pools, decks, chimneys and sheds.

The following documents must be submitted before a building permit can be issued:

- a completed building permit application form dated and signed
- copy of the most recent survey of the subject property
- copy of registered deed for property
- Ontario New Home Warranty, if applicable
- Construction Safety – Notice of Project, if applicable
- copy of the plot plan or site plan including scaled accurate measurements of:
  - o dimensions and areas of the site and all buildings and structures to be erected
  - o front, rear and side yard setbacks for all buildings and structures existing or to be erected
  - o layout of existing or proposed utilities such as water, sewer, electrical and gas lines
  - o layout of private well or private sewage system, if applicable
- application for water and sewer services permit, if applicable
- application for driveway entrance, if applicable
- Building Data Sheet
- Plumbing Data Sheet, if applicable
- Sign Data Sheet, if applicable
- copy of plumbing layout, if available or when received
- copy of heating layout, if available or when received
- certificate of septic approval, if applicable
- two full sets** of construction plans stamped by a designer with design number on the application signed/dated
  - o Foundation Fully dimensioned showing footings size, size pads for columns, floor drain and sump pit, location size of beam, size of column, type of foundation, size of floor joint, location of stairs.
  - o Floor Plan One floor plan per storey showing size of rooms, windows, locations of doors, stairs, attic access and size, size of floor joist if there is a 2<sup>nd</sup> floor. Location of smoke detectors and CO detectors
  - o Cross Section Size of footings, size of foundation wall and type, floor, wall and roof assembly with all materials specified
  - o Elevation Showing all four sides with windows, doors, decks, grade levels exterior finish and finished ceiling heights

### Questions??

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Terry Willing, Chief Building Official  
30 King Street East, Gananoque K7G 2T6  
**Telephone:** 613 382-2149 ext.1130  
**E-mail:** building@gananoque.ca

The Town of Gananoque is not responsible for the placement of any building on the lot. Buildings must meet the zoning provisions for setback requirements.

Documents to be forwarded to the Town of Gananoque Municipal Office, 30 King Street East, Gananoque or contact the Building Official at 613 382-2149 ext.1712

Construction cannot take place until such time as a building permit has been issued by the Chief Building Official.

Complete building permit applications are examined and generally approved within one week of receipt.

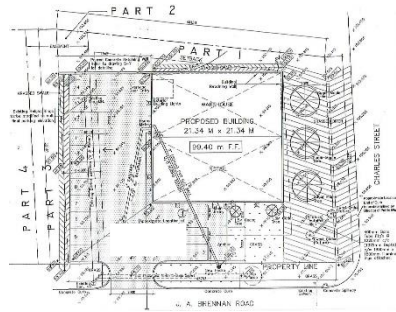
Full payment for all applicable fees is due at issuance of building permit

Responsibilities of Owner/Applicant When Building Permit has been Obtained

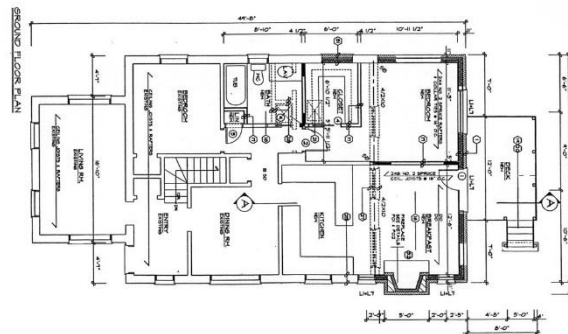
- Post Building Permit on site
- Maintain a copy of construction plans on site
- Notify the building department a minimum of 48 hours in advance for inspections.
- New Construction
  - o Site prior to excavation
  - o Footings prior to pouring
  - o Foundation if ICF when rebar is in place before pouring
  - o Foundation before backfill with coating in place, big "o" covered with gravel
  - o Framing prior to roof installation
  - o Basement with any plumbing in place
  - o Insulation with ploy over
  - o Plumbing with air test on
  - o Construction complete and prior to Occupancy. Occupancy Permit – will be issued when the following documentation is received.
    - Electrical final
    - Clearance from Heating Contractor
    - Entrance final
    - Safety issues addressed
    - Clearance on water and sewer
  - o Final Inspection
- Plumbing - Air test on
- Signage - Installation complete
- Swimming Pools/Hot Tubs - Prior to filling
- Woodstoves - Prior to lighting

Chief Building Official	Town of Gananoque 30 King Street East, Gananoque	T: 613 382-2149 ext.1130 E: building@gananoque.ca
Civic Address Development Permit	Brenda Guy, Manager of Community Development Town of Gananoque 30 King Street East, Gananoque	T: 613 382-2149 ext.1126 F: 613 382-8587 E: bguy@gananoque.ca
Entrance Permits	Public Works Department Town of Gananoque 665 Charles Street North, Gananoque	T: 613-382-2149 ext.1614
Gas	Union Gas	T: 1-800-400-2255
Hydro	Eastern Ontario Power	T: 613-382-2118
Insurance	Contact Your Insurance Company	
Phone	Bell Canada	T: 613-310-2355
Private Sewage System	Lanark, Leeds and Grenville Health Unit Part VIII Program 458 Laurier Boulevard, Brockville	T: 613-345-5685
Public Water and Sewer	Utilities Supervisor 665 Charles Street North Town of Gananoque	T: 613-382-2149 ext.1611

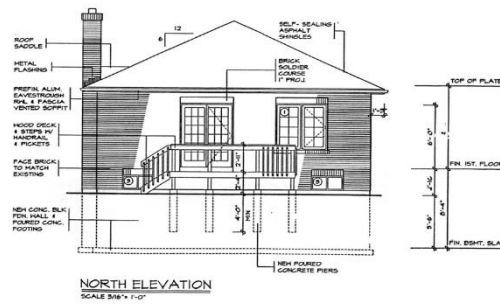
**Example of Site Plan Drawings**  
**Site Plan**



**Floor Plan**



**Elevations**



# Application for a Permit to Construct or Demolish

This form is authorized under the Building Code Sentence 2.4.1.1A.(2).

## For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: TOWN OF GANANOQUE  
 (Name of municipality, upper-tier municipality, board of health or conservation authority)

### A. Project information

Building number, street name	Unit number	Lot/con.
Municipality <b>TOWN OF GANANOQUE</b>	Postal code	Plan number/other description
Project value est. \$	Area of work (m <sup>2</sup> )	

### B. 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 (      )

### C. 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 (      )

### D. 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 (      )

### E. 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	

**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. Attachments**

- i. Attach documents establishing compliance with applicable law as set out in Article 1.1.3.3.
- ii. Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.
- iii. Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.
- iv. Attach types and quantities of plans and specifications for the proposed construction or demolition that are prescribed by the by-law, resolution, or regulation of the municipality, upper-tier municipality, board of health or conservation authority to which this application is made.

**H. Declaration of applicant**

I \_\_\_\_\_ certify 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. I have authority to bind the corporation or partnership (if applicable).

\_\_\_\_\_

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.

<b>Office Use Only</b>			
<input type="checkbox"/>	Application Complete		
<input type="checkbox"/>	Survey of the subject property		
<input type="checkbox"/>	Deed for property		
<input type="checkbox"/>	Two Sets of construction drawings stamped by a designer with his design number on the application signed and dated		
<input type="checkbox"/>	Ontario New Home Warranty, if applicable		
<input type="checkbox"/>	Construction Safety – Notice of Project, if applicable		
<input type="checkbox"/>	Plot plan or site plan		
<input type="checkbox"/>	Building Data Sheet		
<input type="checkbox"/>	Plumbing Data Sheet		
<input type="checkbox"/>	Sign Data Sheet		
<input type="checkbox"/>	Heating layout		
<input type="checkbox"/>	Water and Sewer Permit	Application No: _____	Complete _____
<input type="checkbox"/>	Entrance Permit	Application No: _____	Complete _____
<input type="checkbox"/>	Certificate of Private Septic Approval	Application No: _____	Complete _____
<input type="checkbox"/>	Planning Applications		
	o Minor Variance Application	Application No: _____	Complete _____
	o Rezoning Application	Application No: _____	Complete _____
	o Site Plan Agreement	Application No: _____	Complete _____
_____ Chief Building Official		_____ Date	

**PLUMBING DATA SHEET:**

The undersigned, by virtue of the completion of this application, agrees to comply with all by-laws and civic regulations, it being expressly understood that the issuing of a permit does not relieve the applicant from complying with all said by-laws and civic regulations, though not called for in the specifications or show on plans submitted. The applicant further agrees that if a permit is revoked for any cause or irregularity or non-conformance of the said by-laws or regulations that in consideration of the issuing of the permit all claims are waived arising therefrom against the Town of Gananoque.

A complete application consists of the following:

- a complete building permit application form dated and signed
- a complete plumbing data sheet
- sketch of proposed work or blue print must be attached to or drawn permit application

Applicable Building Permit Fee and other Town incurred costs over and above the fees set out (See By-law 2004-63 and By-law 2007-29) being a by-law to establish general fees and rates for various services provided by the municipality)

Name of Plumbing Contractor:	Name of Master Plumber:
Address:	Name of Plumber(s):
Telephone:	

To:			
<input type="checkbox"/> Install	<input type="checkbox"/> Repair	<input type="checkbox"/> Alter	<input type="checkbox"/> _____

The following fixtures will be installed or repaired:

	Number of Units	Cost/Unit	Total Cost
Single Dwelling	1	15.00	
Additional Dwelling(s)		15.00	
First Stack	1	5.00	
Additional Stack(s)		5.00	
Kitchen Sinks		5.00	
Bath Tubs		5.00	
Lavoratories		5.00	
Laundry Tubs		5.00	
Slop Sinks		5.00	
Showers		5.00	
Urinals		5.00	
Water Closets		5.00	
Floor Drains		5.00	
Drinking Fountains		5.00	
Interceptors		5.00	
Food Coolers		5.00	
Building Drain		5.00	
Washing Machines		5.00	
Other		5.00	
_____			
<b>TOTALS</b>			

Method of Ground and Roof Water Disposal:		
Size of Service Required:	Water: _____ Inch	Sewer: _____ Inch

Application Must be Signed by Owner and Master Plumber:	
Owner _____	Master Plumber _____