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:

Application submitted to: **THE CORPORATION OF THE TOWN OF FORT ERIE**
(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.

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) d).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 practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Planning and
Development Services

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive
Fort Erie, Ontario, L2A 2S6
Telephone: 905-871-1600
Facsimile: 905-871-6411
www.forterie.ca

APPLICATION FOR WATER METER

PROPERTY INFORMATION			
Street Name:		House No. / Lot No.:	
Concession or Plan No:			
Description of Location:	(i.e. North/South/East/West Side of Road and/or near intersection … and/or next to …)		
Owner Name:			
Owner Address:			
Owner Telephone:		Email:	
Applicant Name: (If different than Owner)			
Applicant Address:			
Applicant Telephone:		Email:	

ACKNOWLEDGEMENT AND ACCEPTANCE	
BY MY SIGNATURE BELOW, I HEREBY AGREE TO PAY ALL FEES IN ADVANCE AND WHERE THE TOWN COSTS EXCEED ANY DEPOSITS, I HEREBY AGREE TO PAY BALANCE WITHIN THIRTY (30) DAYS FROM DATE OF INVOICE. I ALSO, HEREBY AGREE TO HAVE THE WATER METER AND REMOTE READER INSTALLED BY AN APPROVED PLUMBER.	
Signature of Owner/Applicant:	
Date:	

CONDITIONS OF PERMIT APPLICATION SUBMISSION			
Please allow **five (5) business days** before picking up meter. Meters are to be picked up at the **Gibson Centre, 1818 Pettit Road, Fort Erie, ON L2A 5M4.** A flat fee will be paid upon submission for application of building permit. This fee covers the cost of water used during new construction for a maximum period of **90 day**s after the issuance of the building permit. You will need to contact the Building Department to arrange for the certification of the meter. Should certification not be done prior to this date, the monthly flat rate fee for water and sewer will be applied.			
FOR OFFICE USE ONLY			
Application Purpose:	☐ New Meter ☐ Meter Replacement	**Roll Number:**	
		Account Number:	
Account Type:	☐ Water and Sewer ☐ Water ☐ Sewer	**Meter(s) Requested:**	

FEE CALCULATION				
Pit Required:	☐ Yes ☐ No		**Amount:**	
Other:			**Amount:**	
			Sub Total:	
			HST (13%):	
			Grand Total:	

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APPLICATION FOR WATER METER

METER DETAILS (TO BE COMPLETED BY TOWN OF FORT ERIE WATER/WASTEWATER DEPARTMENT)			
BUILDING DEPARTMENT			
METER REQUESTED:		**COST:**	
UTILITIES – WATER/WASTEWATER			
Serial Number:		**Register ID:**	
		Completed By:	
METER PICK-UP			
Pick Up Date:		**Picked Up By:**	
		Registered By:	
METER CERTIFICATION			
Seal No:		**Reading:**	**Date:**
		Certified By:	
CORPORATE SERVICES – WATER BILLING			
Meter ID:		**Processed By:**	

Service Installation Permits – where applicable

Every Owner wishing to contract with a qualified contractor to install and construct a water service connection shall complete and submit an application to the Infrastructure Services Department together with a non-refundable inspection fee established by the Town by by-law from time to time.

The application form can be found at https://forterie.ca/pages/EngineeringDivision under ‘Permits’. If you submit your application on an older form, we will return it to you and ask you to resubmit using the newest version of the form.

Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

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	

B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package): Package: _____ Table:_____

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source		
□ Zone 1 (< 5000 degree days)	□ ≥ 92% AFUE	□ Gas	□ Propane	□ Solid Fuel
□ Zone 2 (≥ 5000 degree days)	□ ≥ 84% < 92% AFUE	□ Oil	□ Electric	□ Earth Energy

Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____m^2 **or**_____ft^2	W, S & G % = _____	□ Log/Post&Beam □ ICF Above Grade □ ICF Basement □ Slab-on-ground □ Walkout Basement □ Air Conditioning □ Combo Unit □ Air Sourced Heat Pump (ASHP) □ Ground Sourced Heat Pump (GSHP)
Area of W, S & G = _____m^2 **or**_____ft^2	Utilize window averaging: □Yes □No	

D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions		
□ ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))		
□ Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))		
□ Airtightness substitution(s) Airtightness test required (Refer to Design Guide Attached)	□ Table 3.1.1.4.B Required:_____ Permitted Substitution:_____	
	□ Table 3.1.1.4.C Required:_____ Permitted Substitution:_____	
	Required:_____ Permitted Substitution:_____	

Building Component	Minimum RSI / R values or Maximum U-Value(1)		Building Component	Efficiency Ratings
Thermal Insulation	Nominal	Effective	**Windows & Doors** Provide U-Value(1) or ER rating	
Ceiling with Attic Space			Windows/Sliding Glass Doors	
Ceiling without Attic Space			Skylights/Glazed Roofs	
Exposed Floor			**Mechanicals**	
Walls Above Grade			Heating Equip.(AFUE)	
Basement Walls			HRV Efficiency (SRE% at 0°C)	
Slab (all >600mm below grade)			DHW Heater (EF)	
Slab (edge only ≤600mm below grade)			DWHR (CSA B55.1 (min. 42% efficiency))	# Showers___
Slab (all ≤600mm below grade, or heated)			Combined Heating System	

(1) U value to be provided in either W/(m^2•K) or Btu/(h•ft^2•F) but not both.

E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature

Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. 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 or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the *SB-12 Prescriptive* design tables (this form is for this option (Option 1)),
2. Use the *SB-12 Performance* compliance method, and model the design against the prescriptive standards,
3. Design to *Energy Star, or*
4. Design to *R2000* standards.

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 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

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, glazing in doors and sliding 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 3.1.1.1. 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, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

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 air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used.

OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm^2/m^2	1.81 $in^2/100ft^2$	0.93 $L/s/m^2$	0.18 $cfm50/ft^2$
Attached dwelling	3.0	2.12 cm^2/m^2	3.06 $in^2/100ft^2$	1.32 $L/s/m^2$	0.26 $cfm50/ft^2$

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 Prescriptive* option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

Form authorized by OHBA, OBOA, LMCBO. Revised November 30, 2016.

Radon Mitigation – 2024 Ontario Building Code
Part 9 Building – Residential Occupancy

Property Address_____

Please indicate which system/installation will be utilized on your project.

☐ **Rough-In – Subfloor Depressurization – Required for all buildings.**

• Minimum 100 mm (4”) pipe installed at or near center of floor area
• Increase amount of granular under the floor at pipe inlet location
• Pipe to extend above floor with removable cap. Pipe and/or cap must be clearly labelled for removal of Radon

OR

☐ **Full Installation – Subfloor Depressurization – Optional**

• Minimum 100 mm (4’) pipe installed at or near centre of floor area
• Increase amount of granular under the floor at pipe inlet location
• Pipe extended to exterior of the building
• System must include an in-line fan

Where a full depressurization system is installed, measures shall be taken to ensure that any resultant decrease in soil temperature will not adversely affect the foundation.

NOTE: A Soil Gas Barrier System is required for all buildings as per 9.25.3 or SB-9.

Please select the option that will be utilized on this project:

☐6 mil poly under concrete floor
☐6 mil poly between concrete floor and separate floor over the slab

NOTE: Perimeter of concrete slab and all penetrations through the slab shall be sealed.

Date **Sign**

_____ _____

ACKNOWLEDGEMENT FOR DEFERRAL OF DEVELOPMENT CHARGES

Starting November 3, 2025, new provincial rules under Bill 17 – the Protect Ontario by Building Faster and Smarter Act, 2025 changed when developers may pay development charges for non-rental residential projects (such as single homes, townhouses, or condominiums). This deferral is designed to encourage residential construction activity by enhancing developer's cashflow flexibility.

☐ Check this box if you wish to defer development charges as noted above.

ACKNOWLEDGEMENTS

1. I Agree that all outstanding developement charges will be paid prior to occupancy.
2. I Acknowledge that occupancy will not be granted or allowed until all development charges are **paid in full.**
3. I understand that development charges may be paid at any time prior to occupancy.
4. An Occupancy Permit will be issued forthwith from receiving confirmation of payment.

I _____, the undersigned, agree to and acknowledge the above noted conditions regarding deferring development charges.

_____ _____

Signature Date

**** TO AVOID TIMELY DELAYS AT OCCUPANCY IT MAY BE BENEFICIAL TO MAKE PAYMENT VIA CERTIFIED CHEQUE, BANK DRAFT OR OTHER GUARANTEED FORM OF PAYMENT PRIOR TO THE SCHEDULED OCCUPANCY DATE ****