

SCHEDULE A

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: _____ (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.

LICENSED CONTRACTORS
Pursuant to City of Windsor Licensing By-law 395-2004

Plumbing Contractor's Name: (if applicable)	Address		
	City	Province	Postal Code
	Phone Number ()	Fax Number	E-Mail
	Mobile Number ()	()	
Contact person:			

Heating Contractor's Name: (if applicable)	Address		
	City	Province	Postal Code
	Phone Number ()	Fax Number	E-Mail
	Mobile Number ()	()	
Contact person:			

Site Services Contractor's Name: (if applicable)	Address		
	City	Province	Postal Code
	Phone Number ()	Fax Number	E-Mail
	Mobile Number ()	()	
Contact person:			

FOR OFFICE USE ONLY		
		RECEIPT #
Construction Permit Fee	\$ _____	_____
Fire Department Fee	\$ _____	_____
Indemnity Deposit	\$ _____	_____
Development Charge	\$ _____	_____
Park Levy (Residential)	\$ _____	_____
Park Levy (Industrial/Commercial)	\$ _____	_____
Tree Fee	\$ _____	_____
Educational Development Charge	\$ _____	_____
Other	\$ _____	_____
TOTAL FEE	\$ _____	_____
Zoning: _____		
By-law: _____		
Zoning Confirmed by: _____	Date _____	
Building Code Approval: _____	Date _____	
Mechanical Approval Date: _____	Date _____	
Street Opening Permit No: _____		

Demolition Permit Application Checklist

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

A. Project Information			
Building number, street name	Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description	

This information sheet has been prepared to assist individuals to complete demolition permit applications with minimal delay. City of Windsor By-law 179-2008 provides that demolition permit applications are to be accompanied by plans, specification and documentation which will be considered by the Chief Building Official in determining whether a demolition permit will be issued. The City of Windsor is seeking to ensure that demolitions conform with the *Building Code Act* and that they proceed in an environmentally safe and sound manner.

It is often difficult for a building owner or demolition contractor to determine whether contaminated substances are present in a building and/or on a proposed demolition site. As a general rule, buildings with a history of industrial use have a high probability of containing one or more contaminated substances.

Ontario Building Code

1. Does the building exceed 3 stories in Building Height? <i>Number of stories – Above grade: _____ Number of Stories – Below Grade: _____</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does the Building exceed 600m ² (6458 ft ²) in Building Area? <i>Area of building to be demolished (m² or ft²) _____</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does the building contain pre-tensioned or post-tensioned members?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Will the proposed demolition extend below the level of the footings of any adjacent building and occur within the angle of repose of the soil, drawn from the bottom of such footings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Will there be any explosives or lasers used during the course of demolition?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer to any of questions 1 to 5 is **YES**, the applicant shall, as required by the *Building Code Act*, retain a Professional Engineer to undertake the general review of the project during demolition. Further, the applicant shall submit, at the time of application, a complete General Review Commitment Certificate and a report detailing the structural design characteristic of the building and the method of demolition.

Environmental Considerations

The *Occupational Health and Safety Act* requires the identification of Designated Substances and Hazardous Materials on construction sites. Hazardous Substances are defined under the act to include a long and complete list of over 800 biological, chemical and radioactive agents under the provisions of the Workplace Hazardous Materials Information System (WHMIS)

6. Is there now or has there been an industrial use of this site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is there a list of Designated Substances for the site and building as required under the <i>Occupational Health and Safety Act</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are there any fluid storage tanks, above or below grade, on site? Note: some underground storage tanks may be located by vent stacks.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are there any outstanding Orders issued by the Ministry of the Environment or the Ministry of Labour in respect of the subject premises or owners?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Does the structure contain Polychlorinated Biphenyls (PCB's) as defined under the <i>Environmental Protection Act</i> ? PCB may be located in various electrical equipment including, but not limited to, light ballasts, transformers, capacitors, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Does the structure contain Ozone Depleting Substances which require proper handling in accordance with applicable regulations under the Environmental Protection Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Are there hazardous or "controlled products", as defined by WHMIS, on site? For example, past land uses which might indicate the presence of radioactive materials include dentist offices or veterinary clinics. Other indicators could be pipes containing chemicals, oils or solvents.	<input type="checkbox"/> Yes <input type="checkbox"/> No

An answer of **YES** to any of questions 6 to 12 may indicate the presence of environmentally hazardous substances or building elements which may contravene the *Building Code Act*. If this is the case, the applicant will need to contact an environmental consultant to perform an Environmental Building Audit (including the dust control plan), prior to the submission of the demolition permit application. If there are any questions on this procedure, the applicant may contact the Fire Department at 253-3016 ext. 251.

Note: the Medical Officer of Health and the Minister of the Environment may be consulted by the Chief Building Official to confirm compliance with applicable law.

Applicant's Declaration

Address of Demolition	
First Name	Last Name
I,	

do hereby declare:

(confirm the following by checking off each box)

- That I am the owner/authorized agent of the owner named in the application for a permit.
- That the information supplied to me in the application and in the materials filed by me with the application are correct.
- That I have arranged with the proper authorities for the termination and capping of all services and utilities including, but not limited to water, sewer, gas, electricity, telephone and cable.

And I hereby certify conscientiously believing the above is correct.

Applicant's Signature

Date