

New Home/Additions – Building Permit Application Requirements

*****Please Note: Effective July 3, 2013, Grading Permits are applied for and approved by the City's Development Engineering Department located on the 2nd Floor. Grading Permits must be approved and issued prior to the application for the associated Building Permit. Two (2) original copies of the approved lot grading plans are required to be submitted at the time of the Building Permit application. *****

The following information is required with all new home building permit applications:

Designer Requirements

All drawings submitted for building-permit application are required to be prepared by either the owner or prepared and reviewed by a qualified designer, architect or professional engineer or a combination thereof. Some drawings must be designed by a professional engineer when the design falls under the scope of Parts 4 & 9, Division B of the 2012 Ontario Building Code.

The Building Code requires qualified and registered designers who review and take responsibility for design activities to include the following information on any documents submitted to a chief building official or registered code agency:

- The name and building code identification number (BCIN) of the registered firm.
- A statement that the qualified person has reviewed and taken responsibility for the design activities.
- The name and BCIN of the qualified person.
- The signature of the qualified person.

Drawing Requirements

The following is a list of drawings and information that may be required to accompany applications for new home/addition building permits according to the scope of work:

- 2 original copies of the lot grading plan approved by the City of Vaughan Development Engineering Department.
- Two sets of construction drawings including:
 - Foundation plan
 - Floor plans/ framing plans
 - Roof plans
 - Building elevations
 - Sections and details
 - Engineered truss drawings and layout (if applicable)
 - Engineered floor joist layouts and specifications (if applicable)
 - Engineered beam specifications (if applicable)



All drawings shall be fully dimensioned, drawn at minimum scale of 1:75 or 3/16"= 1'-0"; and note all sizes and types of construction materials to be used and their respective locations, finishes to all walls, ceilings and floors and all existing and proposed fire separations.

Additional Information Required for Application

- Application Form for a Permit to Construct or Demolish
- Schedule 1 Designer Information Form for house design and HVAC calculations
- Two copies of the mechanical layout and heat loss/ gain calculations and mechanical summary form.
- Residential Plumbing Data Form
- Septic Tank Design (if applicable)
- Energy Efficiency Design Summary form (SB-12 Compliance Requirements)
- Approval from Toronto and Region Conservation Authority (if applicable)
- Sewage system installer information form (if applicable)
- Any other documents that pertain to your project (e.g Documents/approvals required by the relevant Subdivision Agreements.)

Fees

Building permit fees and building permit securities are payable at the time of application and are as follows:

Building Permit Fee	\$12.10 per m2 for townhouses \$10.80 per m2 for all other residential buildings
Plumbing Permit Fee	Sewer & Drain Connection \$103.00 Water Service Connection \$20.50 Plumbing Fixtures \$15.50 per fixture
Refundable Permit Securities	See Building Permit Securities Information Form

Please note that refundable permit securities submitted to the City must be in the form of a Letter of Credit, or Certified Cheque. All certified cheques must contain the name and address of the account holder.

Development Charges (payable at time of issuance) – development charges are determined during the building permit review process. Applicant will be informed of these fees prior to building permit issuance.

Permit Processing and Turn-Around Time

Once a complete permit application is made it will be reviewed by the Zoning, Architectural, and Mechanical Plans Examiners. The applicant will be advised directly by the plans examiners of



any examination deficiencies as the permit application makes its way through the various stages of review.

Building Permit review times are dependant upon permit volumes. An application is considered “complete” if all required forms, documents and applicable information have been submitted and all permit fees and securities fees have been paid. If an application is “complete”, the City of Vaughan endeavours to issue the permit or advise applicants of all application examination deficiencies within 10 business days from the date of the application.

Applications that do not have all the required forms, documents and applicable information are considered “incomplete” and are not subject to timeline specified above.

Where to Apply

To apply for a building permit please bring all required documents to the Building Standards Department on the 1st floor at City Hall. City Hall is located at 2141 Major Mackenzie Drive, Vaughan, Ontario.

Office Hours

Monday to Friday
8:30am – 4:30pm

Questions?

Phone: 905-832-8510

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: <u>CITY OF VAUGHAN</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 <u>City of Vaughan</u>	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).		<input type="checkbox"/> Yes	<input type="checkbox"/> 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 <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)

- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- 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.

Private Property Tree Protection By-Law 185-2007

The following is required be completed for **New construction (For lots fronting on roads assumed by the City and not subject to a Site Plan Agreement), and all Additions, Accessory Bldgs, Decks, and Demolition Permit** applications. Enquiries or questions respecting the City's Tree By-law should be directed to Parks and Forestry Operations Department located at the Joint Operations Centre 2800 Rutherford Rd. Vaughan, ON. L4K 2N9 Telephone: (905) 832-8577 Fax (905) 303-2005

Does the construction activity associated with this permit application require the removal or cutting of any tree(s) 20 cm. in diameter or greater when measured 1.40 meters from the ground level and/or the re-grading within the drip line of any existing tree(s) in accordance with the By-Law? Yes No

I _____ certify that:
 (print name)

- The information contained within the above is true to the best of my knowledge.
- I have authority to bind the corporation or partnership (if applicable).

Office Use Only

Issued Date: _____

Elevation No. _____ Model No. _____ Repeat Permit No. _____

Number of Residential Units Created _____ Number of Residential Units Lost (Demo Only) _____

Permit Type	Area Code	Building Type	Work Proposed	Occ. Class	Plumbing Work Included <input type="checkbox"/> Yes <input type="checkbox"/> No
Gross Floor Area (m ²)		TACBOC \$/sqm.		Calculated Estimated Value of Construction (\$)	
Building Permit Payments:				Building Permit Fees	
Permit Fee Multiplier: _____				Total Due: \$ _____	
Date: _____ Payment Type: _____ Receipt: _____				Deposit: \$ _____	
Date: _____ Payment Type: _____ Receipt: _____				Balance: \$ _____	
Conditional Permit Fee Payment:				Amount Paid: \$ _____	
Date: _____ Payment Type: <u>011</u> Receipt: _____				Total Fee Paid \$ _____	
Plumbing Payments:				Plumbing Permit Fees	
Permit Fee Multiplier: _____				Total Due: \$ _____	
Date: _____ Payment Type: <u>024</u> Receipt: _____				Deposit: \$ _____	
Date: _____ Payment Type: : <u>024</u> Receipt: _____				Balance: \$ _____	
Septic Fee Payments:				Septic Permit Fees	
Date: _____ Payment Type: <u>024</u> Receipt: _____				Total Due \$ _____	
Date: _____ Payment Type: : <u>024</u> Receipt: _____					

Security Deposit Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Security Deposit Received: <input type="checkbox"/> Yes <input type="checkbox"/> No Security Deposit Type: _____
Industrial Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No Add. Security Dep. Amount: \$ _____ Reason: _____
Development Charges: <input type="checkbox"/> Yes <input type="checkbox"/> No
Bill 124 – Required Processing Time: <input type="checkbox"/> 10 <input type="checkbox"/> 15 <input type="checkbox"/> 20 <input type="checkbox"/> 30 days
Required Inspections <input type="checkbox"/> Building & Plumbing <input type="checkbox"/> Building Only <input type="checkbox"/> Plumbing Only
Energy Star Certified <input type="checkbox"/> Yes <input type="checkbox"/> No

Energy Efficiency Design Summary

(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

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. Compliance Option [indicate the building code compliance option being employed in this house design]

<input type="checkbox"/> SB-12 Prescriptive (circle one): A B C D E F G H I J K L M or <input type="checkbox"/> Table 2.1.1.10. (Additions)	
<input type="checkbox"/> prescriptive trade-offs used (<i>Specify 2.1.1.2. or 2.1.1.3. sentences being employed</i>):	
<input type="checkbox"/> SB-12 Performance* [SB-12 - 2.1.2.]	* Attach energy performance calculations using an approved software
<input type="checkbox"/> Energy Star®* [SB-12 - 2.1.3.]	* Attach Builder Option Package [BOP] form
<input type="checkbox"/> 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
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 90% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 78% < 90% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Conditions
Area of walls = _____ m ²	W, S & G % = _____	<input type="checkbox"/> ICF Basement <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Log/Post&Beam
Area of W, S & G = _____ m ²		<input type="checkbox"/> ICF Above Grade <input type="checkbox"/> 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 Provide U-Value in W/m ² .K, 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 or condensing type)	
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 Efficiency)	
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. House Designer [name & BCIN, if applicable, of person providing information herein to substantiate that design meets the building code]

Name	BCIN	Signature
------	------	-----------

**Plumbing Data Form
Residential
SFD/Semi/Townhouse**

Permit No. _____

This form must be completed by the permit applicant and must accompany a building permit application form.
Project Location

Street No.	Street Name	Unit No.

Number of Fixtures	
<u>Type</u>	<u>No. of Fixtures</u>
W.C. (Toilets)	_____
Wash Basins	_____
Bathtubs	_____
Shower Stalls	_____
Kitchen Sinks	_____
Laundry Tubs	_____
Bidets	_____
Sauna Bath	_____
Rough-in Fixtures	_____
Other	_____
Total	_____

Water Service Connection

<input type="checkbox"/>	Municipal 50mm. (2" or less)
<input type="checkbox"/>	Private Well

Sanitary & Storm Sewer Connections

<input type="checkbox"/>	Sanitary Sewer (Municipal)
<input type="checkbox"/>	Sanitary Sewer (Private)
<input type="checkbox"/>	Storm sewer (Municipal)
<input type="checkbox"/>	Storm sewer (Other)

For Office Use

<u>Fee Calculations</u>	<u>No.</u>	<u>Cost</u>	<u>Total Costs</u>
1) Sewers & Drains	N/A.	\$103.00	\$ _____
2) Water Service	N/A	\$ 20.50	\$ _____
3) No. of Fixtures	___	x \$ 15.50	\$ _____
Total Payable \$			\$ _____

<hr/> Applicants Name	<hr/> Applicants Signature	<hr/> Date
------------------------------	-----------------------------------	-------------------

Guide to the 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,
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. Certain trade-off options are permitted.
- SB-12 Performance refers to the method of compliance 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 verified on completion by a licensed energy evaluator and/or service organization. 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, 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 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.

F. 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.

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 may issue labels for new homes constructed under their energy efficiency programs. The building code does not currently regulate or require new home labelling.

Notice to all Applicants for Building Permits Building Permit Securities

Effective July 14, 2008, the Building Standards Department will be requiring refundable building permit inspection securities as part of its building permit application process.

▪ Refundable Permit Securities

The City of Vaughan Council at its May 12, 2008 meeting enacted By-Law 94-2008. The purpose of the by-law is to require refundable security deposits to ensure the completion of all required Building Code inspections. These securities must be submitted at the time of the Building Permit application and will be returned upon completion of all required building inspections and satisfactory completion of the lot grading and other related works.

The above new Building Inspection securities are in addition to the existing amounts presently being required by City's Engineering/Public Works for lot grading, road damages etc.

The following is a breakdown of the total securities now required to be submitted to the Building Standards Department with the Building Permit applications.

<u>RESIDENTIAL CONSTRUCTION</u>	<u>Amount</u>
1) New Single Family/Semi-Detached/Townhouses on <u>UN</u>assumed Roads	Separate Letter of Credit held under new provisions contained within City Subdivision Agreements.
2) New Single Family Dwellings on <u>assumed</u> roads (Reduced to \$7,500/ unit for Semis and Townhouses) (Reduced to \$5,000/unit for SFD & \$2500 for Semi & Town where engineering works secured by other agreements.)	\$10,000
3) Residential Additions greater than 50 sqm.	\$4,500
4) Residential Additions less than 50 sqm.	\$3,000
5) Residential Swimming Pools (In-Ground Only.)	\$2,000
<u>NON-RESIDENTIAL CONSTRUCTION</u>	<u>Amount</u>
1) New or Addition for Industrial/Commercial/Institutional (Where not secured by other City Agreement.)	\$10.00 / sqm. GFA (Min. \$5,000 and Max. \$50,000) + \$25,000 where not regulated by a Complex Site Plan Agreement.
2) Interior Alteration Permits	\$2,500

Security Deposits submitted to the City must be in the form of a **Letter of Credit or Certified Cheque only. All certified Cheques must contain the name and address of the account holder.**

Should you have any questions respecting the new permit application requirements please contact our Front Counter Staff at (905) 832-8510.

Jason Schmidt-Shoukri
Director of Building Standards