New Door and Window Openings - Building Permit Application Requirements

A building permit is required when installing a new door or window opening in an exterior wall (e.g. new side door) or when increasing the width of the existing opening.

The following information is required with all new side door/window building permit applications:

Designer Requirements

All drawings submitted for building permit application are required to be prepared by the listed homeowner or 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:

- 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 (Please provide 2 sets of all required drawings)

1) Property survey or site plan of your lot indicating the location of proposed door/window with dimension from wall face where door/window is to be installed to the property line.

2) Construction drawings

a. Plan view indicating:
- Door/Window location, type and lintel size

b. Elevation of wall face indicating:
- Door/Window location and size and location and size of all existing doors and windows
- Dimensions of wall face (width and height)

c. Cross section view detailing proposed construction.

All drawings shall be fully dimensioned, drawn at minimum scale of 1:75 or 3/16"= 1'-0"

Additional Information Required for Application

- Application for a Permit to Construct or Demolish
- Schedule 1 Designer Information Form
- Approval from City of Vaughan Heritage Department (if applicable)
- Any other documents that pertain to your project

Fees

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

Building Permit Fee $103.00 flat fee

Permit Processing and Turn-Around Time

Once a complete permit application is made it will be reviewed by a Zoning Examiner and an Architectural Plans Examiner. 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 have been paid. If an applications 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: CITY OF VAUGHAN
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information

Building number, street name		Unit number	Lot/con.
Municipality City of Vaughan	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, 1992*, 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.

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)

1. The information contained within the above is true to the best of my knowledge.
2. 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 ☐ Yes ☐ No
Gross Floor Area (m^2)		TACBOC $/sqm.		Calculated Estimated Value of Construction ($)	

Building Permit Payments:

Permit Fee Multiplier: _____

Date: _____ Payment Type: _____ Receipt: _____

Date: _____ Payment Type: _____ Receipt: _____

Conditional Permit Fee Payment:

Date: _____ Payment Type: 011 Receipt: _____

Building Permit Fees

Total Due: $_____

Deposit: $_____

Balance: $_____

Amount Paid: $_____

Total Fee Paid $_____

Plumbing Payments:

Permit Fee Multiplier: _____

Date: _____ Payment Type: 024 Receipt: _____

Date: _____ Payment Type: : 024 Receipt: _____

Septic Fee Payments:

Date: _____ Payment Type: 024 Receipt: _____

Date: _____ Payment Type: : 024 Receipt: _____

Plumbing Permit Fees

Total Due: $_____

Deposit: $_____

Balance: $_____

Septic Permit Fees

Total Due $_____

Security Deposit Required: ☐ Yes ☐ No Security Deposit Received: ☐ Yes ☐ No Security Deposit Type: _____
Industrial Agreement: ☐ Yes ☐ No Add. Security Dep. Amount: $_____ Reason:_____

Development Charges: ☐ Yes ☐ No

Bill 124 – Required Processing Time: ☐ 10 ☐ 15 ☐ 20 ☐ 30 days
Required Inspections ☐ Building & Plumbing ☐ Building Only ☐ Plumbing Only
Energy Star Certified ☐ Yes ☐ No

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) (c).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 practice, a limited license to practice, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Schedule 2: Sewage System Installer Information

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

B. Sewage system installer

Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?

☐ Yes (Continue to Section C) ☐ No (Continue to Section E) ☐ Installer unknown at time of application (Continue to Section E)

C. Registered installer information (where answer to B is "Yes")				
Name			BCIN	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ( )	Fax ( )		Cell number ( )	

D. Qualified supervisor information (where answer to section B is "Yes")	
Name of qualified supervisor(s)	Building Code Identification Number (BCIN)

E. Declaration of Applicant:

I _____declare that:
(print name)

☐ I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;

OR

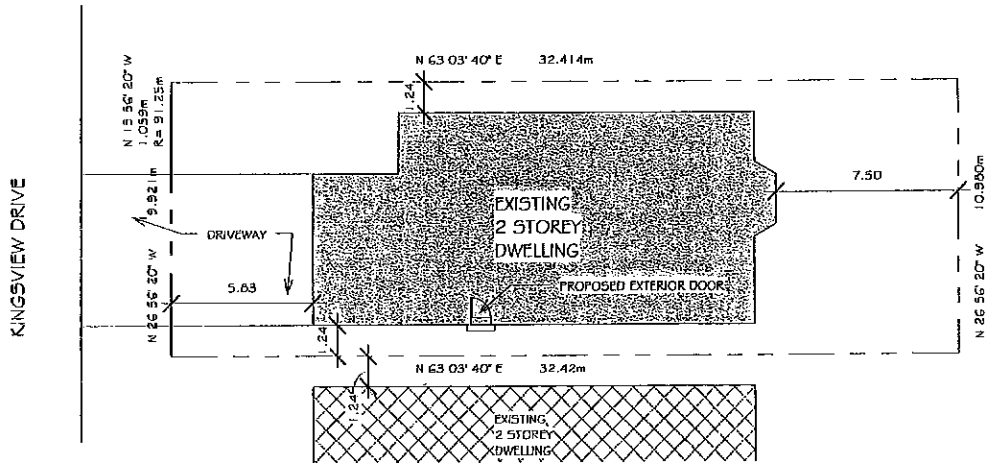
☐ I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.

I certify that:

1. The information contained in this schedule 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

FOR REFERENCE ONLY



1 Site Plan
1 : 200

Project:

Side Door
Residence

No.	Description	Date
A	ISSUED FOR PERMIT	MAY 30/11

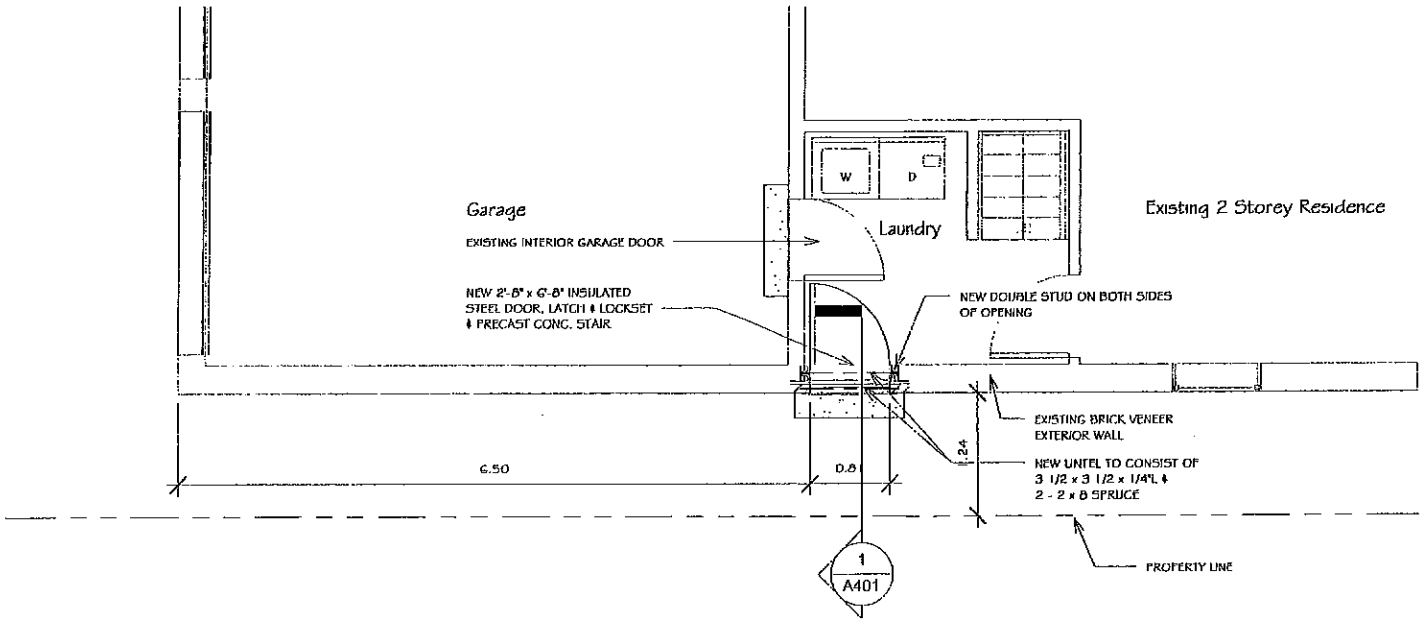
Site Plan

Project number	1046
Date	May 26, 2011
Drawn by	J.S
Checked by	J.S.

A101

Scale 1 : 200

FOR REFERENCE ONLY



1 First Floor
1 : 50

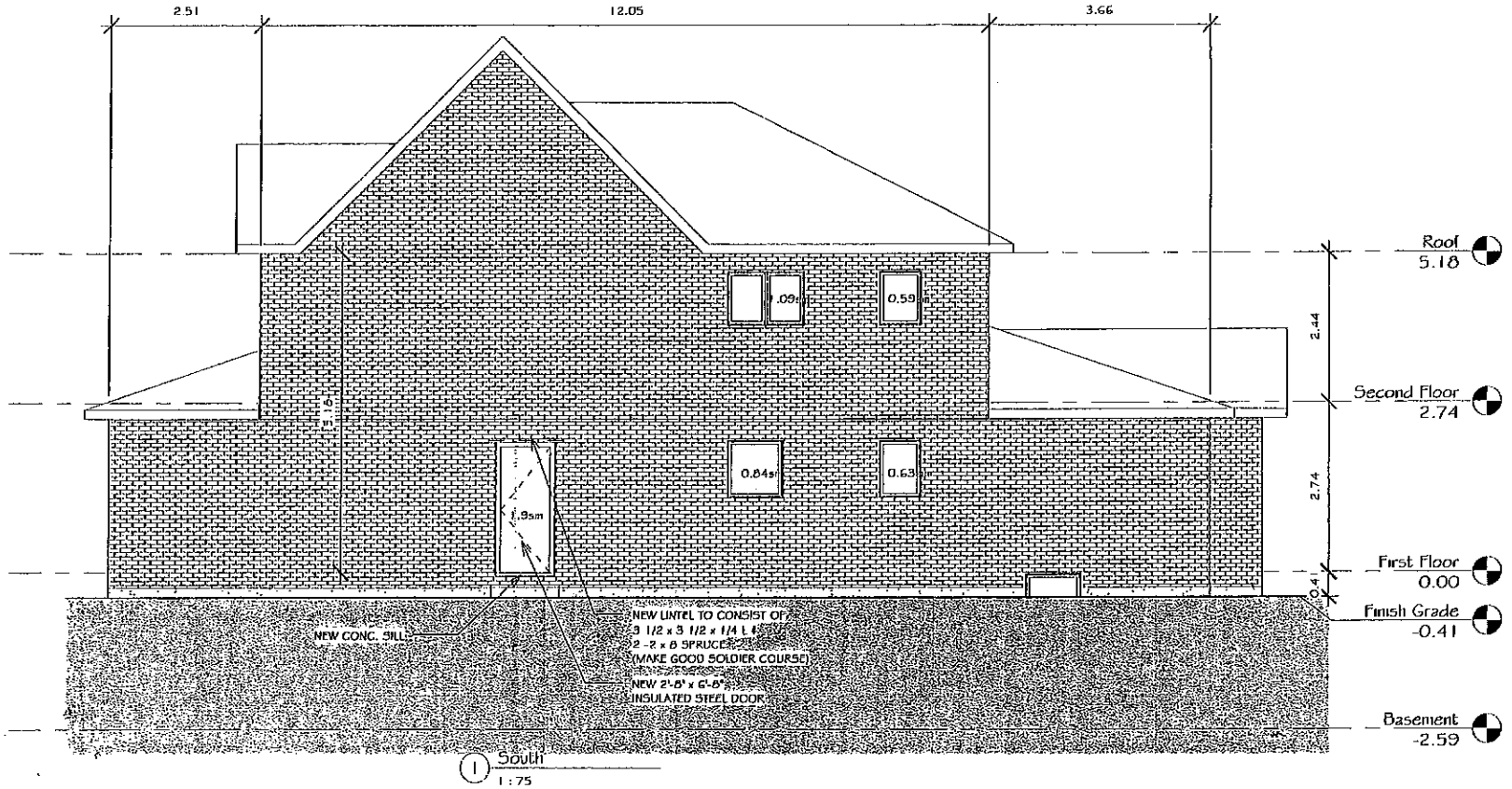
Project:
Side Door Residence

No.	Description	Date
A	ISSUED FOR PERMIT	MAY 30/11

Partial First Floor

Project number	1046	A201
Date	May 26, 2011	
Drawn by	J.S.	
Checked by	J.S.	Scale 1 : 50

FOR REFERENCE ONLY



~ Limiting Distance ~
Occupancy Of Building.
Group C, D, or E3 occupancies
Building Use. Single Family Dwelling
This building falls under Part 9 of the OBC

Building is NOT Sprinklered

South Face
Area of Exposing Face 79.38 sq.m
Limiting Distance 1.2 m
Area of Glazed Openings Permitted 2% 5.5 sq.m

The Exposing building face shall be consist of the following
1 Combustible or Noncombustible Construction
2 Combustible or Noncombustible Cladding
3 Fire resistance rating is not required
4 Refer to Article 9.10.14.8. for building facing a street
5 Refer to Article 9.10.14.10. for open-air storage garages
6 Refer to Article 9.10.14.11. for attic or roof space
7 Refer to Article 9.10.14.13. for combustible projections

Calculated as per Article 9.10.15.4

TOTAL PROPOSED UNPROTECTED OPENINGS 5.05sm

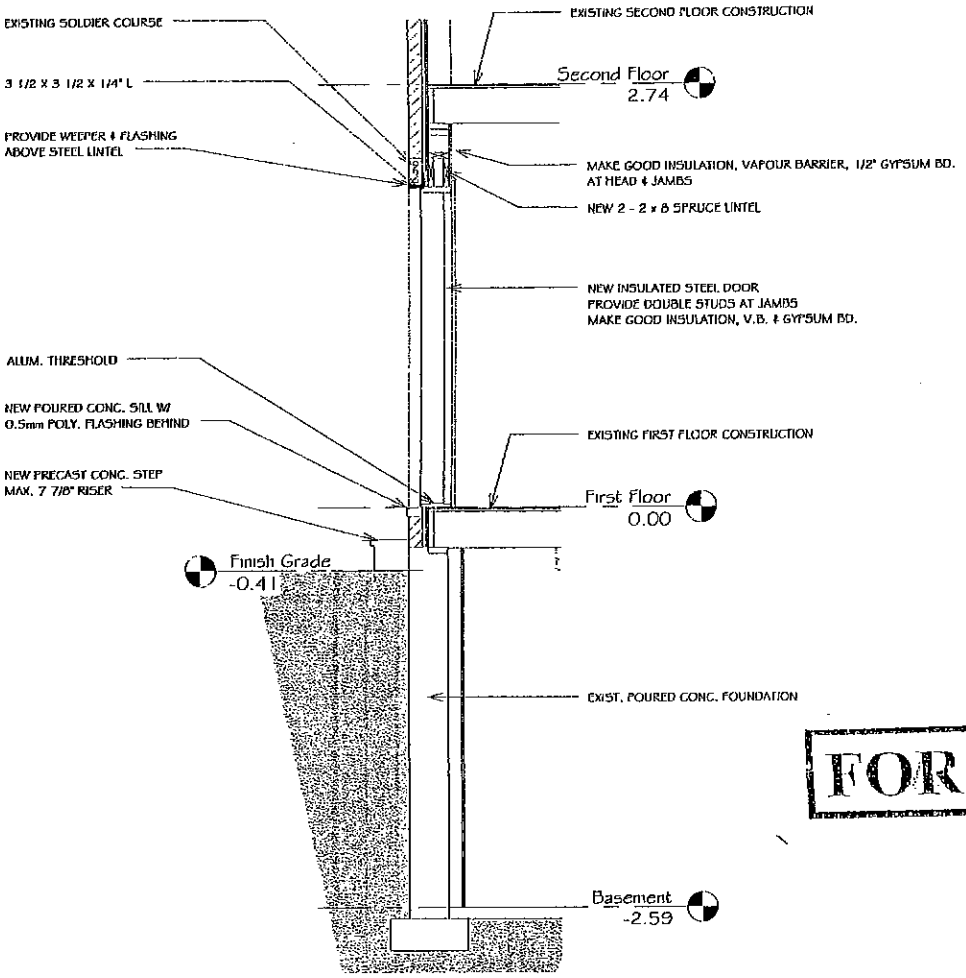
Project:

Side Door
Residence

No.	Description	Date
A	ISSUED FOR PERMIT	MAY 30/11

South Elevation

Project number	1046	A301
Date	May 26, 2011	
Drawn by	J.S.	
Checked by	J.S.	Scale 1 : 75



1 Section 1
1 : 32

FOR REFERENCE ONLY

Project:

. Side Door
Residence

No.	Description	Date
A	ISSUED FOR PERMIT	MAY 30/11

Wall Section

Project number	1046	A401
Date	May 26, 2011	
Drawn by	J.S.	
Checked by	J.S.	Scale 1 : 32