

Building Permit Requirements

1. No Building Permit is required for buildings occupying an area less than 15m² (161.2 ft²)
2. Complete application, required plans and \$100.00 deposit shall be paid on request for any permit. Balance of Permit Fee shall be paid upon approval and issuance.
3. A partial permit may be issued covering the portion of the work in order to expedite work; complete application, full applicable permit fees and partial plans and specifications must be submitted. Where a partial permit is issued – partial approval shall not be construed to authorize construction beyond the submitted plans nor that approval for the remainder of the construction will necessarily be granted.
4. Permits are valid for a 24-month period in which a renewal fee is required where applicable and provided construction has commenced.
5. No Building Permit Application will be accepted without a septic approval from the Thunder Bay District Health Unit; where applicable.
6. An Entrance Permit may be required in addition to a building permit (the Township of O'Connor Road Department and/or MTO).
7. The Zoning By-law #2022-12 for the Township of O'Connor requires for a Rural Zone:
 1. Minimum lot area – 2 hectares
 2. Minimum lot frontage – 90 metres
 3. Required front yard – 30 metres
 4. Required side yard – 10 metres
 5. Required rear yard – 30 metres

A private garage may encroach upon a front yard to within six metres of the front lot line.

8. An Electrical Permit may be required in addition to a building permit (Electrical Safety Authority)

RESOURCES

Township of O'Connor Municipal Office	807-476-1451
Chief Building Official, Martin Tempelman	807-630-9726
Thunder Bay District Health Unit	807-625-7990
Road Department Superintendent, Kelly Johnson	807-476-1453
Ministry of Transportation	807-473-2000
Lakehead Region Conservation Authority	807-344-5857
Electrical Safety Authority Processing Centre (ESA)	1-877-372-7233
Thunder Bay Telephone	Residential 807-623-4400
	Business 807-623-8800
Ontario Ministry of Agriculture, Food & Rural Affairs	
Agricultural Information (Nutrient Management Requirements)	
1-877-424-1300 or email at ag.info.omafra@ontario.ca	
North Region Office	1-800-461-6132
Thunder Bay Office	807-475-1214

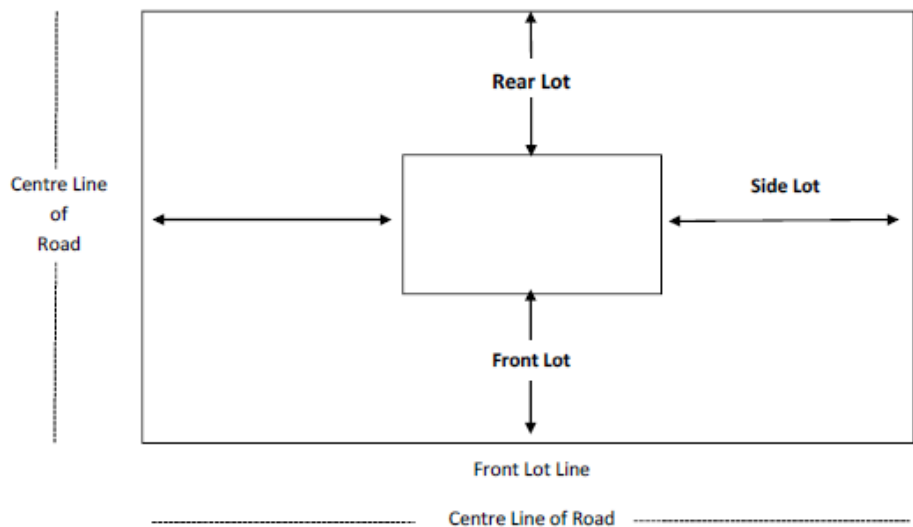
Application for a Permit to Construct or Demolish

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 ()		

The Corporation of the Township of O'Connor
Schedule "A" to By-Law Number 2024-11

SET BACKS



RURAL (RU) ZONE

Zone Provisions

- | | |
|-------------------------|------------------|
| a) Minimum Lot Area | 2 Hectares |
| b) Minimum Lot Frontage | 90 metres |
| c) Required Front Yard | 30 metres |
| d) Required Side Yard | 10 metres |
| e) Required Rear Yard | 30 metres |
| f) Maximum Floor Area | 11 metres |
| g) Minimum Floor Area | 75 square metres |

GENERAL INDUSTRIAL (MI) Zone

Zone Provisions

- | | |
|-------------------------|------------|
| a) Minimum Lot Area | 2 Hectares |
| b) Minimum Lot Frontage | 90 metres |
| c) Required Front Yard | 30 metres |
| d) Required Side Yard | 20 metres |
| e) Required Rear Yard | 15 metres |
| f) Maximum Floor Area | 11 metres |
| g) Minimum Floor Area | 30% |

INDUSTRIAL (I) ZONE

Zone Provisions

- | | |
|--|------------------|
| a) Minimum Lot Area | 1 Hectares |
| b) Minimum Lot Frontage | 60 metres |
| c) Required Front Yard | 100 metres |
| d) Required Side Yard | 30 metres |
| e) Required Rear Yard | 20 metres |
| f) Maximum Floor Area | 15 metres |
| g) Minimum Floor Area | 75 square metres |
| h) Maximum Lot Coverage | n/a |
| i) Minimum distance between detached buildings | 6 metres |

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]					
<input type="checkbox"/> House <input type="checkbox"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings		<input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection		<input type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <input type="checkbox"/> On-site Sewage Systems	
Description of designer's work					
D. Declaration of Designer					
I _____ declare that (choose one as appropriate): <div style="text-align: center;">(print name)</div>					
<input type="checkbox"/> 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: _____					
<input type="checkbox"/> 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: _____					
<input type="checkbox"/> 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 authorization, 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.

APPLICATION FOR BUILDING PERMIT CHECKLIST

Required	Attached	
<input type="checkbox"/>	<input type="checkbox"/>	1. Septic approval from the Thunder Bay District Health Unit approval is required prior to building permit application where applicable.
<input type="checkbox"/>	<input type="checkbox"/>	2. Entrance Permit required from the Township of O'Connor or M.T.O where applicable.
<input type="checkbox"/>	<input type="checkbox"/>	3. Electrical Permit required from Electrical Safety Authority where applicable.
<input type="checkbox"/>	<input type="checkbox"/>	4. Use Limitation restrictions may apply, reference maps are available at the Township of O'Connor Office.
<input type="checkbox"/>	<input type="checkbox"/>	5. Application form(s) completely filled out, signed and appropriate fees paid. Building Code Act Section 8.1.1 – The Building Permit Application is now a provincially prescribed form and is mandatory as of July 1, 2015. All fields that are able must be filled in before the application will be accepted.
<input type="checkbox"/>	<input type="checkbox"/>	6. Site Plan (to scale) showing the location of all buildings (existing and proposed) and all services, including septic system, water supply, and electrical service on the lot in relation to property lines.
<input type="checkbox"/>	<input type="checkbox"/>	7. Adequate elevation drawings in order to demonstrate the grading and drainage.
<input type="checkbox"/>	<input type="checkbox"/>	8. Two complete set of structural drawings, including: <ul style="list-style-type: none"> <input type="checkbox"/> Foundation details <input type="checkbox"/> Wall framing details <input type="checkbox"/> Cross-section <input type="checkbox"/> Floor plan <input type="checkbox"/> Roof plan <input type="checkbox"/> Elevation drawings <input type="checkbox"/> Heating, Ventilation, Air Conditioning details <input type="checkbox"/> Plumbing details <input type="checkbox"/> Electrical details <p style="text-align: center;">Must be legible and drawn to scale (if application is for an addition, drawings of the proposed addition, in relation to the existing structure, is required)</p>

New Dwelling applications will not be accepted without all items attached to the application form.

Allow a minimum of 5 days for processing of the application for Building Permit.

You will be notified by telephone once the permit has been issued.

Applicant is responsible to ensure compliance with all Applicable Laws and is responsible for requesting the required inspections with 48-hours notice (your required listing is outlined on back).

Applicant's Signature _____	C.B.O. _____	Date: dd/mm/yyyy ____/____/____
Permit Fee _____ (\$100.00 deposit payable upon submission of application and balance payable on approval)		
Class _____ Permit Issued on Date _____		

REQUIRED INSPECTIONS

Notice of the following stages of construction MUST be given to the Township of O'Connor
Chief Building Official or the Township Office at 807-476-1451 during regular business hours.
(2 business days notice)

You can request a certain day and time and every effort will be made to accommodate, but cannot be guaranteed.

*Any changes to the permit drawings must be approved prior to inspection.

Required	Inspection Details	Notification Date
<input type="checkbox"/>	1. Site Plan Inspection – Upon issuance of the building permit, the Inspector may request a pre-consultation inspection.	_____
<input type="checkbox"/>	2. Footings Inspection – When all forms are in place, before concrete is poured. Column footing forms must be in place, as well. If a drainage layer is employed, the inspection must be before the stone layer is placed.	_____
<input type="checkbox"/>	3. Backfill Inspection – When drainage is complete and any damp-proofing or waterproofing is complete. Any required lateral support must be in place.	_____
<input type="checkbox"/>	4. Plumbing Rough-In Inspection (Below) – All below slab plumbing when the required tests are on and prior to covering any pipe.	_____
<input type="checkbox"/>	5. Framing Inspection – When all framing is complete and the building is ready to be insulated. Roof must be shingled and windows installed. If an exterior air barrier is to be employed, it should be installed and complete, as well. It is preferred that the plumbing rough-in is complete simultaneously.	_____
<input type="checkbox"/>	6. Plumbing Inspection (Above) – Separate inspection required if plumbing was not complete at time of framing inspection.	_____
<input type="checkbox"/>	7. Building Services/Solid Fuel Fired Appliances Inspection – When the ductwork for heating, air conditioning and ventilation is complete. When the rough-in chimneys and appliances using solid fuel are substantially complete.	_____
<input type="checkbox"/>	8. Insulation Inspection – Insulation and vapour barrier must be complete and not covered for inspection (Attic insulation may be omitted to allow for ceiling drywall to be installed after the inspection).	_____
<input type="checkbox"/>	9. Fire Protection & Fire Access Routes – Inspection – When the private roadway and/or yard has been constructed and signed. When fire separations and closures are complete. When all fire protection systems such as fire alarms, sprinklers, stand-pipe and emergency lighting must be complete. (if required)	_____
<input type="checkbox"/>	10. Occupancy Inspection – All components and systems specific to Article 2.4.3.2 of the Ontario Building Code are complete and operational.	_____
<input type="checkbox"/>	11. Final Inspection – When all construction authorized by the permit has been completed.	_____
<p>**If any inspections were not conducted and cannot be inspected at the time of final, it will be noted in the inspection report and an occupancy or final permit may not be granted. If the property owner is strongly insistent on receiving a final or occupancy permit, then they must be willing to uncover all portions that are required to be inspected or have an engineer certify that the building meets code.</p>		

Required Permit Drawings

The following list can be used as a guide when preparing drawings for submission for a building permit. For a project designed under Part 9 of the Ontario Building Code, professional design is not required. All drawings must be to scale.

As of January 1, 2006 –The designer that prepares the permit drawings is responsible to ensure that they provide sufficient information to the Builder to ensure compliance with the requirements of the Ontario Building Code. All designers will be required to show proof of meeting the qualifications required by the Ministry of Municipal Affairs and Housing. Any project designed under Part 3 of the Ontario Building Code (assembly occupancy, institutional, large buildings over 600 square metres and multiple dwellings) require professional design by an Architect and/or a Professional Engineer.

Site Plan

- ☐ The location of all existing and proposed buildings.
- ☐ Must show all property boundaries, adjacent road and water bodies. Setbacks must be clearly marked.
- ☐ The existing and proposed drainage patterns and means of storm water disposal must be illustrated.
- ☐ All existing and proposed services on site (septic system, well, hydro).
- ☐ Proposed and existing parking areas, width of traffic flow and proposed snow storage area.
- ☐ North map position displayed.

Floor Plan

- ☐ The floor plan for each storey (including basement) must be separate.
- ☐ All rooms must be labelled to illustrate their intended use.
- ☐ The location of doors, windows, placement of plumbing fixtures and stairs must be clear.
- ☐ If the project is an addition, the layout of the existing portion is also required.

*The structural information for roof or floor /framing information and any mechanical and electrical specifications may be illustrated on the floor plan for simple projects.

Foundation Plan

- ☐ Soil conditions and water table.
- ☐ The size and type of materials used.
- ☐ The location and size of all footings, including column and pier footings.
- ☐ The location and type of any required drainage should be illustrated.

*Plumbing and electrical services can be added on this drawing.

Framing Plan

- ☐ The size, type and location of all structural members must be clear. (Lintel details required)
- ☐ The spans for beams must be indicated.
- ☐ The specifications for engineered lumber must be provided.
- ☐ All loads must be safely transferred to the foundation; sufficient information must be provided.

Roof Plan

- ☐ Roof slope and any roof mounted equipment must be shown.

Cross-Sections and Details

- ☐ Cross sections will illustrate all materials that make up the wall, floor and roof systems. Adequate information to determine the location of; insulation, air barrier, vapour barrier, structural members, sheeting, backfill height, stairs, bracing and required connections must be shown.

Building Elevations

- ☐ Show proposed grade at each elevation of building. Windows, doors, roof slopes, decks, chimneys, etc...

Electrical

- ☐ Show location of lights, smoke alarms, carbon monoxide detectors, required switching, etc...

Plumbing

- ☐ Indicate locations of fixtures
- ☐ Provide information on fixture units, pipe and vent sizing.

Heating, Ventilation and Air Conditioning – Building Services

- ☐ Location and description of all HVAC units including clearance details.
- ☐ Indicate locations of supply and return air openings.
- ☐ Provide information and specifications on HVAC units.

*Any changes to the original plans are required to be approved prior to inspection.

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?				
<input type="checkbox"/> Yes (Continue to Section C) <input type="checkbox"/> No (Continue to Section E) <input type="checkbox"/> 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:				
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p><input type="checkbox"/> 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;</p> <p><u>OR</u></p> <p><input type="checkbox"/> 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.</p> <p>I certify that:</p> <p>1. The information contained in this schedule is true to the best of my knowledge.</p> <p>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> Date Signature of applicant </p>				

Permit Classes and Fees		
Class	Type of Permit	Fee
Class 1	<p>New Construction & Additions: Human Occupancy</p> <p>Permit for the Construction or Addition of a building or structure within the meaning of the Act and the Code and which use is intended for human Occupancy.</p> <p>*Plus Additional Fees if Applicable</p> <ul style="list-style-type: none"> • 24-month Permit Renewal: \$100.00 • Additional Required Inspections: \$100.00 each (ie. remedy unsafe, compliance to order, etc.) 	<p>Main Floor \$0.75/ft² Second Floor \$0.40ft² Attached Garage \$0.30/ft²</p> <p>Minimum \$100.00</p>
Class 2	<p>New Construction & Additions: No Human Occupancy (ie. garage, accessory buildings)</p> <p>Permit for Construction or Addition of a building or structure within the meaning of the Act and the Code and which use is not intended for human habitation and is intended for farm or storage purposes or to compliment the main residential use.</p> <p>*Plus Additional Fees if Applicable</p> <ul style="list-style-type: none"> • Heating and Ventilation Inspections: Separate Class 11 Permit may be required • 24-month Permit Renewal: \$100.00 • Additional Required Inspections: \$100.00 each (ie. remedy unsafe, compliance to order, etc.) 	<p>\$0.30/ft²</p> <p>Minimum \$100.00</p>
Class 3	<p>Modular or Mobile Home</p> <p>Permit for a Modular Home (dwelling unit prefabricated in one location in accordance with CSA A277 and moved onto a lot to be used as a dwelling) or Mobile Home (factory built dwelling unit designed as one dwelling unit, transported or designed to be transported on its own chassis, notwithstanding that its running gear is, or may be, removed, placed, or designed to be placed on a permanent foundation, and connected or designed to be connected to public or private services, constructed in accordance with CSA Z240 or Z241, not including a travel trailer).</p> <p>*Plus Additional Fees if Applicable</p> <ul style="list-style-type: none"> • Site and Foundation Inspections: Separate Class 1 Permit may be required. • Plumbing Inspections: Separate Class 11 Permit may be required. • Heating and Ventilation Inspections: Separate Class 11 Permit may be required. 	<p>\$0.50/ft² With Basement (based on main floor level)</p> <p>\$0.40/ft² Without Basement</p> <p>Minimum \$100.00</p>

	<ul style="list-style-type: none"> • 24-month Permit Renewal: \$100.00 • Additional Required Inspections: \$100.00 each (ie. remedy unsafe, compliance to order, etc.) 	
Class 4	<p>New Construction & Additions: Commercial or Industrial, Institutional & Farm Use</p> <p>Permit for the construction or addition of a building or structure within the meaning of the Act and the Code and which use is intended for commercial, industrial, or institutional purposes.</p> <p>*Plus Additional Fees if Applicable</p> <ul style="list-style-type: none"> • Site and Foundation Inspections: Separate Class 1 Permit may be required. • Plumbing Inspections: Separate Class 11 Permit may be required. • Heating and Ventilation Inspections: Separate Class 11 Permit may be required. • 24-month Permit Renewal: \$100.00 • Additional Required Inspections: \$100.00 each (ie. remedy unsafe, compliance to order, etc.) 	<p>Commercial, Industrial, and Institutional Building Construction \$0.85/ft²</p> <p>Farm Construction \$0.30/ ft²</p> <p>Minimum \$150.00</p>
Class 5	<p>Renovations</p> <p>Permit for repairs, alternations or renovations that involve material structural changes.</p> <p>*Plus Additional Fees if Applicable</p> <ul style="list-style-type: none"> • Site and Foundation Inspections: Separate Class 1 Permit may be required. • Plumbing Inspections: Separate Class 11 Permit may be required. • Heating and Ventilation Inspections: Separate Class 11 Permit may be required. • 24-month Permit Renewal: \$100.00 • Additional Required Inspections: \$100.00 each (ie. remedy unsafe, compliance to order, etc.) 	<p>\$0.55/ft²</p> <p>Minimum \$100.00</p>
Class 6	<p>Minor Repairs, Alterations and Renovations</p> <p>Permit for repair, alterations or renovation of a building or structure within the meaning of the Act and the Code.</p> <p>*Plus Additional Fees if Applicable</p> <ul style="list-style-type: none"> • 24-month Permit Renewal: \$100.00 • Additional Required Inspections: \$100.00 each (ie. remedy unsafe, compliance to order, etc.) 	\$100.00
Class 7	<p>Moving of a Building or Structure</p> <p>Permit for the moving of a building or structure within the meaning of the Act and the Code.</p>	\$100.00

The Corporation of the Township of O'Connor
Schedule "B" to By-Law Number 2024-11

REFUNDS

Refunds must be requested in writing to the Chief Building Official.

STATUS OF PERMIT APPLICATION	% OF FEE REFUND
Where application is withdrawn <u>prior</u> to plan review.	95%
Where application is withdrawn after plan review but prior to permit issuance.	75%
Where application is withdrawn prior to start of construction.	60%
Where the permit is valued at less than \$51.00.	0%