



THE CORPORATION OF THE TOWNSHIP OF NORWICH

210 Main Street East, P.O. Box 100
 Otterville, Ontario N0J 1R0
 Phone (519) 879-6568 or (519) 863-2709
 Fax: (519) 879-6385
 www.twp.norwich.on.ca

Application for a Permit to Construct or Demolish

This form is authorized under the Building Code Sentence 2.4.1.1A.(2).

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number: 3202-

Application submitted to: **The Corporation of the Township of Norwich**

A. Project information			
Building number, street name		Unit number	Lot / Concession
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m ²)	
B. 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 / Concession
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
C. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot / Concession
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Builder (optional)			
Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot / Concession
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	



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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 / Concession
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot / Concession
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 2.20.2.1]			
<input type="checkbox"/> House	<input type="checkbox"/> HVAC – House	<input type="checkbox"/> Building Structural	
<input type="checkbox"/> Small Buildings	<input type="checkbox"/> Building Services	<input type="checkbox"/> Plumbing – House	
<input type="checkbox"/> Large Buildings	<input type="checkbox"/> Detection, Lighting and Power	<input type="checkbox"/> Plumbing – All Buildings	
<input type="checkbox"/> Complex Buildings	<input type="checkbox"/> Fire Protection	<input type="checkbox"/> On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): <small>(print name)</small>			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 2.17.4. 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 work and am qualified in the appropriate category as an "other designer" under subsection 2.17.5. 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 authority to bind the corporation or partnership (if applicable).			
_____ Date		_____ Signature of Designer	

For the purposes of this form, "individual" means the "person" referred to in Clause 2.17.4.7.(1)(d), Article 2.17.5.1. and all other persons who are exempt from qualification under Subsections 2.17.4. and 2.17.5.

NOTE:

1. Firm and Individual BCIN numbers are not required for building permit applications submitted prior to January 1, 2006
2. Schedule 1 does not need to be completed by architects, or holders of a Certificate of Practice or a Temporary License under the *Architects Act*.



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Acknowledgement by Applicant of an Incomplete Application

Pursuant to Sentence 2.4.1.1. 1B (5) of the Building Code

Part A

A prescreening of the application to _____
(describe work)

at _____
(location of work)

reveals that the application is incomplete in that the following items are missing:

As such, the processing time periods prescribed in Column 3 of Table 2.4.1.1B of the Building Code are not applicable.

The Corporation of the Township of Norwich, however, will commence processing the incomplete application if the Acknowledgement below is completed.

Part B

I _____
(print name of applicant)

acknowledge that my application to _____ at _____
(describe work) (location of work)

does not meet the requirements of 2.4.1.1B (5) of the Building Code and therefore the processing time periods prescribed in Table 2.4.1.1B of the Building Code are not applicable. Notwithstanding the above, I request that the Corporation commence processing the incomplete application. I understand that a permit cannot be issued until all the required information is submitted, reviewed for compliance and all fees paid.

I have authority to bind the corporation or partnership (if applicable).

(Date)

(Signature of Applicant)

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS.

Part A – Owner's Undertaking

Permit Application No.

Project Description:

Address of Project:

Municipality:

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that;

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS READ AND AGREES TO THE ABOVE.

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner (or officer of corporation):

Print Name:

Fax:

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other document that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY)

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY)

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY)

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL STRUCTURAL MECHANICAL ELECTRICAL SITE SERVICES OTHER (SPECIFY)

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

NOTE: All final review reports are to be submitted to the Chief Building Official by:

Mail: The Corporation of the Township of Norwich, 210 Main Street East, P.O. Box 100, Otterville, Ontario N0J 1R0

Fax: (519) 879-6385 or E-mail: breid@twp.norwich.on.ca

LIST OF PLANS OR WORKING DRAWINGS TO ACCOMPANY APPLICATION FOR PERMITS:

- (a) Site Plan (2 copies)
- (b) Lot Grading Plan (2 copies)
- (c) Floor Plans (2 copies)
- (d) Foundation Plans (2 copies)
- (e) Framing Plans (2 copies)
- (f) Roof Plans (2 copies)
- (g) Reflected Ceiling Plans (2 copies)
- (h) Sections and Details (2 copies)
- (i) Building Elevations (2 copies)
- (j) Electrical Drawings (2 copies)
- (k) Heating, Ventilation and Air Condition Drawings (2 copies)
- (l) Plumbing Drawings (2 copies)
- (m) Automatic Sprinkler and Standpipe Drawings (2 copies)
- (n) Fire Alarm System (2 copies)

NOTE: The Chief Building Official may specify that not all the above-mentioned plans are required to accompany an application for a permit.