



Building Services
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A Natural Attraction

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

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

Application submitted to: City of Quinte West
(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 (m2)	

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	
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii.	Is registration required under the Ontario New Homes Warranties Plan Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii.	If yes to (ii) provide registration number(s): _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
G. Required Schedules			
i.	Attached 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 systems.		
H. Completeness and compliance with applicable law			
i.	The application meets all the requirements of clauses 1.3.3 (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 had 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 specification 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 enables 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.

Schedule 1: Sign Information

A. Type of Sign		
<input type="checkbox"/> Billboard Sign <input type="checkbox"/> Canopy Sign <input type="checkbox"/> Development Sign <input type="checkbox"/> Electronic Sign <input type="checkbox"/> Fascia Sign	<input type="checkbox"/> Gateway Sign <input type="checkbox"/> General Advertising Sign <input type="checkbox"/> Ground Sign <input type="checkbox"/> Pennant Sign <input type="checkbox"/> Portable Sign	<input type="checkbox"/> Projecting Sign <input type="checkbox"/> Pylon Sign <input type="checkbox"/> Sandwich Board Sign
B. Name of Business Where Sign is to be Located		
Name		
Street address		Unit number
Telephone number ()	E-mail	
C. Portable Sign (If Applicable)		
Is the portable sign for a registered charitable or non-profit organization? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the lot contain an electronic message sign? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Date of portable sign installation _____		
Date of portable sign to be removed _____		
D. Declaration of Applicant		
I _____ declare that I am the owner or authorized agent. (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.		
I consent to permit entry upon the said premises by the Chief Building Official, or his or her designate(s) for the purpose of inspecting the sign in accordance with By-law 14-118. Nothing herein shall be constructed to limit or restrict the right of the Chief Building Official or his or her designate(s) to enter upon the premises in accordance with the provisions of the Building Code Act, the Provincial Offences Act or any other applicable statutory authority.		
Neither the granting of a sign permit, nor the approval of the plans and specifications for a sign, nor inspections made by any person on behalf of the City, shall in any way relieve the owner of the property or any other person from full responsibility for carrying out work, and having the work carried out in complete compliance with the requirements of By-law 14-118 and any other applicable legislation.		
Any permit issued based on false, incorrect, or misleading information shall not relieve any person from the responsibility for complying with the provisions of By-law 14-118.		
Every permit issued by the City shall expire if the work to erect, or substantially alter the sign is not completed within 180 days from the date of issuance of the sign permit.		
Any person who contravenes any provision of this By-law is guilty of an offence and is liable, upon conviction, to a fine in accordance with the Provincial Offences Act, R.S.O., 1990, c-P-40 as amended.		
_____	_____	
Date	Signature	