

Township of McKellar

701 Hwy # 124, P.O. Box 69, McKellar, Ontario P0G 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

CHECKLIST FOR ALL BUILDING PERMIT APPLICATIONS

The following items are required to be submitted as a complete application. If all the appropriate information is not provided, then the application will be returned as incomplete.

1. The completed **Ontario Application Form** and all applicable schedules.
2. **2 sets of all submitted drawings and plans.** All **drawings** must be legible and **to scale.**
3. **Sign and date Building Inspection Checklist.**
4. Return this **Checklist** with the appropriate boxes checked next to the drawings, etc, you have submitted.
5. For a Change of Use, Plumbing, or other permit not listed below, contact the Building Department.

New Building, Addition and Renovation: also include items from above; 1 ☐ 2 ☐ 3 ☐

Refer to attached **Schedule 6** as a guideline for required **drawings** and plans. It may be possible to combine specific drawings with others, as long as all necessary design information is provided (example: plumbing, mechanical and electrical services).

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Building Elevations | <input type="checkbox"/> Floor Plan | <input type="checkbox"/> Foundation Plan |
| <input type="checkbox"/> Framing Plan | <input type="checkbox"/> Roof Plan | <input type="checkbox"/> Sections and Details Plan | |
| <input type="checkbox"/> Electrical Services Plan | <input type="checkbox"/> Plumbing Plan | <input type="checkbox"/> Heating, Ventilation, Air-Conditioning Plans | |

Deck Attached or Unattached to a Structure: also include items from above; 1 ☐ 2 ☐ 3 ☐

- ☐ Site Plan: Detailed, legible plan showing all existing and proposed buildings and their sq. ft.(m). And location to lot lines, septic system, water and shore road allowance or crown reserve.
- ☐ Foundation, Piers, Floor, and Section Plans: Drawings that show the size and spacing of piers or foundations, beams, joists, decking, and railing details.

Dock: also include items from above; 1 ☐ 2 ☐ 3 ☐

- ☐ Site Plan: Show location and dimensions of all existing docks, boathouses and proposed docks. Include all setbacks to extended lot lines and distance from all shorelines. The owner must sign the site plan.

Check List for all Building Permit Applications

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 the building		Current use of the building		
Description of proposed work				
C. Applicant				
Applicant is:		<input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of the 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 ()		

Check List for all Building Permit Applications

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. Taron Warranty Corporation (Ontario New Home Warranty Program)				
i. Is the 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 the 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 the necessary schedules are submitted). 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)				
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		

Check List for all Building Permit Applications

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. An 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 the individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]				
<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 the designer's work				
D. Declaration of Designer				
I _____ declare that (choose one as appropriate): (print name)				
<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:

- For 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 people who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or 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.

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Schedule 3: Forming part of Application for Building Permit

TO: McKellar Township

701 Highway 124

McKellar, Ontario

P.O. Box 69

P0G 1C0

Tel (705)389-2842

Fax (705)389-1244

AUTHORIZATION FOR AN APPLICATION FOR BUILDING PERMIT BY A PERSON OTHER THAN THE LEGAL OWNER

I _____ being the legal owner of
property described as Lot _____,
Concession _____ in the Township of McKellar,
Plan # _____, Part # _____, Located at
Civic Address _____, and having Tax Assessment Roll
_____, do hereby authorize
_____, to make Application to the Township
of McKellar for a Building Permit to authorize the Construction of
_____, on the
above-noted property.

Signature of Legal Owner

Schedule 6: Designer Information

The following list of drawings should 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, which does not require professional design.** Any project that requires design by an Architect and/or a Professional Engineer (Part 3 Buildings, such as assembly, institutional or large buildings over 600 square meters and multiple dwellings) will require more comprehensive drawings to illustrate compliance with the Ontario Building Code.

The Designer who prepares the permit drawings must provide sufficient information to ensure compliance with the requirements of the Ontario Building Code. **As of January 1, 2006, all Designers will be required to show proof of meeting the qualifications required by the Ministry of Housing.**

1. Site Plan:

- The location of all existing buildings as well as the proposed. If you do not own your shore road allowance or crown reserve, indicate on the site plan the limit of the allowance.
- The setbacks to lot lines must be clearly shown.
- The plan should be to scale and show all property boundaries, adjacent roads and water bodies. The location of site services should be added to the site plan as well.
- A copy of the deed may be beneficial if an Ontario Land Surveyor has not prepared the site plan.

2. Floor Plan Drawings:

- All rooms must be labelled to illustrate their intended use.
- The location of doors, windows, plumbing fixtures and stairs must be clear.
- Structural information for the roof or floor above may also be illustrated on the floor plans for simple projects, as well as mechanical and electrical information. The plans must be to scale, with a separate plan for each story, including the basement. If the project is an addition, the layout of the existing floor plan is also required.

3. Building Elevation Drawings:

- Show the proposed grade at each elevation of the building. Windows, doors, roof slopes, decks, chimneys, etc, should be clearly illustrated.

4. Foundation and Pier Plan Drawings:

- The size and type of materials used for the foundation.
- The location and size of all footings, including column and pier footings.
- The location and type of any required drainage should be illustrated. The location of plumbing and electrical services can be added to this drawing.

4. Framing Plan Drawings:

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- For simple projects, framing can be shown on the floor plans.
- The size and location of all structural members must be clear.
- The size and span for beams should be indicated.
- The specifications for engineered lumber must be provided (e.g. truss drawing).
- Sufficient information must be provided on the drawings to verify that all loads are safely transferred to the foundation.

6. Roof Plan Drawings:

- May be illustrated on the floor plans for simple projects. Roof slope and any roof-mounted equipment must be shown.

7. Section and Detail Drawings:

- Cross-section will illustrate all the materials that make up the wall, floor and roof systems. Adequate information shall be included to be able to determine the location of all building components, for example, insulation, air barrier, vapour barrier, structural members, sheeting, backfill height, bracing and required connections.

8. Electrical Services Plan:

- Show location of lights, smoke alarms, carbon monoxide detectors, switches, and other electrical components required under the Ontario Building Code.
- Note: Contact Hydro One for permits required under the Electrical Code.

9. Heating, Ventilation and Air Conditioning Plan:

- Show locations of supply and return air openings for heating and ventilation.
- Provide heat loss calculations and duct design.
- Location and description of HVAC units and ventilation design summary.
- Location and clearance details for woodstoves and fireplaces.

10. Plumbing Plan:

- Show all plumbing fixtures, including roughed-in fixtures.
- Provide information on pipe sizing, materials, appliances, devices and fixtures used.
(List or Schematic Drawing)

Permit for _____
Roll No. _____
Permit No. _____

Owner

Contractor

Signature of Applicant:

Date:

Phase 1 – Commencement of construction

Date: _____

Phase 2 – After Excavation/before pouring footings, check setbacks

Yard requirements, soil, water table, and footings.

Date: _____

Phase 3 – Pre-Backfill

Drain tile, crushed stone, damp-proofing, foundation walls, lateral support

Date: _____

Phase 4 – Framing (May be done in conjunction with Phase 5 before insulation)

Subfloor, plates, lintels, bridging, studs, partitions, trusses/rafters.

Date: _____

Phase 5 – Plumbing may be done in conjunction with Phase 4, before Insulation

Rough in building drain, branch drains, venting and distribution. Test of Service, drains and vents

Date: _____

Phase 6 – Mechanical Ventilation & Heating

Completion of ducts and pipes for heating and ventilation.

Date: _____

Phase 7 – Insulation & Vapour Air Barrier Systems

Vapour barrier, corners, doors & windows, electrical, attic ventilation
(Before finishing walls)

Date: _____

Phase 8 – Solid Fuel Appliances

Masonry fireplaces, chimneys, factory-built fireplaces, space heaters, Add-on furnaces.

Date: _____

Phase 9 – Completion of Construction and Installation of Components required to permit the issuance of an occupancy permit under section 1.3.3.4 (5)

Phase 10 – Interior & Exterior Finish

Plaster, gyproc, panelling, chimney, shingles, flashing, fascia and soffit

Date: _____

Phase 11 – Completion of a building for which an occupancy permit is required under Article 1.3.3.4

Date:

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COMMENTS

[illegible]

THE CORPORATION OF THE TOWNSHIP OF McKellar

ROAD DAMAGE SECURITY DEPOSIT

(Pursuant to By-law No. 2008-17 As Amended by 2011-21)

Name of Owner(s): _____

Address: _____

Telephone Number Home: _____ Work: _____ Cottage: _____

Authorized Agent (if any): _____

Address: _____

Telephone Number Home: _____ Work: _____ Cottage: _____

(Letter of authorization from owner to be attached.)

Location of Land:

Lot Number: _____ Concession: _____

Plan of Subdivision Number: _____ Lot(s) on Plan: _____

Civic / 911 Address: _____

I/We hereby agree to be responsible for any damage incurred to any municipal sidewalk, curbing, paved or unpaved highway resulting from the project to be undertaken by our application for a Permit to Construct or Demolish. I/We hereby agree that the municipality shall use the \$750.00 road damage security deposit to repair any damages incurred on area roads due to the construction of the applied-for project. If the cost to repair damages exceeds the deposit, I/We agree to be responsible for the full amount of the damages so incurred to any municipal roadway. I/We further agree that I/We have read Section 6 of By-law No. 2008-17 as amended by 2011-21, copied on the reverse of this form and agree to the terms thereof.

Dated this _____ day of _____ 20____.

Signature of Owner(s) or
Authorized Agent

Personal information contained on this form is collected under the authority of the Building Code Act and will be used to collect a road damage deposit. Questions about this collection should be directed to: the Clerk, Township of McKellar, P.O. Box 69, McKellar, Ontario, P0G 1C0, Telephone: (705) 389-2842, Fax: (705) 389-1244

FOR OFFICE USE ONLY:

Roll Number: _____ Receipt Number _____

Deposit Amount Paid: _____ Date Returned: _____

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By-law No. 2008-17, as amended by 2011-21, states:

A6. ROAD DAMAGE DEPOSIT

- 6.1 That the owner of land abutting a municipal sidewalk, curbing, paved or unpaved highway, upon any application for the issuing of a demolition or building permit for the approval of plans of buildings or designated projects to be erected, altered, repaired or demolished thereon is hereby required to pay to the municipality a flat fee of \$750.00 as a deposit to meet the cost of repairing any damage to the municipal sidewalk, curbing, paved or unpaved highway caused by the crossing thereof by any such vehicles onto the property.
- 6.2 That the use of this provision is activated when the value of the proposed building or buildings or designated structures to be erected, altered, or repaired exceeds \$15,000 as calculated for value within this By-law.
- 6.3 That the use of this provision is activated when the buildings or designated structures to be demolished exceed 30 square metres or 323 square feet in area.
- 6.4 That the deposit shall be processed immediately by the Municipality and held without interest.
- 6.5 That upon the substantial completion of the erection, alteration, repair or demolition of the building or buildings or designated structures on the land abutting such a municipal sidewalk, curbing, paved or unpaved highway, and upon application by the person to whom the deposit was paid, the amount by which the sum deposited exceeds the cost of such repairs shall forthwith be refunded.
- 6.6 That before the refund of any portion of the deposit, an inspection shall be completed by the Public Works Superintendent or his designate certifying that the condition of the municipal curbing, sidewalk, paved or unpaved highway is satisfactory, or recommending that specific work be carried out at the expense of the abutting property owner.
- 6.7 That the municipality shall be the sole judge of damages and for determining the costs of repairs to be charged against the security.
- 6.8 If the amount of the deposit fails to cover the amount of the damage, the person who paid the initial deposit shall be issued an invoice for the balance of the costs.
- 6.9 That if the person by whom the deposit was paid fails to apply for the refund, the Chief Building Official will return the refund upon successful inspection at the time that the building permit file is closed.

Updated September 10, 2025

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