



The Corporation of the Township of Augusta  
3560 County Rd. 26, Prescott, ON, K0E 1T0  
T 613-925-4231 F 613-925-3499  
[www.augusta.ca](http://www.augusta.ca)

## **APPLICATION PROCESS – ATTACHED DECKS**

### **HOW TO OBTAIN A BUILDING PERMIT**

When a building permit is required, an application must be filed with the Building Department using the following forms. Once submitted with all the necessary documentation, a permit **may** be issued **after** the application has been reviewed to ensure compliance with the Ontario Building Code, the Township Zoning By-law and any other applicable regulation. A plans review document, detailing the deficiencies of your submission, if any, may form part of your building permit. The Chief Building Official is responsible for the issuance of all building permits.

### **APPLICATION PROCEDURES**

1. Complete, sign and date the “**Application for a Permit to Construct or Demolish**” form.
2. The completed application form must be accompanied by the following documentation.
  - a) **A deed** may be required indicating the name of the **current registered owner** of the property for which the permit is to be issued.
  - b) **A site plan** showing the **location of all existing and proposed buildings or additions, any hydro lines, water courses, pipelines, railway tracks and wells or septic systems and leaching beds** on the lot in relation to the property boundaries.
  - c) **Drawings (2 Sets)** of the proposed works, **fully dimensioned and showing sufficient detail** in order to determine compliance with the building code and any other applicable regulation.
  - d) **Truss layout, truss package and joist system layout** must be submitted to the building department prior to the framing inspection request.
  - e) **Sewage System Permit, or Maintenance Inspection, application** for all new construction, additions and renovations are required to be submitted to the Leeds Grenville and Lanark District Health Unit. Copies of these applications are available at the Twp. Office. A building permit cannot be issued prior to Health Unit approval.
  - f) **Conservation Authority** approval may be required prior to building permit issuance or in areas with significant wildlife habitat or significant woodlands. Construction is not permitted within areas of the 100 year flood plan.
3. **Other Land Use Approval** permits may be required from such agencies as local Conservation Authority, the provincial Ministry of Transportation, etc; depending on the nature of the project and the specific location of the site.
4. **All required fees** must be paid before the permit can be issued.

07/2018



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**AUTHORIZATION FOR AN APPLICANT TO ACT AS AN AGENT  
FOR THE REGISTERED LAND OWNER**

I, \_\_\_\_\_, being the legal owner of the  
property located at (Civic address) \_\_\_\_\_, in the Township of Augusta authorize  
\_\_\_\_\_ whose mailing address and phone number is  
\_\_\_\_\_ to

Act as an agent on my behalf.

\_\_\_\_\_  
Signature of Registered Land Owner

# 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: 0706000_____

**Application submitted to:** The Corporation of the Township of Augusta  
 3560 County Rd. 26, Prescott, ON, K0E 1T0  
 T 613-925-4231 F 613-925-3499  
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## 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 <sup>2</sup> )	

## 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

<b>E. Builder (optional)</b>			
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	
<b>F. Required Schedules</b>			
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.			<input type="checkbox"/>
<b>G. Completeness and compliance with applicable law</b>			
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). 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"/>	<input type="checkbox"/> No <input type="checkbox"/>	
iv) The proposed building, construction or demolition will not contravene any applicable law.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>H. Declaration of applicant</b>			
<p>_____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p>Date <span style="margin-left: 150px;">Signature of applicant</span></p>			

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.

## **Roles and Responsibilities of the Builder or to whom a permit is issued**

- Comply with BCA/OBC; 8.(11)
- Complete applications with required info.; BCA 7., 8.(2e), [C]1.3.1.3.(5)
- Obtain permit prior to construction; 1.(1)
- Obtain permit prior to Change of Use unless exempt by [C]1.3., BCA1.(2), 8.(1), 34. (1)
- Post permit; BCA 34.(1), [C]1.3.2.1(1)
- Copy of drawings on site; BCA 34.(1), [C]1.3.2.2.(1a.b)
- Notify CBO of changes; BCA 8.(12)
- Adhere to plans, specs; BCA 8.(13)
- Fences to enclose site; BCA 7.(1i,j)
- Notify on stages of construction; BCA 10.(2), [C]1.3.5.1.(2)
- Occupy unfinished bldg. after inspection; BCA [C]1.3.3.1.(2), 1.3.3.2.(1)
- Provide as constructed plans; [C]1.3.6., BCA 7.(1g)
- Not hinder but assist; BCA 19.
- Obey Stop Work Order; BCA 14.(4)
- Respect posted orders; BCA 20.1.

Before the work starts ensure that all contractors have WSIB clearance numbers (1-800-387-0750) The law has changed.

Failing to register with the WSIB by January 2014 and working without a clearance number means penalties and significant fines for contractors and those who hire them. [www.wsib.on.ca](http://www.wsib.on.ca)

- Minimum clearance to hydro lines or poles is 5 meters horizontally or vertically.  
Electrical Safety Authority (ESA) 1-877-372-7233
- Minimum clearance to railway tracks are as described in section 6.38 and 6.42.1 of Zoning By-Law #2965.
- Canadian National Railway runs through Augusta Township. (CNR) 1-888-888-5909
- Minimum clearance to pipelines is 30 meters from the pipeline right of way.  
Pipeline Public Awareness 1-855-458-6715
- New residential development shall be setback a minimum distance in accordance with MDS calculations as per section 6.42.3. of Zoning By-Law #2965.

Call Before You Dig – It's Free. In Ontario: 1-800-400-2255 or [www.clickbeforeyoudig.com](http://www.clickbeforeyoudig.com)

Ontario One Call: 1-800-400-2255. [www.on1call.com](http://www.on1call.com)

Pipeline Emergency: 1-888-982-7222

Pipeline Landowner Inquiries: 1-866-372-1601

## **DECLARATION OF BUILDER, APPLICANT OR OWNER**

I \_\_\_\_\_ declare that I have read and understand the above information and agree to abide by these roles and responsibilities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# 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"/> 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			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>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.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>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.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of Designer</span> </p>			

**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.



**“SCHEDULE “A”  
OF BY-LAW 3413**

**RESPECTING CLASSES OF PERMITS AND PERMIT FEES**

A permit fee or fees shall be made payable to the Corporation of the Township of Augusta at the time of making application for a building permit.

<u>DESCRIPTION/FEE NAME</u>	<u>FEE (EFFECTIVE April 23, 2019)</u>
Refundable Deposit Fee, new residential Refundable after final inspection	\$500.00
Non-refundable deposit fee, all other permits except pools and wood stoves, applied to permit cost	\$95.00
Minimum Charge for any Construction	\$95.00
Building Without a Permit Two (2) week grace period from the date of infraction letter	Double the cost of the permit
Occupancy Permit, new construction Payable with building permit	\$95.00
Building Permits	
- Residential Buildings Renovation/Additions/ Installations/Alterations Attached garages 3 season rooms, sunrooms Living space	\$1.00/sq. ft.
Partially finished basement, Non living space Not including building services mechanical area	\$0.85 / sq. ft.
- Accessory Buildings Detached garages, Sheds No living space	\$0.50/sq. ft. of gross floor area
-Decks, pool decks, porches, gazebos	\$0.50/sq. ft.



-Solar Panels mounted on a building	\$0.30/sq. ft. of panel surface plus engineering report on structural adequacy of building
-Designated Structures under Division A, 1.3.1.1.	\$10.00 per \$1,000.00 of evaluation cost
Agriculture	
- New Construction Accessory Building Renovation/Alterations	\$0.25/sq. ft. to a max of \$750.00 with valid farm number Does not include building without a permit
Commercial/Industrial Institutional/Post Disaster	
- New construction/Renovations Additions/Acc. Buildings	\$0.40/sq. ft. Occ. Space Does not include building without a permit
Demolition Permit	\$110.00
Swimming Pool Permits, pool only	\$75.00
Re-Inspections/Plan re-examinations/ 2 <sup>nd</sup> + inspections/2 <sup>nd</sup> +examinations	\$85.00
Change of Use Permit	\$0.35/sq. ft. Occ. Space \$100.00 minimum
Building/Zoning Compliance Letters	\$100.00
Woodstove Permits	\$75.00 (does not include WETT)
Plumbing	\$11.00 / fixture
Conditional Permit	\$110.00 plus signed agreement
Transfer or Renewal Permit	\$95.00 with no changes
Revision Permit	\$ as above minimum of \$95.00 (no credit for reductions)
Insulation / Vapour Barrier retrofit	\$95.00
Hydronic Heating	\$95.00

Replacing finish roofing material, siding, a window and minor repairs which do not involve structural change, or do not involve vapour barrier and insulation	No Charge
Miscellaneous Site Inspections	\$85.00
Deferral of Revocation	

**“SCHEDULE “B”  
OF BY-LAW 3413**

**RESPECTING PLANS OR WORKING DRAWINGS**

List of Plans or Working Drawings (2 sets required) to accompany application for permits:

- 1) The Site Plan
- 2) Floor Plans
- 3) Foundation Plans
- 4) Framing Plans
- 5) Roof Plans/Truss Plans
- 6) Energy Efficiency Design Summary
- 7) Reflected Ceiling Plans
- 8) Sections and Details
- 9) Building Elevations
- 10) Electrical Drawings
- 11) Heating, Ventilations and Air Conditioning Drawings
- 12) Plumbing Drawings

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