



**Township of Tiny Building Department**  
130 Balm Beach Road West, Tiny, Ontario, LOL 2J0  
Telephone 705-526-4204 or 705-526-5965 Fax 705-526-2372

**Requirements to submit an application to construct a deck**

**The following documents are to be submitted with an application:**

**1. Site Plan**

One copy of a sketch to scale showing the property dimensions with all existing and proposed structures including all details in accordance with the Township Building By-Law. The location of the septic system must also be shown on site plan.

**2. Building Plans**

One legible copy (not to exceed 11x17) of the Building plans prepared by a qualified person.

Refer to the Township Building By-Law for details required on plans.

**3. Municipal Application (form included in package)**

Please complete the municipal application to assist the Building Department to receive and process the application.

**4. Application for a Permit to Construct or Demolish (form included in package)**

Fill in all sections of this application. At least one property owner must sign. For new owners please submit a copy of the registered transfer deed.

**5. Agent Authorization (form included in package)**

If an owner of the property assigns someone to submit an application on their behalf this form is required. At least one property owner must sign this form.

**6. Demolition Permit Form (form included in package)**

Structures (over 108 sq ft) being demolished require a permit. The demolition form is to be signed by all property owners.

**7. Designer Form**

One copy of the designer form. To be provided by the qualified person drawing the building plans.

**8. Building Permit Fees**

Building Permit Fees are calculated by the Building Department upon receiving an application as per Fee Schedule By-law.

**9. Other Approvals**

As required, to determine proposed construction conforms to all applicable laws.

**NOTE: PAPER SIZE CANNOT EXCEED 11x17 & AN APPOINTMENT IS REQUIRED**



**The Corporation of the Township of Tiny  
Municipal Application for Building Permit**

**Roll Number:** \_\_\_\_\_

**Please check if a wood burning appliance is being installed:**

Woodstove     Fireplace     Fireplace Insert     Masonry Chimney     Steel Chimney

**Source Protection Plan**

1. Is the subject property within a Well Head Protection Area (WHPA)?  YES  NO
2. If yes, you must complete and submit the Source Protection Plan Pre-Application Screening Form
3. To search a property location to see if it is within a WHPA (vulnerable area) visit [www.ourwatershed.ca](http://www.ourwatershed.ca).
4. Please note that this application maybe delayed and/or refused if the proposed development offends the Source Protection Plan for the Southern Georgian Bay Lake Simcoe Source Protection Region. If the application requires detailed review by the Severn Sound Environmental Association (SSEA), the Risk Management Office, a fee of \$240.00 is required to cover such costs.

**HOW MANY PROPOSED BEDROOMS** \_\_\_\_\_

**PLACE SIZE OF PROPOSED CONSTRUCTION FOR EACH OF THE APPLICABLE AREAS**

<b>TYPE OF CONSTRUCTION</b>	<b>SIZE (FT)</b>	<b>FT<sup>2</sup></b>	<b>ESTIMATED COST</b>
SDD* FINISHED BASEMENT			
SDD* UNFINISHED BASEMENT			
SDD* FIRST FLOOR			
SDD* SECOND FLOOR			
ADDITION			
DECKS			
COVERED PORCHES			
ATTACHED GARAGE			
DETACHED GARAGE/SHED			
CARPORT			
POLE-TYPE BUILDING			
RENOVATION			
ACCESSORY BUILDING			
DEMOLITION			
OTHER**			

\* SDD denotes Single Detached Dwelling

\*\* Commercial, Institutional & Industrial

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

<b>For use by Principal Authority</b>			
Application number:	Permit number (if different):		
Date received:	Roll number:		
Application submitted to: _____ <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>			
<b>A. Project information</b>			
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>B. Purpose of application</b>			
<input type="checkbox"/> New construction	<input type="checkbox"/> Addition to an existing building	<input type="checkbox"/> Alteration/repair	<input type="checkbox"/> Demolition
Proposed use of building		Current use of building	
Description of proposed work			
<b>C. Applicant</b>			
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	
Telephone number	Fax		
<b>D. Owner (if different from applicant)</b>			
Last name <input type="checkbox"/> First name <input type="checkbox"/> Corporation or partnership			
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	
Telephone number	Fax		

<b>E. Builder (if known)</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. New home construction licensing requirement</b>			
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide licence number(s): _____			
<b>G. 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.			
<b>H. 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).		<input type="checkbox"/> Yes	<input type="checkbox"/> No
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
<b>I. Declaration of applicant</b>			
I _____ declare that: (print name)			
<ol style="list-style-type: none"> <li>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.</li> <li>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol>			
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., 12th Floor, Toronto, ON M7A 2J3 (416) 585-6666.

## 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.
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Municipality	Postal code	Plan number/ other description	
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### B. Individual who reviews and takes responsibility for design activities

Name	Firm		
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Street address		Unit no.	Lot/con.
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Municipality	Postal code	Province	E-mail
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Telephone number	Fax number	Cell number
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### 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

I \_\_\_\_\_ declare that (choose one as appropriate):  
(print name)

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: \_\_\_\_\_

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: \_\_\_\_\_

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) (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.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a 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 practise, a limited license to practise, or a certificate of authorization, issued by the Professional Engineers Ontario.



### Agent Authorization

I/We \_\_\_\_\_, being the Legal

Owner(s) of Municipal Address \_\_\_\_\_

Lot \_\_\_\_\_ Plan \_\_\_\_\_ Concession \_\_\_\_\_ in the Township of

Tiny authorize: \_\_\_\_\_

to act as my (our) agent and to apply for building permits on this property.

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Signature of legal Owner(s)

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Signature of legal Owner(s)

Date: \_\_\_\_\_



## Demolition Permit Form

I, \_\_\_\_\_, have applied for a demolition permit for  
(owner's)

\_\_\_\_\_ at \_\_\_\_\_ in the Township of Tiny.  
(structure) (Township address)

I acknowledge that the waste materials as a result of the demolition are required to be disposed of properly. The materials will be disposed of at the following licensed refuse facility: \_\_\_\_\_. The building permit applicant/owner shall retain all records of disposal.

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Date

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Owner

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Date

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Owner