



Township of Tiny Building Department
130 Balm Beach Road West, Tiny, Ontario, L0L 2J0
Telephone 705-526-4204 or 705-526-5965 Fax 705-526-2372

Requirements to submit an application to construct an addition

The following documents are to be submitted with an application:

1. Sewage System Application

Tatham Engineering is the sewage system authority located on the lower level of the Township Municipal Office open from 8:30 a.m. to 12:00 p.m. Please visit our website www.tiny.ca for an application or contact Tatham Engineering 705-527-0119.

Note: In the winter months, this office operates on Thursdays only.

2. 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.

3. Lot Grading Drainage Plan (if applicable)

One copy of a Lot Grading Drainage Plan completed by a qualified person.

Refer to the Lot Grading Drainage Procedure on our website www.tiny.ca for requirements. A Lot Grading Deposit of \$5000.00 is required. To be paid by the owner of the property.

4. Survey-up to date (if Lot Grading Drainage Plan is required)

One copy of the signed base survey used to prepare the Lot Grading Drainage Plan.

5. Lot Grading Drainage Review Checklist (if Lot Grading Drainage plan is required)

One copy of the Lot Grading Plan review checklist. Obtain this from the qualified person completing the Lot Grading Drainage Plan.

6. Building Plans (obtain from a qualified person)

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.

7. Heating Documents (obtain from a qualified person)

One copy of the Heat Loss Calculation, Ventilation Design Summary, Duct Design Layout and a Schedule Designer 1 Form to be prepared by a qualified person.

8. Designer Form (obtain from qualified person)

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

- 9. Energy Efficiency Design Summary (obtain from a qualified person)**
One copy of the energy efficient design summary. To be provided by the qualified person drawing the building plans.
- 10. Municipal Application (form included in package)**
Please complete the municipal application to assist the Building Department to receive and process the application.
- 11. Wood Burning Appliance (form included in package)**
If a wood burning appliance is being installed, please fill in the section on the Municipal form to assist the Building Department to receive and process the application.
- 12. 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.
- 13. 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.
- 14. 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.
- 15. Entrance Permit Application - Pursuant to Entrance By-law (form included in package)**
If constructing a new entrance (driveway) fill in the application. Please contact the Public Works Department 705-526-4204 with any questions.
- 16. Building Permit Fees are calculated by the Building Department upon receiving an application as per Fee Schedule By-law.**
- 17. Other Approvals**
As required, to determine proposed construction conforms to all applicable laws.

**NOTE: PAPER SIZE CANNOT EXCEED 11x17
TO SUBMIT AN IN PERSON APPLICATION PLEASE BOOK AN APPOINTMENT**



Tiny
TOWNSHIP OF / CANTON DE

**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.
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

TYPE OF CONSTRUCTION	SIZE (FT)	FT ²	ESTIMATED COST
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*

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 building		Current use of building		
Description of proposed work				
C. 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/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 (if known)				
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. New home construction licensing requirement				
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): _____				
G. Required Schedules				
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.				
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 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"/> 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., 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.
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"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings		<input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection		<input type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <input type="checkbox"/> On-site Sewage Systems	
Description of designer's work					
D. Declaration of Designer					
I _____ declare that (choose one as appropriate): <div style="text-align: center;">(print name)</div> <div style="margin-top: 10px;"> <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. <div style="margin-left: 40px;">Individual BCIN: _____</div> <div style="margin-left: 40px;">Firm BCIN: _____</div> </div> <div style="margin-top: 10px;"> <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. <div style="margin-left: 40px;">Individual BCIN: _____</div> <div style="margin-left: 40px;">Basis for exemption from registration: _____</div> </div> <div style="margin-top: 10px;"> <input type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. <div style="margin-left: 40px;">Basis for exemption from registration and qualification: _____</div> </div>					
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.



Tiny
TOWNSHIP OF / CANTON DE

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.

Signature of legal Owner(s)

Signature of legal Owner(s)

Date: _____



Tiny
TOWNSHIP OF / CANTON DE

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.

Date

Owner

Date

Owner

Applicant to Complete
Sections A, B, C & D

☐ \$120.00 FEE – Entrance Permit
☐ \$80.00 FEE – 911 Address

Roll No. : _____

PERSUANT TO "ENTRANCE BY-LAW #17-055"
SCHEDULE "A"

A. APPLICATION IS HEREBY MADE TO: (check all that apply to proposed work)

- | | |
|--|--|
| <input type="checkbox"/> Construct a Permanent Entrance
(lot grading plan required) | <input type="checkbox"/> Change use to Residential / Commercial |
| <input type="checkbox"/> Pave an entrance | <input type="checkbox"/> Use Existing Entrance |
| <input type="checkbox"/> Change design, location, or remove
_____ | <input type="checkbox"/> Change Temporary Entrance to a Permanent Entrance |
| | <input type="checkbox"/> Construct a Temporary Entrance |

**** Steel track construction equipment/vehicles are NOT permitted on Township property****
**** Please be sure to stake location of proposed entrance at the road side****

B. THIS PERMIT IS ISSUED TO:

Name:		Phone #:
Address:		Cell #:
City:	Postal Code:	Email:

C. THIS PERMIT IS ISSUED FOR THE PROPERTY OF:

Lot No.:	Plan:	Concession No.:
Municipal Address: (Road)		

D. ACKNOWLEDGEMENT: Owner has read the indemnity clauses on the following pages:

Date: _____
Day Month Year

Signature: _____
(owner)

E. ENTRANCE PERMIT APPROVAL (office use only): Curb Stop in Proposed Entrance Location: ☐ YES ☐ NO

Approval Date: _____
Day Month Year

Signature: _____
(Public Works Inspector)

F. CULVERT REQUIREMENTS:

Length: _____ Diameter: _____ Type: _____ Gauge: _____ ☐ NO CULVERT REQUIRED
****Poured concrete end protection for culverts may not be acceptable. Suitable materials must be approved by the Public Works Department****

G. SPECIAL INSTRUCTIONS TO OWNER:

H. FINAL INSPECTION:

Date: _____
Day Month Year

Entrance Approved: YES NO

Notes: _____

Signature: _____
(Public Works Inspector)

ATTENTION APPLICANTS:

1. For culvert installation requirements see "Schedule A"
2. This approval is issued under the authority vested in the Township of Tiny Public Works Department by By-Law 17-055 and as amended from time to time and all regulations pursuant thereto.
3. It is understood that all works will be constructed, altered, maintained or operated at the expense of the undersigned and that work must not begin before a permit has been issued by the Township.
4. The issuance of a permit by the Township does not relieve the holder of the responsibility of complying with all other Municipal By-laws.
5. Each entrance must be designed, constructed and maintained in a manner that prevents surface water from the entranceway and/or the adjoining property from being discharged via the entrance on the Township Road.
6. The use or purpose of an entrance must not be changed in a manner that changes the classification of the entrance. Improper use of an entrance may result in cancellation of the Entrance Permit. If the Owner desires to change the classification of an entrance, application to do so must be submitted to the Township for approval.
7. If the Entrance Permit expires and is not renewed for any reason, all work constructed maintained or operated under this permit shall, if the Township requests, be removed without expense to the Township and the Township Road shall be left in as good a condition as it was before the said works were installed or constructed.
8. An Entrance Permit may be cancelled at any time for breach of the regulations or conditions of the permit and/or By-law or for such reasons as the Township, in its discretion deems appropriate.
9. If the Township performs roadwork, either for maintenance or construction purposes, the Township will restore the entrance to its own satisfaction. The property Owner assumes the risk that any alterations to the entrance on the road allowance, such as the placement of asphalt and may not be replaced to the original state.
10. Trees, shrubs etc. on the right of way of a Township road must not be cut or trimmed without permission of the Township and such cutting or trimming may only be done under the direct supervision of the Township or agent. Where it is necessary to cut or trim trees on property adjacent to a Township Road, the applicant must make the necessary arrangements with the property Owners and must bear all expenses in connection therewith, including any damages occasioned as a result of such cutting or trimming.
11. If there is an expiry date named on this permit, and a further term is desired, an application for the renewal of the permit shall be made to the Township before the expiry date named in this permit. A further term may be approved or denied by the Township.
12. The applicant is responsible for the construction, marking and maintenance of the detours required and for maintaining safety measures for the protection of the public during the construction of any works in respect to an entrance.
13. It is the responsibility of the applicant to determine if the proposed entrance is on to a public highway, Unopened Road Allowance, within the limits of a reserve, block or part of a plan so as to not interfere with the installation of the entrance. Entrance Permits will not be issued on an Unopened Road Allowance or Unassumed Road unless the road is upgraded to a Municipal Standard.
14. It is the applicant's responsibility to contact the Public Works Department should they require clarification relative to Entrance By-law 17-055.

In consideration of any permit issued in respect to this application, we, the applicants for ourselves, our heirs, executors, administrators, successors and assigns hereby agree to observe, keep, perform and be subject to the regulations and conditions of the said permit and to indemnify and save harmless the Township of Tiny, represented by the Township Public Works Department and the Township Public Works Superintendent, Director of Public Works and/or Lead Hand from all loss, cost, charges, damages, expenses, claims and demands whatsoever to which we may be put or which the Township of Tiny may suffer or sustain or for which the Township of Tiny may be liable by reason of anything done or omitted to be done in the construction, maintenance, alteration or operation of the works authorized.