



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

**Requirements to submit an application to demolish a structure**

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

**1. Site Plan**

One copies 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. Municipal Application (form included in package)**

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

**3. 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.

**4. 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.

**5. 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. A 357/358 form (included) is to be submitted to the Treasury Department. Please contact the Treasury Department 705-526-4204 with questions.

**6. Building Permit Fees**

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

**7. Heritage Property**

Please note that if the property is included on the Municipal Heritage Register as a listed or designated property under the Ontario Heritage Act, a Notice to Demolish or Remove is required. Please contact 705-526-4204 Planning Department with questions.

**8. 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**



**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: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
<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 <input type="checkbox"/> Conditional Permit				
Proposed use of building	Current use of building			
Description of proposed work				
<b>C. Applicant</b>		Applicant is:		
Last name	First name	Owner or Authorized agent of owner Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax			Cell number
<b>D. Owner (if different from applicant)</b>				
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 (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). 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.



### 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: \_\_\_\_\_



TOWNSHIP OF/CANTON DE  
**Tiny**

### 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



## APPLICATION FOR TAX ADJUSTMENT UNDER SECTION 357/358 OF MUNICIPAL ACT

Township of Tiny  
130 Balm Beach Road W.  
Tiny Ontario L0L 2J0

Application Tax year

Property owners may apply to the Treasurer for cancellation, reduction or refund on all or part of taxes levied. Requirements are governed by legislation as described under Sections 357 and 358 of the *Municipal Act, 2001*.

**357** Applications under Section 357 must be received by the last day of February of the year following the year in respect of which the application is made.

**358** Applications under Section 358 is made for any overcharge caused by a gross or manifest error in the preparation of the assessment roll that is clerical or factual in nature. It must be received between March 1st and December 31st of a year and it may apply only to taxes levied for one or both of the two years preceding the year in which the application is made.

### Reason for Section 357 application:

(Check one box – applicable to Section 357 only)

<input type="checkbox"/> Ceases to be liable for tax rate it was taxed – 357(1)(a)	<input type="checkbox"/> Mobile unit removed – 357(1)(e)
<input type="checkbox"/> Became vacant or excess land – 357(1)(b)	<input type="checkbox"/> Damaged and substantially unusable – 357(1)(d)(ii)
<input type="checkbox"/> Became exempt – 357(1)(c)	<input type="checkbox"/> Gross or manifest clerical/factual error – 357(1)(f)
<input type="checkbox"/> Sickness or extreme poverty – 357(1)(d.1)	<input type="checkbox"/> Repairs/Renovations preventing normal use (minimum 3 months)
<input type="checkbox"/> Razied by fire, demolition or otherwise – 357(1)(d)(i)	

### PROPERTY INFORMATION

Roll Number: 4368 - 000 -

Applicant Information			
Property Location			
Owner's Name			
Mailing Address			
Address	City	Province	Postal Code
Email Address	Phone		

**Details of reasons for Section 357/358 application:** (additional information along with copies of documents to support your appeal must be provided)

Effective from \_\_\_\_\_ (MM/DD/YYYY) to \_\_\_\_\_ (MM/DD/YYYY)

Owner's Signature

Date

**ONCE COMPLETED PLEASE FORWARD TO:** [taxdepartment@tiny.ca](mailto:taxdepartment@tiny.ca) or Township of Tiny Tax Department, 130 Balm Beach Rd W. Tiny, ON L0L 2J0. Submission will also be accepted via Fax: 705-526-2372. Please direct all inquiries to 705-526-4204 Ext 232.