



**PROPERTY OWNER'S GUIDE  
TO  
BUILDING PERMITS**

Building permits help protect you, your home, and the interests of your community by making sure the project is structurally sound and follows the Ontario Building Code, Municipal Zoning and other applicable laws.

Whether building a new home, or renovating an existing one, you want to ensure the result is safe and legal for you and any future occupants.

**Part of that process is consulting and hiring your own contractors, engineers, architects and other professionals. The Municipality's Chief Building Official (CBO) is not available as a consultant for construction or any part there of. The role of CBO is to ensure your building plans are in compliance with the Ontario Building Code, Municipal By-Laws, that safety regulations are followed.**

This guide will provide you with a general outline of the Building Permit process, applicable regulations, and Municipal building fees. It does not account for all possible steps or potential requirements as each project is reviewed and evaluated on it's own. This is simply a first step in helping you navigate the process.

In this guide you will find:

- Important information for obtaining a building permit in the Municipality of Powassan
- Consequences for building without a permit
- Guide to the Building Permit process
- Responsibilities of the Permit Holder
- Checklist for Building Permit Applications
- Building Permit Application (Including Schedule 1: Designer Information and Schedule 2: Sewage System Installer Information)
- Energy Efficiency Design Summary: Performance & Other Acceptable Compliance Methods form
- Energy Efficiency Design Summary: Prescriptive Method Form
- Building Permit Fee Guide
- Chief Building Inspector's Code of Conduct

## IMPORTANT INFORMATION FOR OBTAINING A BUILDING PERMIT IN THE MUNICIPALITY OF POWASSAN

1. The Chief Building Official (CBO) works Monday through Thursday from 8:30 a.m. until 4:30 p.m., and Friday's from **9:00 a.m. until 12:00 p.m.** Please be aware of this schedule when planning your project and inspection expectations.

Chief Building Official: Mark Martin

Office: 705-724-2813 ext. 228

Email: [mmartin@powassan.net](mailto:mmartin@powassan.net)

2. General permit approval can usually be completed within 10 working days for residential, any exceptions will be determined by the CBO.
3. Permits for all projects must be posted on the jobsite. Any trades working outside the scope of the permit will be issued an Order to Comply and subject to a minimum fee of \$150.00, and \$60.00 for each visit from the CBO, or a Municipal Building Inspector (MBI) in order to ensure compliance.
4. Any work being done without the proper permit will be issued a Stop Work Order and is subject to a *minimum* fee of \$300.00 plus 5% of construction costs to a *maximum* of \$1,000.00, **plus** the fee of the required permit.
5. If work that needs to be inspected has been covered over an Order to Uncover will be issued. There will be a fee of \$100.00 for each additional inspection from the CBO or MBI in order to ensure compliance.
6. All jobsites are expected to be kept clean of trash and debris and cleaned at the end of each day to maintain safety standards. Dumpsters and smaller trash receptacles shall be on the jobsite.
7. When you are requesting a permit for new construction, renovation, addition, accessory building, or deck, be prepared to:
  - submit two (2) sets of construction documents, have plans bound and stapled
  - describe all work to be performed
  - plans must be submitted to scale – ¼" or 1/8" = 1'-0" preferred; 11"x17" sheets are acceptable provided the font size is clearly readable
8. For Final Occupancy:
  - All work must be finished and all trades must be completed
  - Green Space, pool permits, landscaping, etc. must be completed prior to final inspection
  - No items of any kind are to be moved in prior to the Occupancy Certificate being issued

**Permits and inspections are required for, but not limited to:**

- Any new building, including farm and accessory buildings with an area greater than 10 square metres or 107 sq ft.
- Any addition to an existing building (such as adding a garage, carport, rooms or another storey); any chimney, fireplace or wood stove installation
- Adding or renovating structural features such as a deck, balcony, dormers or porches
- Excavating to construct a basement, crawl space or footing under an existing building, or a weeping tile system
- Replacing or rebuilding roofs (re-shingling not included), or windows and doors involving structural changes
- Renovations or repairs having structural components such as removing or building walls; moving existing plumbing, mechanical, electrical components; or any alterations that affect the structure's compliance with building regulations.
- Change of use
- Change of occupancy
- Signs having structural components may require a permit
- New swimming pool installation
- Demolition

**NOTE:** Compliance with the Zoning Bylaw is required even when a building permit is not required. For further information, visit the Municipal website at: [www.powassan.net](http://www.powassan.net)

## **BUILDING WITHOUT A PERMIT**

Not having a proper permit for construction that has already started could mean serious and potentially costly consequences for the property owner including:

- A Building Without a Permit penalty. This fee is in addition to the cost of the proper permit, with the minimum fee being \$300.00 plus 5% construction costs to a maximum of \$1,000.00
- A delay in building while the permit is processed because *all work must stop during this time*. The original timeline and fees to process an application, including the Building Without a Permit penalty, still apply.
- Work already done may need to be undone, depending on the situation.
- More work may need to be done than what property owner originally planned and/or budgeted for. For example, additional structural or mechanical work, if the work done does not meet proper standards.
- The property owner could face legal and/or financial issues such as impacts on selling their property or making an insurance claim.

**NOTE:** The property owner is responsible for paying these fees or penalties, even if a contractor assured you that permits were not needed.

## GUIDE TO THE BUILDING PERMIT PROCESS

These steps are prepared by the Voyageur Chapter of the Ontario Building Official's Association (OBOA) to help property owner's in the Parry Sound/Nipissing area better understand the steps to follow in obtaining a building permit and to inform property owners of what is expected during the course of construction.

Although this guide covers some of the most important regulations and procedures that may be required, it cannot cover them completely and as such it must not in any way be interpreted as a legal substitute for the law.

This guide also outlines what is expected of the property owner, as well as what is required of the contractor during the course of construction.

Property owners are urged to contact the CBO, during working hours, if there are any questions during the permit process.

There are generally five (5) basic steps to obtaining a building permit in the Municipality of Powassan. Keep in mind every project is different and some may include additional requirements, depending on scope and length of the project.

*1. Determine if the project complies with zoning and applicable laws.*

Building site locations must conform to the setbacks and requirements in accordance with the Official Plan and Zoning Bylaws. This information can be obtained from the Planning Department, by visiting [www.powassan.net](http://www.powassan.net) or by contacting the Municipal office during business hours.

Depending on the project, before a permit can be issued approvals from the following agencies may be required:

- North Bay Mattawa Conservation Authority  
Septic system Approvals; fill, construction, alteration to waterways permit
- Ministry of Transportation (MTO)  
Entrance and/or land use permits on lands adjacent to Provincial highways
- Ministry of Natural Resources  
Working in water or building over water
- Oceans and Fisheries  
The Conservation Authority can advise of this requirement
- The Municipal Public Works Department  
Entrance permit; Water and sewer hook-ups

The Tarion Registration Number for new home construction is required when a person other than the property owner is the builder or contractor: [www.newhome.on.ca](http://www.newhome.on.ca)

2. *Plans, either made by the property owner or a qualified professional should be drafted and included with the application.*

All construction will require plans, but as with most projects, a good set of plans will facilitate the permit process. Smaller projects may allow the property owner to draw up their own plans, as long as they are to scale, while other projects will require an Architect or Engineer's stamp of approval.

Sufficient detail is required to determine whether or not the proposed work will conform to proper building procedures.

If plans are required, then two copies will need to be submitted along with the application. One set will be retained by the Municipality after examination for conformance to the Building Code or any other applicable law. The other set will be returned to be kept on the construction site and available during inspection(s).

- Foundation Plan – this plan is to be dimensioned showing size and location of beams, bearing walls, support columns (including footings), and foundation thickness; types of material should be shown, such as concrete blocks, poured concrete, wood or other materials; other information such as the size of floor joists, including spans, spacings and grade; stair locations and required framing around the stairs including headroom.
- Floor Plans – One floor plan is required for each storey; floor plans should be dimensioned and identify - rooms and spaces, all doors and windows including their sizes and lintel size, location of all plumbing fixtures, all electric smoke alarms and CO detectors, stair locations and framing required around the stairs with headroom; roof framing plans/truss layout design; plumbing and mechanical layout.
- Wall Cross Section – This will typically show the exterior wall components from foundation to roof, inclusive, with all materials identified and dimensions including spacing; will show heights of storeys, grade levels and weeping tiles; give a brief description of the compacted sub-grade.
- Elevation Drawings – These will show the sides, front and rear views of the proposed building with exterior finishes, doors, windows, grades, decks, entrances and roof styles.

3. *Complete and sign a Building Permit Application.*

Download the application package at:

[www.powassan.net](http://www.powassan.net) under Municipal Services/Departments/Building or pick one up at the Municipal office during business hours. With the application, in most cases, a plot or site plan which will include the true dimensions of the lot, the location and dimensions of all existing and proposed buildings and building setbacks from all property lines will be required. Remember to fill out the appropriate permit checklist to avoid delays in permit completion.

Remember that all construction must conform to the Ontario Building Code. It is the responsibility of the builder to ensure compliance.

4. *Once approved construction can start and the CBO called for inspection(s).*

5. *Close the permit by scheduling a final inspection with the CBO.*

## **RESPONSIBILITIES OF THE PERMIT HOLDER**

1. The Permit **must** be displayed in a prominent place on the construction site.
2. A copy of your approved plans **must** be kept on the site and available during inspection.
3. Inspectors **must** be able to examine the work they are to inspect. The work to be inspected must not be covered before the inspector has been notified and the required inspection completed.
4. The permit holder **must** contact the CBO, for approval of any changes or modifications that are necessary to the approved plans during construction.
5. The permit holder **must** notify the CBO's office at least 48 hours in advance of mandatory inspections in order to move forward. A notice is not effective until written or oral notice is received by the CBO.

Please refer to the Mandatory Inspection Check Sheet, included with your permit, for a complete list of inspections.

The foregoing information is provided for your convenience as a guide only and is in no way to be considered to be conclusive of all regulations and other applicable law. Each project is unique and therefore communication with the CBO is essential. Once a permit is approved the permit holder will receive all necessary information specific to their project.

## CHECKLIST FOR ALL BUILDING PERMIT APPLICATIONS

The following 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.

- The complete Ontario Application Form and all applicable schedules.
- Two (2) sets of all submitted drawings and plans. All Drawings must be legible and to scale.
- Return this checklist with the appropriate boxes checked next to the drawings etc. that you have submitted.
- For Change of Use, plumbing or other permits not listed below contact the Building Department.

**New buildings, additions and renovations *must* include items from: 1  2  3**

Refer to Attachment Schedule 1 – Designer Information, as a guideline for required drawings and plans. It may be possible to combine certain drawings with others, as long as all necessary design information is provided (example: plumbing, mechanical, wood trusses, and electrical services).

- Site Plan                       Building Elevations                       Floor Plan                       Foundation Plan
- Framing Plan                       Section & Detail Plans                       Plumbing Plan                       Roof Plan
- Heating Ventilation Air-Conditioning Plan                       Electrical Services Plan

**Deck attached or unattached to a structure *must* include items from: 1  2  3**

Site Plan: Detailed, legible plan showing all existing and proposed buildings and their sq. ft.(sq.m), and location to lot lines, septic systems, water and shore road allowances or crown reserve.

Foundation, piers, floor and section plans: Drawings that show size and spacing or piers or foundation, beams, joists, decking and railing/guard details.

**Dock *must* include items from: 1  2  3**

Site Plan: Show location and dimensions of all existing docks, boathouses and proposed docks. Include all setbacks to lot lines and distances from all shorelines.

**You can find checklists and applications at: [www.powassan.net](http://www.powassan.net)**



<b>For use by Principal Authority</b>			
Application number:		Permit number (if different):	
Date received:		Roll number:	
Application submitted to: <b>MUNICIPALITY OF POWASSAN</b>			
<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 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: <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
<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 (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. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>			
i. Is 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): _____			
<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)			
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., 2nd Floor. Toronto, M5G 2E5 (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.

<b>A. Project Information</b>			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number	Cell number	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
<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			
<b>D. Declaration of Designer</b>			
<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>			
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 Association of Professional Engineers of Ontario.

## Schedule 2: Sewage System Installer Information

<b>A. Project Information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal Code	Plan number/ other description	
<b>B. Sewage system installer</b>			
Is the installer of the sewage system engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems, in accordance with Building Code Article 3.3.1.1, Division C?			
<input type="checkbox"/> Yes (Continue to Section C)		<input type="checkbox"/> No (Continue to Section E)	<input type="checkbox"/> Installer unknown at time of application (Continue to Section E)
<b>C. Registered installer information (where answer to B is "Yes")</b>			
Name		BCIN	
Street address		Unit number	Lot/con.
Municipality	Postal Code	Province	E-mail
Telephone number	Fax	Cell number	
<b>D. Qualified supervisor information (where answer to section B is "Yes")</b>			
Name of qualified supervisor(s)		Building Code Identification Number (BCIN)	
<b>E. Declaration of Applicant:</b>			
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>I am the applicant for the permit to construct the sewage system. If the installer is unknown at time of application, I shall submit a new Schedule 2 prior to construction when the installer is known;</p> <p><b>OR</b></p> <p>I am the holder of the permit to construct the sewage system, and am submitting a new Schedule 2, now that the installer is known.</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. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p>			

**Energy Efficiency Design Summary:  
Performance & Other Acceptable Compliance  
Methods**  
(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the Performance or Other Acceptable Compliance Methods described in Subsections 3.1.2. and 3.1.3. of SB-12,

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

For use by Principal Authority	
Application No:	Model/Certification Number

**A. Project Information**

Building number, street name	Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description

**B. Compliance Option** [indicate the building code compliance option being employed in this house design]

<input type="checkbox"/> <b>SB-12 Performance*</b> [SB-12 - 3.1.2.]	* Attach energy performance results using an approved software (see guide)
<input type="checkbox"/> <b>ENERGY STAR®*</b> [SB-12 - 3.1.3.]	* Attach Builder Option Package [BOP] form
<input type="checkbox"/> <b>R-2000®*</b> [SB-12 - 3.1.3.]	* Attach R-2000 HOT2000 Report

**C. Project Building Design Conditions**

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____m <sup>2</sup> or _____ft <sup>2</sup>	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement <input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit <input type="checkbox"/> Air Source Heat Pump (ASHP) <input type="checkbox"/> Ground Source Heat Pump (GSHP)
Area of W, S & G = _____m <sup>2</sup> or _____ft <sup>2</sup>		
SB-12 Performance Reference Building Design Package indicating the prescriptive package to be compared for compliance		
SB-12 Referenced Building Package (input design package): Package: _____ Table: _____		

**D. Building Specifications** [provide values and ratings of the energy efficiency components proposed, or attach ENERGY STAR BOP form]

Building Component	Minimum RSI / R values or Maximum U-Value <sup>(1)</sup>		Building Component	Efficiency Ratings
<b>Thermal Insulation</b>	Nominal	Effective	<b>Windows &amp; Doors</b> Provide U-Value <sup>(1)</sup> or ER rating	
Ceiling with Attic Space			Windows/Sliding Glass Doors	
Ceiling without Attic Space			Skylights/Glazed Roofs	
Exposed Floor			<b>Mechanicals</b>	
Walls Above Grade			Heating Equip.(AFUE)	
Basement Walls			HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)			DHW Heater (EF)	
Slab (edge only ≤600mm below grade)			DWHR (CSA B55.1 (min. 42% efficiency))	# Showers _____
Slab (all ≤600mm below grade, or heated)			Combined Space / Dom. Water Heating	

(1) U value to be provided in either W/(m<sup>2</sup>·K) or Btu/(h·ft<sup>2</sup>·F) but not both.

**E. Performance Design Verification** [Subsection 3.1.2. Performance Compliance]

The annual energy consumption using Subsection 3.1.1. SB-12 Reference Building Package is \_\_\_\_\_ GJ (1 GJ =1000MJ)

The annual energy consumption of this house as designed is \_\_\_\_\_ GJ

The software used to simulate the annual energy use of the building is: \_\_\_\_\_

The building is being designed using an air tightness baseline of:

- OBC reference ACH, NLA or NLR default values (no depressurization test required)
- Targeted ACH, NLA or NLR. Depressurization test to meet \_\_\_\_\_ ACH50 or NLR or NLA
- Reduction of overall thermal performance of the proposed building envelope is not more than 25% of the envelope of the compliance package it is compared against (3.1.2.1.(6)).
- Standard Operating Conditions Applied (A-3.1.2.1 - 4.6.2)
- Reduced Operating Conditions for Zero-rated homes Applied (A-3.1.2.1 - 4.6.2.5)
- On Site Renewable(s): Solar: \_\_\_\_\_  
Other Types: \_\_\_\_\_

**F. ENERGY STAR or R-2000 Performance Design Verification** [Subsection 3.1.3. Other Acceptable Compliance Methods]

- The NRCAN "ENERGY STAR for New Homes Standard Version 12.6" technical requirements, applied to this building design result in the building performance meeting or exceeding the prescriptive performance requirements of the Supplementary Standard SB12 (A-3.1.3.1).
- The NRCAN, "2012 R-2000 Standard" technical requirements, applied to this building design result in the building performance meeting or exceeding the prescriptive performance requirements of the Supplementary Standard SB12 (A-3.1.3.1).

**Performance Energy Modeling Professional**

Energy Evaluator/Advisor/Rater/CEM Name and company:

Accreditation or Evaluator/Advisor/Rater License #

**ENERGY STAR or R-2000**

Energy Evaluator/Advisor/Rater/ Name and company:

Evaluator/Advisor/Rater License #

**G. Designer(s)** (name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code)

**Qualified Designer:** Declaration of designer to have reviewed and take responsibility for the design work.

Name	BCIN	Signature

# Guide to the Energy Efficiency Design Summary Form for Performance & Other Acceptable Compliance Methods

## COMPLETING THE FORM

### B. Compliance Options

Indicate the compliance option being used.

- SB-12 Performance refers to the method of compliance in Subsection 3.1.2. of SB-12. Using this approach the designer must use recognized energy simulation software (such as HOT2000 V10.51 or newer), and submit documents which show that the annual energy use of the proposed building is equal to or less than a prescriptive (referenced) building package.
- ENERGY STAR houses must be designed to *ENERGY STAR* requirements and verified on completion by a licensed energy evaluator and/or service organization. The *ENERGY STAR* BOP form must be submitted with the permit documents.
- *R-2000* houses must be designed to the *R-2000 Standard* and verified on completion by a licensed energy evaluator and/or service organization. The HOT2000 report must be submitted with the permit documents.

### C. Project Design Conditions

*Climatic Zone:* The number of degree days for Ontario cities is contained in Supplementary Standard SB-1  
*Windows, Skylights and Glass Doors:* If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

*Fuel Source and Heating Equipment Efficiency:* The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

*Other Building Conditions:* These construction conditions affect SB-12 Prescriptive compliance requirements.

### D. Building Specifications

*Thermal Insulation:* Indicate the RSI or R-value being proposed where they apply to the house design. Refer to SB-12 for further details.

### E. Performance Design Summary

A summary of the performance design applicable only to the SB-12 Performance option.

### F. ENERGY STAR or R-2000 Performance Method

Design to ENERGY STAR or R-2000 Standards.

### G. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

## BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.  
The air leakage rates in Table 3.1.2.1. are not requirements. The Table is not intended to require or suggest that the building meet those airtightness targets. They are provided only as default or reference values for the purpose of annual energy simulations, should the builder/owner decide to perform such simulations. They are given in three different metrics; ACH, NLA, NLR. Any one of them can be used. They can be used as a default values for both a reference and proposed building or, where an air leakage test is conducted and credit for airtightness is claimed, the airtightness values in Table 3.1.2.1. can be used for the reference building and the actual leakage rates obtained from the air leakage test can be used as inputs for the proposed building.

OBC Reference Default Air Leakage Rates (Table 3.1.2.1.)

Detached dwelling	3.0 ACH50	NLA 2.12 cm <sup>2</sup> /m <sup>2</sup>	NLR 1.32 L/s/m <sup>2</sup>
Attached dwelling	3.5 ACH50	NLA 2.27 cm <sup>2</sup> /m <sup>2</sup>	NLR 1.44 L/s/m <sup>2</sup>

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Performance option is used and an air tightness of less than 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

## ENERGY EFFICIENCY LABELING FOR NEW HOUSES

*ENERGY STAR* and *R-2000* may issue labels for new homes constructed under their energy efficiency programs. The building code does not currently regulate or require new home labeling.

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority	
Application No:	Model/Certification Number

**A. Project Information**

Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

**B. Prescriptive Compliance** [indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package): Package: \_\_\_\_\_ Table: \_\_\_\_\_

**C. Project Design Conditions**

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
<input type="checkbox"/> Zone 1 (< 5000 degree days)	<input type="checkbox"/> ≥ 92% AFUE	<input type="checkbox"/> Gas <input type="checkbox"/> Propane <input type="checkbox"/> Solid Fuel
<input type="checkbox"/> Zone 2 (≥ 5000 degree days)	<input type="checkbox"/> ≥ 84% < 92% AFUE	<input type="checkbox"/> Oil <input type="checkbox"/> Electric <input type="checkbox"/> Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area		Other Building Characteristics
Area of walls = _____ m <sup>2</sup> or _____ ft <sup>2</sup>	W, S & G % = _____	<input type="checkbox"/> Log/Post&Beam <input type="checkbox"/> ICF Above Grade <input type="checkbox"/> ICF Basement
Area of W, S & G = _____ m <sup>2</sup> or _____ ft <sup>2</sup>		<input type="checkbox"/> Slab-on-ground <input type="checkbox"/> Walkout Basement
Utilize window averaging: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Air Conditioning <input type="checkbox"/> Combo Unit
		<input type="checkbox"/> Air Sourced Heat Pump (ASHP)
		<input type="checkbox"/> Ground Sourced Heat Pump (GSHP)

**D. Building Specifications** (provide values and ratings of the energy efficiency components proposed)

Energy Efficiency Substitutions				
<input type="checkbox"/> ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))				
<input type="checkbox"/> Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))				
<input type="checkbox"/> Airtightness substitution(s)  Airtightness test required (Refer to Design Guide Attached)	<input type="checkbox"/> Table 3.1.1.4.B Required: _____ Permitted Substitution: _____			
	<input type="checkbox"/> Table 3.1.1.4.C Required: _____ Permitted Substitution: _____			
	Required: _____ Permitted Substitution: _____			
Building Component	Minimum RSI / R values or Maximum U-Value <sup>(1)</sup>		Building Component	Efficiency Ratings
<b>Thermal Insulation</b>	Nominal	Effective	<b>Windows &amp; Doors</b> Provide U-Value <sup>(1)</sup> or ER rating	
Ceiling with Attic Space			Windows/Sliding Glass Doors	
Ceiling without Attic Space			Skylights/Glazed Roofs	
Exposed Floor			<b>Mechanicals</b>	
Walls Above Grade			Heating Equip.(AFUE)	
Basement Walls			HRV Efficiency (SRE% at 0° C)	
Slab (all >600mm below grade)			DHW Heater (EF)	
Slab (edge only ≤600mm below grade)			DWHR (CSA B55.1 (min. 42% efficiency))	# Showers _____
Slab (all ≤600mm below grade, or heated)			Combined Heating System	

(1) U value to be provided in either W/(m<sup>2</sup>.K) or Btu/(h.ft<sup>2</sup>.F) but not both.

**E. Designer(s)** [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature



# Guide to the Prescriptive Energy Efficiency Design Summary Form

This form must accurately reflect the information contained on the drawings and specifications being submitted. Refer to Supplementary Standard SB-12 for details about building code compliance requirements. Further information about energy efficiency requirements for new buildings is available from the provincial building code website or the municipal building department.

The building code permits a house designer to use one of four energy efficiency compliance options:

1. Comply with the SB-12 Prescriptive design tables (this form is for this option (Option 1)),
2. Use the SB-12 Performance compliance method, and model the design against the prescriptive standards,
3. Design to Energy Star, or
4. Design to R2000 standards.

## COMPLETING THE FORM

### B. Compliance Options

Indicate the compliance option being used.

- SB-12 Prescriptive requires that the building conforms to a package of thermal insulation, window and mechanical system efficiency requirements set out in Subsection 3.1.1. of SB-12. Energy efficiency design modeling and testing of the building is not required under this option. Certain substitutions are permitted. In which case, the applicable airtightness targets in Table 3.1.1.4.A must be met.

### C. Project Design Conditions

*Climatic Zone:* The number of degree days for Ontario cities is contained in Supplementary Standard SB-1 *Windows, Skylights and Glass Doors:* If the ratio of the total gross area of windows, sidelights, skylights, glazing in doors and sliding glass doors to the total gross area of walls is more than 17%, higher efficiency glazing is required. If the ratio is more than 22%, the SB-12 Prescriptive option may not be used. The total area is the sum of all the structural rough openings. Some exceptions apply. Refer to 3.1.1.1. of SB-12 for further details.

*Fuel Source and Heating Equipment Efficiency:* The fuel source and efficiency of the proposed heating equipment must be specified in order to determine which SB-12 Prescriptive compliance package table applies.

*Other Building Conditions:* These construction conditions affect SB-12 Prescriptive compliance requirements.

### D. Building Specifications

*Thermal Insulation:* Indicate the RSI or R-value being proposed where they apply to the house design. Under the SB-12 Prescriptive option, alternative ICF wall insulation is permitted in certain conditions where other design elements meet higher standards. Refer to SB-12 for further details. Where effective insulation values are being used, the Authority Having Jurisdiction may require supporting documentation.

## BUILDING CODE REQUIREMENTS FOR AIRTIGHTNESS IN NEW HOUSES

All houses must comply with increased air barrier requirements in the building code. Notice of air barrier completion must be provided and an inspection conducted prior to it being covered.

The air leakage rates in Table 3.1.1.4.A are not requirements. This provision is a voluntary provision for when credits for airtightness are claimed. Credit for air tightness allows the designer to substitute the requirements of compliance packages as set out in Table 3.1.1.4.B or 3.1.1.4.C. Neither the air leakage test nor compliance with airtightness targets given in Table 3.1.1.4.A are required, unless credit for airtightness is claimed. Table 3.1.1.4.A provides airtightness targets in three different metrics; ACH, NLA, NLR. Any one of them can be used. OBC Reference Default Air Leakage Rates (Table 3.1.1.4.A)

Building Type	Airtightness Targets				
	ACH @ 50 Pa	NLA @ 10 Pa		NLR @ 50 Pa	
Detached dwelling	2.5	1.26 cm <sup>2</sup> /m <sup>2</sup>	1.81 in <sup>2</sup> /100ft <sup>2</sup>	0.93 L/s/m <sup>2</sup>	0.18 cfm50/ft <sup>2</sup>
Attached dwelling	3.0	2.12 cm <sup>2</sup> /m <sup>2</sup>	3.06 in <sup>2</sup> /100ft <sup>2</sup>	1.32 L/s/m <sup>2</sup>	0.26 cfm50/ft <sup>2</sup>

The building code requires that a blower door test be conducted to verify the air tightness of the house during construction if the SB-12 Prescriptive option with airtightness credit being applied. Results of the airtightness test may need to be submitted to the Authority Having Jurisdiction. Airtightness of less than 2.5 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of detached houses, or 3.0 ACH @ 50 Pa (or NLA or NLR equivalent) in the case of attached houses is necessary to meet the required energy efficiency standard.

### E. House Designer

The building code requires designers providing information about whether a building complies with the building code to have a BCIN. Exemptions apply to architects, engineers and owners designing their own house.

**BUILDING PERMIT FEE GUIDE**

*No permit shall be issued until all fees have been paid in full.*

<b>Classes of Permits</b>	<b>Fees</b>
Minimum fee for processing and issuance of permits, except where specifically noted otherwise in this By-Law	\$120.00
All construction (new, additions, renovations, accessory, etc.)	\$9.00 per \$1,000 of Construction Cost
<b>Demolition</b>	
Complete or partial demolition	\$120.00
<b>Other Building Procedures</b>	
Temporary Building	\$120.00
Swimming pools	\$180.00
Outstanding Work Order	\$120.00
911 Signs	\$120.00
<b>Administrative Fees</b>	
Additional Plan Review (Resubmission)	Cost Recovery
Additional Permit Fee (Revision)	Cost Recovery
Change of Use Permit: Part 9 Building	\$100.00
Part 3 Building	\$300.00
Conditional Permit Fee	Based on proposals
If no inspections called for within 12 months after permit date	\$60.00
Premature/Additional Inspections	\$100.00/hr
Transfer of Permit	\$120.00
<b>Work Orders</b>	
Construction without a permit; Stop Work Orders	Minimum \$300.00 plus 5% of construction costs to a maximum of \$1,000.00.

## **Refund on building Fees**

Building Permits that are withdrawn or abandoned may be refunded as follows:

1. 35% if the permit has been issued and no field inspections have been performed
2. 5% or \$55.00, which ever is greater, shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
3. No refund will be made one year from the date the permit is issued.
4. No refund will be issued if a permit has been revoked.

*Notwithstanding the above, no refund is to be made of an amount less than the minimum permit fee.*

# **CODE OF CONDUCT FOR BUILDING OFFICIALS**

This Code of Conduct applies to the Chief Building Official and inspectors appointed by the Municipality of Powassan under the building code Act, 1992 in the exercise of a power or the performance of a duty under the building Code Act, 1992 or the building Code. The purposes of this Code of Conduct are to promote appropriate standards of behaviour and enforcement actions by the Chief Building Official and inspectors to prevent practices, which may constitute an abuse of power, including unethical or illegal practices, and to promote appropriate standards of honesty and integrity in the exercise of a owner of the performance of a duty under the Building Code Act, 1992 or the Building Code by the Chief Building Official and inspectors.

The Chief Building Official and inspectors of the Municipality of Powassan undertake to:

1. Act in the public interest, particularly with regard to the safety of buildings and structures.
2. Conduct themselves with a high degree of personal integrity and ethics, and in particular they should not place themselves or permit themselves to be placed, in a position which would constitute, or on an objective basis give a reasonable apprehension, of a conflict of interest or breach of trust.
3. Exercise powers in accordance with the provisions of the building Code Act, 1992, the Building Code and other applicable law that governs the authorization, construction, occupancy and safety of buildings and designated structures.
4. Apply all relevant building laws, regulations and standards in a consistent and fair manner, independent of any influence by interested parties.
5. Act honestly, reasonably and professionally in the discharge of their duties.
6. Not divulge any confidential or sensitive information or material that they become privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy.

## **Breaches of the Code of Conduct**

Any person who has reason to believe that this Code of Conduct has been breached may bring the matter to the attention of the Chief Building Official. Where the allegation concerns the actions of the chief Building Official, the matter may be brought to the attention of the CAO of the Municipality of Powassan, to whom the Chief Building Official reports.

Disciplinary actions arising from violations of this Code of Conduct are the responsibility of the Municipality of Powassan as the employer and will be based on the severity and frequency of the violation in accordance with relevant employment or collective agreements, employment standards and privacy requirements.