

# 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 <sup>2</sup> )		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or	Authorized agent of owner	
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		
D. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax	Cell number		

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
<b>F. 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.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	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.			Yes	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> .			Yes	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.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
<p>I _____ declare that:</p> <p>(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p>Date Signature of applicant</p>				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

## 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]			
House Small Buildings Large Buildings Complex Buildings	HVAC – House Building Services Detection, Lighting and Power Fire Protection	Building Structural Plumbing – House Plumbing – All Buildings On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an “other designer” under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 30%;"> <p>_____</p> <p style="text-align: center;">Date</p> </div> <div style="width: 60%;"> <p>_____</p> <p style="text-align: center;">Signature of Designer</p> </div> </div>			

**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.



# Application for a Permit Supplemental Data Form

This form is authorized by the City of Niagara Falls Building By-law [2013-178]  
Updated: July 2023

## A. Project information

Street Address:

Unit No.

Lot/Con:

## B. Form of correspondence

Please select the form in which you wish for Building Services to correspond with you regarding the following components of the building permit process (please choose only one for each):

Plans Examination Reports (if any): ☐ by mail, ☐ pick up or ☐ digitally – email address:

Issuance of the Building Permit: ☐ by mail, ☐ pick up or ☐ digitally – email address:

Building Inspection reports (prepared digitally): ☐ pick up or ☐ digitally – email address:

## C. Planning information

Check all that apply to the subject property where construction is proposed:

☐ easement(s) / encumbrance(s) ☐ minor variance ☐ severance ☐ rezoning ☐ designated historic / resource

Lot No.:

Plan No.:

Part Lot:

Concession No.:

Reference Plan:

Lot Area:

m<sup>2</sup>

Lot Frontage:

m

Lot Depth:

m

Corner Lot: ☐ Yes ☐ No

Municipal Sidewalks: ☐ Yes ☐ No

Municipal Services: ☐ sanitary ☐ storm ☐ water Onsite overhead hydro wires: ☐ Yes ☐ No

## D. Building Details – All Buildings

Please select the applicable Occupancy Type(s), check all that apply:

☐ A – Assembly, Division: ☐ B – Care / Detention, Division: ☐ C - Residential ☐ D – Business / Personal Service  
☐ E – Mercantile ☐ F – Industrial, Division:

Detail	Existing	New	Total
Number of Suites / Units			
Building Area	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Gross Floor Area	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Area to be renovated or altered	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Area of Basement	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Area of Basement to be finished	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Area of Accessory Building	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Area of attached / detached deck	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Area of deck that is covered by a roof	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Number of Stories Above Grade			
Occupant Load			
Lot Coverage	%	%	%
Number of Seats (Dining / Drinking Establishments)			

City of Niagara Falls - Building Services

4310 Queen Street, Niagara Falls, Ontario, L2E 6X5

Phone: 905 356 7521 Fax: 905 374 7500 Web: www.niagarafalls.ca

**E. Building Details – Part 3 Buildings**

Building length: \_\_\_\_\_ m    Building width: \_\_\_\_\_ m    Building Height: \_\_\_\_\_ m    Storeys Below Grade: \_\_\_\_\_  
 Building classification: \_\_\_\_\_ OBC Reference: 3.2.2.  
 Type of proposed construction: ☐ Non Combustible ☐ Combustible ☐ Both    No. of Streets / Access Routes: ☐ 1 ☐ 2 ☐ 3  
 Fire Alarm Required: ☐ Yes ☐ No    Standpipe Required: ☐ Yes ☐ No    High Building Designation: ☐ Yes ☐ No  
 Sprinkler Required: ☐ not required ☐ entire building ☐ in lieu of roof rating ☐ other: \_\_\_\_\_  
 Water supply is adequate for Fire Fighting purposes: ☐ yes, city service ☐ yes, other: \_\_\_\_\_ ☐ no  
 Required Fire Resistance Rating (FRR) for Horizontal Assemblies:    Floors: \_\_\_\_\_ hours    Roofs: \_\_\_\_\_ hours  
 Required Fire Resistance Rating (FRR) for Supporting Members:    Floors: \_\_\_\_\_ hours    Roofs: \_\_\_\_\_ hours  
 Occupant load of building is: \_\_\_\_\_ persons based on ☐ m<sup>2</sup> / person    or    ☐ other: \_\_\_\_\_  
 Building is designed in accordance with Barrier Free Design: ☐ yes ☐ no, explain: \_\_\_\_\_

**For Use by City Staff (Principal Authority)**

Zoning / Amendments: \_\_\_\_\_ Accepted by: \_\_\_\_\_

Zoning comments: \_\_\_\_\_

Building comments: \_\_\_\_\_

Permit Issuance Authorized by the undersigned for the Chief Building Official

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

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# Applicable Law Checklist

This form is authorized by the City of Niagara Falls Building By-law [2013-178]  
Updated: January 2015

## A. Project information

Street Address:

Unit No.

Lot/Con:

This form describes conditions where approvals from various other agencies are required before a building permit can be issued. It is recommended that these approvals be completed prior to applying for a building permit, since they may delay or prevent permit issuance. For assistance with the individual approvals listed consult with the applicable agency. Further information with regard to the individual agencies and contact for such is contained at the conclusion of this form.

## B. Heritage – City of Niagara Falls Planning Department

Are you proposing to demolish, alter, add to or otherwise modify a building that is listed on the City of Niagara Falls heritage inventory?

☐ Yes ☐ No

Is the building / property designated or in the process of being designated?

☐ Yes ☐ No

Is the property located in a Heritage District or study area?

☐ Yes ☐ No

## C. Zoning – Niagara Escarpment Commission

Does the property exist within the jurisdiction of the Niagara Escarpment Commission?

☐ Yes ☐ No

## D. Wetlands, Shorelines & Watercourses – Niagara Peninsula Conservation Authority

Does the property abut a ravine, watercourse, wetland or shoreline?

☐ Yes ☐ No

## E. Transportation Routes – Ontario Ministry of Transportation

Is the property within 45m of a highway or 180m from any highway intersection?

☐ Yes ☐ No

Is the property within 395m of a controlled highway intersection?

☐ Yes ☐ No

Is this a major traffic generating project located within 800m of a highway?

☐ Yes ☐ No

## F. Environmental Approvals – Ontario Ministry of the Environment

Is the property an industrial or commercial property being changed to a more sensitive use?

☐ Yes ☐ No

Is the property a former waste disposal site?

☐ Yes ☐ No

Is the project a major industrial, commercial or government project?

☐ Yes ☐ No

Is this a renewable energy project?

☐ Yes ☐ No

## G. Agriculture and Farms – Ontario Ministry of Agriculture and Food

Is the proposed building a farm building that will house animals or manure, or is it a milk processing plant?

☐ Yes ☐ No

## H. Education and Child Care Centres – Ontario Ministry of Education

Does the project involve the demolition of a school or is a daycare proposed in any portion of the building?

☐ Yes ☐ No

## I. Seniors / Long Term Care Centres & X-Ray Equipment – Ontario Ministry of Community and Social Services

Is the project a Seniors / Long term Care project whereby Government funding is being sought?

☐ Yes ☐ No

Does the project include spaces for the use of X-Ray equipment?

☐ Yes ☐ No

## J. Funeral Home – Ontario Ministry of Consumer and Business Services

Does the project involve any building in which funeral services are conducted?

☐ Yes ☐ No

**K. Declaration of Owner**

I, \_\_\_\_\_, certify that the information provided on this document is true to the best of my knowledge and that all required approvals related to the relevant applicable laws have been enclosed and submitted with the application for permit for this project.

Date:

Signature:

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**Completing this Form****B. Heritage - Ontario Heritage Act, s. 27, 30, 33, 34, 40.1 & 42**

The City of Niagara Falls has designated certain heritage buildings and maintains a list of building of heritage interests. Specific areas have also been established as Heritage Conservation District. Planning and/or City Council approval for demolition, alteration and construction is required if the subject property is affected.

Contact: City of Niagara Falls Planning Division, Peggy Boyle, 905 356 7521 ext.4334, pboyle@niagarafalls.ca

**C. Zoning - Niagara Escarpment Planning and Development Act**

Where construction is proposed in the area under the jurisdiction of the Niagara Escarpment Commission and development permit is required to before a building permit can be issued.

Contact: Niagara Escarpment Commission, Martin Killian, 905 877 7524, martin.killian@ontario.ca

**D. Wetlands, Shorelines & Watercourses - Conservation Authorities Act s.28, regulation 166/06**

Development within certain conservation regulated areas requires construction and fill permits from the conservation authority before a building permit can be issued.

Contact: Niagara Peninsula Conservation Authority, 905 788 3135, info@npca.ca

**E. Transportation Routes - Public Transportation Act s. 34/38**

Ministry authorization is required for construction of all buildings within certain distances of a highway or intersection. Where major developments will generate significant amounts of traffic, such as a shopping centre, the distance is extended to 800m.

Contact: Ministry of Transportation, www.mto.gov.on.ca

**F. Environmental - Conservation Authorities Act s.28 (1)(c), regulation 166/06**

Development within certain conservation regulated areas requires construction and fill permits from the conservation authority before a building permit can be issued.

Contact: Ministry of Environment, 1 800 461 6290

**G. Agriculture and Farms - Nutrient Management Act 2002 s.11 regulation 267/03, Milk Act s.14**

Buildings or structures that house animals or store manure may require a nutrient management strategy approved by the Ministry. The Ministry must also determine that a milk processing plant is necessary and authorize it before a building permit can be issued

Contact: Ministry of Agriculture Food and Rural Affairs, 1 877 424 1300

**H. Education and Child Care Centres - Education Act s.194, Day Nurseries Act, s.5 or regulation 262**

The Minister must approve the demolition of all school buildings. Ministry plan approval is required if a new or existing building is proposed to be used or altered / renovated to be used as a day nursery, or if an existing day nursery is altered or renovated.

Contact: Ministry of Education, 905 895 9192

**I. Seniors / Long Term Care Centres and X-Ray Equipment - Elderly Persons Centres Act s.6, Healing Arts Radiation Act**

Reports must be submitted to and approved by the Minister for all seniors centres to which government funding applies. Where X-Ray equipment is used for primary exposure to humans approvals are required before a building permit can be issued.

Contact: Ontario Ministry of Community and Social Services, 1 888 789 4199

**J. Funeral Home - Funeral Directors and Establishments Act, regulation 469**

Where a building houses a funeral establishment necessary approvals are required to be obtained before a building permit can be issued.

Contact: Ontario Ministry of Consumer and Business Services, 1 800 387 4458



## Authorized Agent Authorization Form

This form is authorized by the City of Niagara Falls Building By-law [2013-178]

Updated: January 2015

### A. Project information

Street Address:

Unit No.

Lot/Con:

### B. Party to be authorized

Last Name:

First Name:

Corporation or Partnership:

Street Address:

Unit No.

Lot/Con:

Municipality:

Postal Code:

Province:

Telephone Number:

Cell Number:

Email:

### C. Declaration of Owner

I, \_\_\_\_\_, being the Registered Owner of the above property hereby authorize the party stated in Section B of this form to make application for permit on my behalf to Building Services of the City of Niagara Falls in accordance with the applicable requirements of the Ontario Building Code for the purpose of the identified project.

Date:

Signature:

The Ontario Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession".

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**City of Niagara Falls - Building Services**

4310 Queen Street, Niagara Falls, Ontario, L2E 6X5

Phone: 905 356 7521 Fax: 905 374 7500 Web: [www.niagarafalls.ca](http://www.niagarafalls.ca)